

ADMINISTRATION OVERVIEW  
SERVICE SPECIFIC ATTACHMENT  
**Wanderer Locator Service**

- I. General Policies and Procedures
  - A. Please describe the merits of your system and how ASAP clients and caregivers can benefit by them:
  - B. What is the timeframe for delivery of Identification Materials and what exactly is sent/given to the consumer/caregiver?
  - C. Are consumers/caregivers prompted to update critical information including health and medication updates by your company? If so, how?
  - D. How do you insure the patient ID bracelet will fit the consumer's wrist?
  - E. What is your policy for notifying the ASAP Case Manager about problems encountered that affect or could affect completion of the authorized service?
  - F. Describe your policy for communicating to the ASAP Case Manager events that have occurred with their consumers:
  - G. How do you insure a consumer is still an active participant in the service?
  - H. What is your protocol for sending out an alert when a consumer is reported as missing? Who is alerted and how is the alert sent?
  - I. Where are your operators located?

J. Please include a copy of the form used for patient registration.

II. Personnel Procedure

A. What trainings do you conduct annually?

B. How is confidentiality of client information maintained?

Name of Provider employee who completed this form:

Signature:

Date: