

Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Procedure: Visitors - Resident	
Replaces Version Dated: 4/30/13	Effective Date: 4/4/16

A. Visiting Hours:

1. Visiting hours are daily 8AM to 8PM. Exceptions to the visiting hours may be made by the nurse or designee.

B. Visiting the Unit:

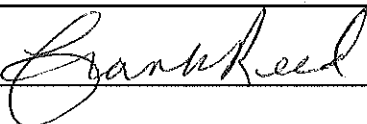
1. Visitors must check-in and sign-out.
2. Visits will be allowed only in certain areas, including: yards, living rooms, meeting room or the quiet room.
3. There will be no more than four visitors per resident at the same time. Exceptions to the number of visitors may be made by the nurse or their designee.
4. Visits by children under the age of 18 must be pre-approved by the resident's treatment team. Any approved visitor under the age of 18 must be accompanied and supervised at all times by a parent or guardian. MTCR staff will not be responsible for supervising visiting children.
5. Residents may receive visits from anyone unless the treatment team decides otherwise and the reason is documented in the medical record. In addition, visits with certain individuals may be prohibited by court order.
6. Residents have the right to refuse visitors.
7. Individuals who appear to be under the influence of alcohol or other substances, or who are using loud, abusive, or vulgar language may be denied permission to enter MTCR. Individuals who engage in behavior deemed to be disruptive before or during a resident visit may be asked to leave the facility.
8. All visitors will be scanned with a metal detector before entering the facility. The nurse or designee is authorized to waive the scanning requirement. Individuals will also be asked to empty their pockets to ensure that they are not bringing in restricted items. If individuals refuse these procedures, staff may deny their entrance to MTCR.

9. When a person has been denied permission to enter the facility, or if a visit has been ended based on an individual's unacceptable conduct, staff shall notify the Program Director or designee, and shall document in the Visitor Log the reason the individual was denied entry or asked to leave.
10. The list of Pre-Approved Visitors, located in the facility, shall include representatives of:
 - a. Resident legal counsel, including Vermont Legal Aid
 - b. Disability Rights Vermont
 - c. Authorized volunteers, including Vermont Psychiatric Survivors
 - d. Sheriffs
 - e. Forensic psychiatrists under contract with the Department of Mental Health
 - f. Authorized Department of Mental Health employees
 - g. Authorized Attorney General's Office employees
 - h. Outside health care providers, including community mental health centers
 - i. Authorized faculty, students and trainees
 - j. Authorized vendors
11. Pre-Approved Visitors will be required to sign in and sign out, and will not be subject to additional screening.
12. In an emergency or other situation that calls for a rapid decision, the Program Director or designee may approve immediate access to the facility on a case-by-case basis.

C. Non Pre-Approved Visitors:

1. Visitors who are not on the Pre-Approved Visitor list must present a valid, photo identification before entry to the facility. The nurse or designee is authorized to allow entry without the photo identification.

2. Staff shall record the date/time, name, address, and relationship to the resident in the Visitor Sign-In Log.
3. Staff will review the Restricted Items List with the visitors, and ask that any restricted items be left in the check-in area or returned to their vehicle. Staff shall inspect any bag or item that is to be brought to the residence. Visitors will be asked to leave all personal items except for car keys in their vehicles or in the MTCR locker. Visitors may only bring their car keys, food, or gifts for residents into the building. Food and gifts must be checked in with staff and staff will determine whether they may be given to the resident and in what quantity. If staff is uncertain about any item, questions shall be referred to the nurse or designee.
4. Any items that will remain with the resident will be inventoried on the Resident Property List.
5. The nurse or designee will escort the visitor to the visiting area.
6. No visits are to occur in a resident's room.

Approved by DMH Commissioner	Approval Date:
	10/11/16