

## ADMINISTRATIVE POLICY

### 1 Visitation Policy

- 1.1 Visits to the program by family, friends and/or significant others, and home visits are encouraged in order to maintain close relationships for persons served. Families are encouraged to serve as ID Team members 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, family, friends, social workers, business associates and clergy.

### 2 Visitation 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, their 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 visit, the person's physician may be consulted and a visitor health clearance may be obtained. Visitors will be informed of any of the person's physical limitations on a need to know basis or at the request of the person served.
- 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, appointments or to arrange for privacy as needed.
- 2.6 Any family member or other designated person transporting a person served away from their respective service site will notify the Program Manager or designee before leaving the program/service site.

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- 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 visitations 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 Visitors will be asked 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.
- 2.10 At times, out of medical necessity such as an airborne illness, visitations in the home may be temporarily suspended or alternate locations for visits may be coordinated to promote wellness of all parties.
- 2.11 During times of a state of emergency, including pandemic, visitations may be temporarily adjusted or suspended based on the recommendations of the Center for Disease Control (CDC), California Department of Public Health (CDPH), public health officials or other governing authorities.
- 2.11.1 In cases of a state of emergency, a notice may be posted at each site as applicable
- 2.11.2 In the event visitations are temporarily disrupted, alternative ways to connect with friends and family, such as outside visits, video calls or other means of communication will be encouraged.
- 2.11.2 Such restrictions will be lifted as determined by the governing authority

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