

<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Residential
<b>Standard Title</b>	Individual Visitation to Staff's Homes (Including Staff Family & Friend's Homes)
<b>Regulations</b>	
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<b>Attachments</b>	
<b>Approved by:</b> Paula Jubic, Executive Director	

**Standard:**

On occasion, it may be appropriate for the individuals we serve in the residential department to visit the homes of staff people or staff person's friends or family for holidays and other special events. Staff may not "volunteer" their time while having an individual served by the agency visiting the house of a staff person or the house of a staff person's friend or family. They must be paid and considered working during this time. They are expected to abide by all agency standards for conduct outlined in the agency Standards, Policies and Procedures.

**Procedure:**

1. Requests for visitation must be approved in writing and in advance.
2. Staff must make a request to the manager of the residence to take an individual on a visit to their home or staff person's friends or family for holidays and other event. This written request must be made one week prior to the expected visit. The staff person must have completed at least six (6) months of service with the agency to make a request.

The request must include:

- a) Date and time of the visit
  - b) Purpose of the visit
  - c) Exact location of the visit
  - d) Location phone number
  - e) Duration of the visit
  - f) Reason why the individual would benefit from the visit
3. The manager will independently verify that the individual(s) wants to go on the visit if feasible.
  4. The manager will contact the individual's family to ensure that they approve of the visit and that they do not have plans for the individual for that holiday or event; if applicable.

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5. The manager will convene a team meeting or lead an electronic discussion to discuss the merits of the visit and make a recommendation that the visit proceed as planned, proceed as altered, or not proceed.

Team members should be provided a copy of the visit request. The team should include:

- a) The staff person making the request
  - b) Site/Shift Supervisor(s)
  - c) Program Manager
  - d) Regional Program Manager
  - e) Director of Residential Services
  - f) RN
  - g) Dietitian (if person has PWS or other diet related health issue)
  - h) Behavior Specialist (if the individual has a Behavior Support Plan)
6. The manager will forward the staff person's written request and either the team meeting minutes or electronic discussion thread to the Director of Residential Services or his/her designee for written approval or denial of the request.
  7. The manager will communicate the decision to the staff person, the individual(s) involved, and their family.
  8. The following guidelines will be followed during the visit:
    - a) Staff person must follow the individual's plan for protective oversight and safeguards.
    - b) The staff person must be current on all required agency trainings and must be AMAP certified.
    - c) The staff person should not be the primary caregiver of others such as children, disabled individuals, or elderly individuals while the individual they support is present.
    - d) Any incident that occurs while the individual is present should be documented on a Therap GER upon return to the residence.
    - e) Staff should follow the dietary guidelines of the individual as if they were at their CCDS residence including caloric intake and food consistency.
    - f) Staff should never leave the individual in the care of others at the event.
    - g) Staff should not conduct non-agency business while on the event with the individual.
    - h) Staff should not incur overtime to take the individual to the event unless approved by the Director of Residential Services or his/her designee.
    - i) All staff shall adhere to all agency policies and procedures while the individual they support is with them at the staff person's house, or a family member's house, including, but not limited to the use of alcohol, the use of drugs, safe driving practices, criminal activity, etc.
    - j) If the individual wishes to leave early, the staff person shall honor that request.
    - k) If the visit will last longer than was approved, the staff person must get approval from the administrator on-call.
    - l) If anyone present at the gathering engages in the consumption of alcohol, criminal activity, illicit drug use are present, or any other behavior that is contradictory to any agency policy, standard, or guideline, the staff person and the individual will leave immediately and staff must call the Administrator On-Call and follow any directions given as far as documentation, etc.