

ADMINISTRATIVE POLICY

1 Family Visit Policy

- 1.1 Visits to the program by family members and/or significant others, and home visits are encouraged in order to maintain close family relationships for persons served. Frequent contact with family enhances communication with program personnel. Families are encouraged to actively participate in program activities, to serve as ID Team members during ISP development, and to assist in carrying out ISP goals and objectives; both at the program and when the person is on a home visit, when so desired by the person served.
- 1.2 All persons have the right to receive visitors each day; to communicate, associate and meet privately with persons of their choice, including, but not limited to, friends, social workers, business associates and clergy.

2 Family Visit Guidelines

- 2.1 Any limitations or denial of visitation rights will be in conformance with the *Denial of Rights* policies and procedures.
- 2.2 If visits are for any reason restricted, the Individual Service Plan (ISP) will contain a clear procedure to restore visitation rights. If visits are restricted for medical reasons, the person, his/her parents, significant others, or other parties designated by the person will be properly informed.
- 2.3 If a person has been ill prior to a planned family visit, the person's physician or medical director may be consulted and a visitor health clearance will be obtained. Visitors will be informed of any of the person's physical limitations.
- 2.4 Parents, guardians, spouses, friends, family members or others per the desire of the person served are invited to visit as long as the visit does not interfere with daily activities of other persons.
- 2.5 It is encouraged that visits be coordinated with the Program Manager or designee, prior to each visit to ensure there is no disruption of daily activities.
- 2.6 Any family member or other designated person transporting a person served away from his/her respective service site will notify the Program

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Manager or designee before leaving the program/service site.

- 2.7 For persons residing in a licensed residential program, a record of home visits will be maintained in the person's record.
- 2.8 Un-conserved adult persons served will make their own decisions regarding family visitation whenever possible. Parents/conservators may specify unauthorized visitors for minor or conserved adult persons; otherwise all visit requests to persons will be honored. Exceptions may be made if a visit is legally prohibited or a denial of rights has been approved by the Human Rights Committee. For minors or conserved adult persons whose parents are separated or divorced, copies of custody papers or court orders may be requested to avoid any conflict regarding visitation rights.
- 2.9 Family members will be required to notify the Program Manager or designee of the dates and anticipated departure and return times for persons leaving their programs for an off-site visit. This will assist the person's Community Support Specialists, and family members in preparing for the off-site visit, and will ensure adequate staff coverage upon the person's return to his/her program.

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