

Date Adopted	08/94	Section	500 Rights
Date Revised	10/94, 06/00, 08/02, 08/14	Subject	502 Informational Visits to Client Homes
Rule Referenced			

502 Informational Visits to Client Homes

With the approval of the individuals living at a home, Choices In Community Living Inc. will endorse visitors (students, people interested in HPC services) coming to clients' homes for the purpose of broadening public awareness when the event fosters an informative and meaningful experience for both the clients and the visitors.

Choices In Community Living, Inc. employees are required to respond to requests to visit the home of any Choices In Community Living, Inc. client in the following manner:

1. Clarify the specific purpose of the visit, how many people wish to visit and the time(s) requested.
2. Tell the interested party that since it is the clients' home, Choices In Community Living, Inc. staff will obtain the clients' input and permission before agreeing to a visit.
3. Specify that if a visit is arranged, the agency expects the visitors to honor their commitment of time and place to visit.
4. Offer to arrange a visit to the Choices In Community Living, Inc. offices for an overview of the agency and services provided.
5. Contact the appropriate Program Director to inform him/her of the request.
6. Ask the clients if they agree to a visit. If so, set up the visit within the clients' schedules and preferences as much as possible.
7. The Program Director contacts the Executive Director and offers support to administrators and staff as needed to ensure the visit is meaningful for the clients and visitors.