



Policy and Procedure #480

Visitors to Supported Living Homes

Approval: _____ Effective Date: 5/9/24

POLICY:

EFI's commitment to assure the safety and privacy of our clients makes it necessary that we limit access to EFI facilities to those who have legitimate business with the management, employees, or clients. For that reason, unknown visitors will require approval and verification of identification from the management of each facility.

To assure that employee's time is spent attending to client needs or EFI business, visits to on-duty employees by an employee's family member or friends is prohibited for reasons other than emergencies.

PROCEDURE:

1. Visitors to any EFI facility must report to an employee immediately upon entering EFI premises. Unknown visitors will be required to request to see a specific individual and give a reason for the visit to assure confidentiality and safety of our clients and employees.
2. Visits from family members of clients will not be restricted in the client's home.
3. Visits from friends of clients known to employee will not be restricted in the client's home.
4. Sales persons wishing to visit a supported living home should be directed to the EFI corporate office.
5. Representatives of EFI's licensing agencies or those who visit to complete required inspections of facilities are allowed to enter, but notification to the Residential Director is necessary. Employees must confirm identification of these individuals.
6. Previous employees of EFI who have legitimate business with EFI clients or EFI employees may visit EFI facilities with prior approval of the Executive Director.