

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds Lodge **Policy Number:** HHS-SUD-FW 4705

Policy Title: Visitors

Attachments: Visitors Log

Revision History: 6/2017, 1/2018

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

7/28/21

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

7-31-2021

POLICY STATEMENT: The Mille Lacs Band of Ojibwe Four Winds Lodge has specified visiting days and hours, with limited exceptions, as noted in this policy.

PURPOSE: The purpose of this policy is to guide visitation for Four Winds clients.

PROCEDURE:

1. Clients may receive visits at all reasonable times from their personal physician, religious or spiritual advisor, county case manager, parole or probation officer, and attorney. If possible, these visits will occur at times other than scheduled programming. These visits will occur in an area that ensures privacy.
2. Visits from others not listed above must occur during posted visiting hours unless otherwise arranged.
3. For the welfare of the client and others, the Treatment Director or designee with the input of the treatment team may impose visiting limitations; the limitations and justification are documented in the client's medical record.
4. Upon admission, clients are provided:
 - A. Hours and days of visiting- visitation rules, hours and days are posted.
 - B. Visiting rules.
 - C. Contraband policy
5. Visitation area(s) afford privacy to the extent that safety and therapeutic needs of the client(s) are met
6. The total number of visitors at any time may be limited.
7. Clients have the right to refuse to see individuals seeking visitation.
8. The program's Treatment Director applies the following:
 - A. No one, except those noted in number one, above, can visit prior to initiation of treatment
 - B. Upon admission, each client develops a Visitor List of potential visitors.
 - a. This list can be amended at any time during treatment.
 - b. Additional visitors can be added and approved by the treatment team.
 - C. The client signs a release of information for each potential visitor, and lists the name, phone number, and relationship for each potential visitor.
 - D. The treatment team reviews the Visitor List to identify potential safety concerns. Client is expected to inform visitors of rules related to visiting and contraband. Contact with visitors is noted in the client medical record.
 - E. Initial determinations regarding suitability of proposed visitors will be made within the first 7 days of

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- treatment; each visitor must be approved by the treatment team prior to visiting.
- F. Clients are informed of the status of their Visitor Log; if a visitor is not approved, the justification is documented in the medical record and the client is informed. At the client’s request, restricted visitors may be reevaluated for approval to visit.
 - G. Factors which can exclude visiting include but are not limited to:
 - a. Current Order for Protection.
 - b. Potential visitor’s known history of disruptive behavior
 - c. Behavior that poses risk to other clients or staff
 - d. Attempts to introduce contraband or substance use.
 - e. Known Predatory Offender.
 - f. Previously discharged clients who did not meet discharge criteria.
 - g. Known active substance abusers.
9. Staff will treat visitors respectfully and in a manner that maintains the visitor’s dignity. Staff will assure that:
- A. Visitors present identification.
 - B. Visitors sign in with staff upon arrival and sign out on departure. Sign in information includes the name of the person they are visiting, relationship, date and times of arrival and departure.
 - C. Visitors are given a copy of rules.
 - D. Visitors must leave personal possessions, purse, wallet, backpack, diaper bag, outerwear, etc. locked in their vehicle or in lockers provided on-site. Once possessions are placed in the locker, visitors are not allowed access without staff supervision. Items kept in the locker are returned when the visitor leaves the premises.
 - E. A visual search is completed of all visitors with special attention given to items and areas that might contain contraband. Visitors may be asked to turn out the pockets of clothing.
 - F. Visitors who present risk to client or staff safety, who are under the influence of substances or exhibiting inappropriate behavior will be asked to leave. If necessary, staff will request assistance from law enforcement.

Internal and/or External References	
Compliance - Posting Date	7/31/2021
Replaces – Policy Number	
Next Review - Due Date	

Visitors' Register

DATE	NAME	FIRM	ADDRESS	TO SEE	
			STREET		
			CITY STATE	TIME IN	TIME OUT
			STREET		
			CITY STATE	TIME IN	TIME OUT
			STREET		
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