



THERAPEUTIC GROUP HOME

VISITORS AND PASSES OPERATIONAL PROCEDURE

October, 2004 (r 12/07, 8/09, 4/11, rv 3/13, r 12/13, 2/15, 3/17)
(r 6/20)

Policy Ref: 190-01

Reviewed/Revised: April 2022

Procedure: 660-28

A. PURPOSE:

To establish guidelines to allow a consistent and fair inclusion of the resident to outside supports, friends, and family.

B. PROCEDURE:

- I. Visitations and passes are strongly encouraged as a way to maintain the resident's connections with family, friends, and the community.
- II. Notification of staff is essential in maintaining the supportive aspects of this Program. Residents need to notify staff if there is a potential problem that would arise from a visit with a particular person.
 - a. Normal Visitation The residents can have virtual visitation through zoom or in person visitation with families during the residents weekly scheduled family session or as scheduled otherwise.
 - b. Visitation outside the established hours may be arranged at the discretion of the Program Supervisor or the Assistant/Vice President over that Program. Visiting by DCF, case managers from consumer's insurance companies, minister, and/or attorney shall be allowed at any time, subject only to the consumer's refusal. A consumer's right to receive visitors can be restricted by LifeStream, but only under written order by the medical practitioner and documentation as to the reason(s) for the restriction. This documentation shall be given to the consumer, the consumer's family, guardian, guardian advocate, representative, human rights advocacy committee member, and/or attorney. This restriction must be reviewed at least every seven (7) days. In the event visitation has been restricted, a note must be entered into the progress note section of the consumer record stating the nature of the restriction and the rationale.
- III. All visitations shall be scheduled at least twenty-four (24) hours in advanced.
- IV. Visiting hours shall be posted in a conspicuous place as well as explained to consumers and their families at the time of admission.
 - a. All visitors are to check in and sign the visitor's log. All visitors will be subject to COVID-19 screening protocols which include having their temperature taken and answering the COVID screening questionnaire.

Any potential visitor who displays symptoms or answers yes to any of the screening questions will be asked to leave the premises and will not be allowed to attend the visitation. All visitors will be required to wear a mask during visitation and if non-compliant will be asked to leave.

- b. Only two (2) visitors are permitted per consumer at any one time. Other children are not permitted at visitation.
- c. All items brought in by visitors for consumers shall be examined by the staff for contraband. Bringing food and beverages into the facility must be approved by the Program Supervisor.
- d. Visitation must generally take place in public areas (i.e., within view of staff). Visitation in consumer rooms is not permitted. In special circumstances, visitation may be permitted in group rooms with the approval of the Program Supervisor. No visitation shall also be permitted behind closed doors without the presence of staff.

V. Off-Site passes

- a. The privilege of passes may be revoked as part of the consequences of rules infractions following approval of the Kid's Central assigned Family Care Manager for residents in care.
- b. Twenty-four (24) hour notice is required on all non-family passes and is strongly advised when visiting family.
- c. Pass forms are supplied by staff and are to be completed by the resident.
- d. Overnight passes must be authorized by Kid's Central's assigned Family Care Manager for children in care.
- e. Pass denials must include in writing the reason for denial. This information shall be placed in the resident's case record.
- f. Visitations and passes must adhere to therapeutic guidelines established by Medicaid.
- g. A parent or guardian can pick up a resident for an outing. The resident must be temperature checked and fill out the COVID-19 screening questionnaire and report if they have any COVID-19 symptoms upon return.

PROCEDURE APPROVED:



Risk and Corporate Compliance Manager

4/14/2022

Date