

## VISITATION POLICY

In the event that a Person Served wishes to have a visitor, the following steps / guidelines must be adhered to:

1. When the visitor arrives, staff must take a copy of the visitor's ID and store it for our records. If the visitor has visited in the past, staff should confirm that we already have a copy of the visitor's ID in our records.
2. After a copy of the ID has been taken, or confirmed to be on record, the visitor must sign in the visitor book.
3. Visitors may visit with the Person Served at the home for as long as they have or the Person Served wishes.
4. If the Person Served is allowed alone time (per team/plans), then the visitor may sign out the Person Served for an outing without staff.
5. If the Person Served is not allowed alone time (per team/plans), but they are with people they are approved to be alone with (per team/plans - such as parents, siblings, etc.), then the visitor may sign out the Person Served for an outing without staff.
6. If the Person Served wants to leave with a person they are not allowed to be alone within the community (via their team/plans) a staff member must accompany them.
7. If the Person Served goes on an overnight stay, or will be gone during the assigned med time, then all medications scheduled during those times, will be pre-packed, labeled, documented in the MAR, and signed over to the guardian.
8. Upon return to the home from an outing with a visitor, the visitor must sign the Person Served back into our care.