

Checklist: Access to Visitors at Any Time

Policy, Procedures and Operational Guidelines

<ol style="list-style-type: none"> 1. Ensure that P&P Manual contains the specific requirement that individuals are able to have visitors of their choosing at any time. 2. Ensure the P&P Manual describes the expectation that people have access to visitors in unrestricted areas within the setting and may have overnight guests. 3. Ensure the P&P Manual describes the expectation that the people have the opportunity to develop close, private and personal relationships without unnecessary barriers or obstacles imposed on them. 4. Ensure the P&P Manual describes any visitor- related procedures implemented by the setting to ensure the safety and welfare of people who live and work there and that these do not restrict visitors unnecessarily for the convenience of staff or restrict the person’s freedom of association with whomever they choose. 5. Ensure that the residents’ rights document and resident handbook include the right to have visitors of their choosing at any time. 6. Ensure that P&P Manual describes the specific procedure to obtain due process if a modification is required, in keeping with the description in the <i>Checklist for Person- Centered Plan Documentation of Modifications to HCBS Requirements</i>. 7. Ensure that P&P Manual requires provider staff are trained with regard to individuals’ ability to have visitors of their choosing at any time. 	✓ Does the Manual contain the expectation for each policy? ✓ Does the Manual describe the provider’s specific procedures for ensuring each policy is implemented?		
	Check to confirm policy is complete	Yes	No
	1. Contains		
	2. Describes		
	3. Describes		
	4. Describes		
	5. Includes		
	6. Describes		
7. Requires			

Ensure that provider staff have been trained to competency for this requirement. <ol style="list-style-type: none"> 1. Is there training curriculum available for review? 2. Does the training material accurately reflect the requirement and what it should look like in practice? 3. Do the training rosters show that all staff have been trained in this requirement? 	Name of Training: Name of Trainer: Date of Training: Training Roster Available:
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Provider Confirmation		External Review for Heightened Scrutiny Review & Advocacy		
Name of Policy		<u>Type of Review</u>	<u>Name of Reviewer</u>	<u>Date</u>
Policy Page and/or Number		Certification		
Date Policy Completed/Approved		Monitoring		
Approved By		Advocacy		

NOTE: External Reviews will include ‘Observation’ and ‘Interview’ questions below during Certification and Monitoring Visits

Observations	Individual/Staff Name(s)	Date
Observe as feasible, whether individuals are able to have visitors of their choosing at any time.		
If there is an approved provider- restriction, there is a plan in process to remove it that is consistent with the person-centered plan and due process policy.		
Interviews	Individual/Staff Name(s)	Date
<p>Ensure that every individual is aware they can have visitors of their choosing at any time and that they exercise this right freely. Examples of questions to ask:</p> <ul style="list-style-type: none"> ✓ Are you able to have visitors when you would like to? ✓ Do you decide who you want to have as guests? ✓ When you have visitors, are you able to talk and meet with them privately? ✓ Do staff ever control who you can or cannot visit with? If some visitors are not allowed, do staff provide a reason? ✓ Does your home have a visitation policy? 		
<p>Ensure that staff can describe an individual’s ability to have visitors of their choosing at any time.</p> <ul style="list-style-type: none"> ✓ If any individual has an approved modification consistent with the due process policy, ensure staff know about the restriction and the plan to remove it, and can describe their roles and responsibilities in implementing that plan. 		
Notes:		