

ADULT SUBSTANCE USE SERVICE FAMILY EDUCATION PROGRAM/VISITATION

1. PURPOSE AND APPLICABILITY. This policy provides the rules, regulations and procedures regarding participation in the Family Education Program (FEP) of the Inpatient Services Substance Use Service (SUS) for adults. This policy applies to all visitors, patients and employees participating in this program at Mississippi State Hospital (MSH).

2. POLICY. On the second Friday, following admission into the SUS, patients will be given the opportunity to invite family members and other treatment-supporting individuals to participate in the SUS FEP. The program is held on the second Friday of each month for those patients, family members and others who meet the requirements as outlined in this policy. The weekly agenda is as follows:

A. Patient-invited family members and other treatment-supportive individuals may arrive to the MSH campus for participation in the FEP by 11:30 a.m. Friday.

B. The structured educational component is held between 12 and 1:30 p.m.

C. A post-educational component patient visitation occurs between 1:30 and 3 p.m. for those family members and others who have successfully completed said educational component.

D. FEP participation arrangements will be made in the event that a particular Friday falls during a holiday.

3. PROCEDURE.

A. FEP eligible patients receiving treatment in the SUS will provide a list of four individuals to treatment team. The list may include any family members or other individuals who are determined by the patient to be sources of treatment support. The list will be limited to those who are age 16 or older. Any exceptions must be approved by the treatment team in coordination with the SUS Service Chief. Identification of visitors may be verified if necessary.

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SUPERSEDES: February 2018.

SUMMARY OF CHANGES: Deleted "and fourth" on pg. 1 sec. 2. Policy; Deleted "the Quality Circle by 12 p.m. Wednesday of each week." Added "treatment team; Delete "12" and added 16 in sec. 3.A. pg. 1. Added "second" to section B. pg. 2; Deleted "87" in sec. C; deleted second sentence in sec. G.; deleted "If" and capitalized Legal; Deleted "must" and added cannot in sec. L pg. 2; Deleted second sentence in sec. M. of pg. 2; Deleted last sentence of section V of pg. 3.

ER: Clinical Director.

DR: Chief of Medical Staff.

B. When referring to a potential FEP eligible patient, the second Friday in treatment may also include time spent in MSH even when receiving treatment in a non-SUS building. Multiple copies of this log are available on the SUS building as maintained by Behavioral Health Services and Nursing Leadership. Behavioral Health Staff will send the approved FEP participant list to MSH Police and to the MSH Switchboard Operator by 12 p.m. Thursday of designated week. Exceptions will be made only in the case of an emergency.

C. The Behavioral Health Staff for Building 81, or a predetermined representative, will maintain a log of the approved FEP participants for each week.

D. Only those patients who are determined in each particular week to be eligible for involvement in FEP may submit participant names.

E. At approximately 11:30 a.m. on designated Friday, FEP participants may arrive to the MSH campus. Upon arriving to the Hostess Desk, they will receive a copy of the campus map (indicating parking and FEP locations), the FEP rules/guidelines sheet and a visitor's pass.

F. FEP participants will be required to bring a completed visitor's pass from the Hostess Desk to the FEP building.

G. There are some restrictions for visitations depending on medical staff's assessment for safety and/or behavioral issues. Patients with a blue or green band are allowed to have visitation on the designated FEP building.

H. In such instances when FEP participation does not occur on a particular day, the treatment team may make allowances for a future FEP participation, if this is deemed by the team to be appropriate to the situation and/or surrounding events.

I. FEP participants may not return to their vehicles during the program or during the visitation component of the program. If a participant returns to the vehicle, the visit or the participation may be terminated. Patients are not allowed to go to FEP participants' vehicles at any time.

J. Patients may not drive or ride in motor vehicles with FEP participants.

K. Items deemed as contraband by MSH policy 180-08, bags of any kind, backpacks, purses, and cellular phones are not allowed in the building where the FEP is being held.

L. Legal documentation cannot be signed on the day of the FEP, the patient must make arrangements prior to the day of the FEP.

M. Visitors are not allowed to bring food or refreshments to the FEP.

N. Patients are to be directly supervised by staff at all times during the FEP and visitation.

- O. Patients are not allowed to wear hats during the FEP and visitation.
- P. Due to the challenges associated with overseeing the FEP process, family participants will not be allowed to drop off personal items during the FEP program. The FEP policy and the item drop off procedures should be considered independent of one another.
- Q. Any time the staff feels a visit is not therapeutic, or if it is perceived to pose a safety risk, the visit will be terminated.
- R. FEP participants who have an observable and documented adverse effect upon a patient's clinical condition may be subject to contact restrictions.
- S. The attending physician and/or the nurse practitioner will document in the health record progress notes the FEP participant's name that is restricted, the clinical reasons for the restriction and the type of restriction. The attending physician or his/her designee will explain the restriction to the visitor and document this in the health record.
- T. Separate from the FEP program and the associated guidelines, no restriction shall be placed upon a patient's visitation with his/her attorney.
- U. Separate from the FEP program, and the associated guidelines, ministers will be allowed reasonable professional access, subject to approval of MSH Pastoral Care Services, to patients beyond the restriction of the FEP or routine visiting hours.
- V. Children under the age of 16 must be accompanied and supervised by an adult at all times.

4. REFERENCE.

- A. MSH POL *Visitors to Patients*