

ADMINISTRATIVE POLICY

1 Family Visit Policy

- 1.1 Frequent and informal visits to the program by family members and/or significant others, and home visits are encouraged in order to maintain close family relationships for supported persons. 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 supported person is on a home visit.
- 1.2 All supported 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, 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 supported person will be properly informed.
- 2.3 If a supported person has been ill prior to a planned family visit, the person's physician will 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, or authorized representatives are invited to visit supported persons as long as the visit does not interfere with program/service activities of other supported persons.
- 2.5 All visits must be confirmed with the Program Manager prior to each visit.
- 2.6 Any family member or other designated person transporting a supported person away from his/her respective program will notify the Program Manager before leaving the program/service site.
- 2.7 A record of program and home visits will be maintained in the supported person's record.

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- 2.8 Unconserved adult persons 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 supported persons will be honored. For minor or conserved adult supported persons whose parents are separated or divorced, copies of custody papers or court orders will be requested to avoid any conflict regarding visitation rights.
- 2.9 Family members will be required to notify the Program Manager of the dates and anticipated departure and return times for persons leaving their programs on 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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