

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **CLIENT VISITS AND VISITORS' RESPONSIBILITIES**

ANNUAL REVIEW MONTH: April

RESPONSIBLE FOR REVIEW: Chair, Rights & Ethics Function Team

LAST REVISION DATE: April 2008

It is recognized that, unless medically contraindicated, clients have a right to have visitors within the published visiting hours in compliance with the Division of Mental Health/Developmental Disabilities/Addictive Diseases (DMHDDAD) and the Department of Human Resources (DHR) Rules and Regulations (Long Term Care Facilities) 290-5-39.04(g), Rules and Regulations for Patient's Rights 290-4-6-.03(4), and Central State Hospital (CSH) Policy and Procedure #4.00/4.00A - Client Rights and Organizational Ethics. Areas will be clearly designated as visiting areas and will provide optimal privacy within the available resources of the hospital. The client must give consent to acknowledge his/her presence to visitors and for visitors to be directed to the ward/unit. No reference will be made to the type of unit program that client is assigned by the employee directing visitors to an area, in compliance with CSH Policy #4.29 - CONFIDENTIALITY. In order to maintain a therapeutic treatment environment, visitation will be limited, restricted or denied to visitors who come to a visiting area in an apparent intoxicated condition, or exhibiting offensive or inappropriate behavior. Visitors that manifest this type of behavior may be requested to leave the visiting area, and should they refuse to leave, the State Hospital Police may be asked to escort visitor(s) from the visiting area.

If therapeutic indications necessitate restrictions on visitors, such restrictions will be fully explained and determined with the participation of the client/family. Further, any restrictions on visitors must be evaluated for their therapeutic effectiveness; therefore, the following actions will occur to ensure that there is close, careful review of restrictions on visitors:

1. The restriction must be required by the type of seriousness of the client's mental or physical condition and must be ordered by the client's attending physician;
2. The type and extent of the restriction, along with the specific reasons for the restriction, must be stated in the order.
3. The order shall expire automatically 24 hours after it is given, unless it is terminated sooner, but additional 24-hour orders may be given according to the same procedure as that required for the original order.

4. The Service Clinical Director will review all cases where therapeutic indications necessitate restrictions and will ensure those restrictions are evaluated for their therapeutic effectiveness by clinically responsible staff at least every three days or at intervals consistent with ongoing care review and the average length of stay.

Note: These actions do not apply during episodes of seclusion/restraint. These actions also do not apply to clients admitted under certain legal restrictions.

Visits by private physicians, dentists, licensed clinical psychologists or attorneys shall all be conducted in compliance with CSH Policy 4.02 - PRIVATE PROFESSIONAL SERVICES FOR CLIENTS and Central State Hospital Medical Staff By Laws, Rules and Regulations.

**Visitors not escorted by CSH staff or those visitors conducting official hospital business who do not have an official/business name tag will be issued a "Visitor's Name Tag" upon entering a CSH building.

Colors of "Visitor Name Tags", and "Visiting Hours" for the two client care services are as follows:

DEVELOPMENTAL DISABILITIES SERVICES

Name Tag Color: Blue. Routine visiting hours in Craig Center and each ICF-MR unit are 9:00 a.m. to 9:00 p.m. daily.

PSYCHIATRIC TREATMENT FORENSIC SERVICES

Powell Building/Crittenden Building

Name Tag Color: Orange. Visiting hours are 3:30 p.m. to 5:00 p.m. and 6:00 p.m. to 8:30 p.m.

Binion Building/Freeman Building

Name Tag Color: Yellow.

Binion visiting hours for DOC and Jail Hold orders are Saturday, Sunday and holidays from 9:00am - 11:00am.

Binion visiting hours for pretrial evaluation, Not Guilty by Reason of Insanity, Incompetent to Stand Trial clients are 2:00pm to 4:00pm and 6:30pm to 8:30pm weekends and holidays and 6:30pm – 8:30pm on weekdays.

Freeman visiting hours are 3:30pm - 5:00pm and 6:00pm – 8:30pm each day of the week.

Approved:

This policy has been approved by the CEO and CMO on 9/8/08.