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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Communication, Mail, Telephone and Visitation | Section: 8919 |
| Effective Date: February 24, 1987 | Revised Date: August 26, 1997, June 27, 2000, April 22, 2003, April 25, 2006 |
| Version: 1 | Status: Current |

1. Recipients residing in a residential care facility will be entitled to unimpeded, private, and uncensored communication with others by mail and telephone, and to visit with persons of his/her choice, except under circumstances outlined in restriction/limitation of such communication outlined in this policy.
2. Residential service providers will ensure that:
   1. Telephones will be made reasonably accessible;
   2. Correspondence can be conveniently and confidentially received and

mailed;

* 1. Space for visits is made available.

1. Writing materials, telephone usage funds, and postage will be provided to recipients residing in a residential care facility in reasonable amounts, if the recipient is unable to procure such items.
2. Reasonable times and places for use of telephones and visits will be documented in program rules and posted in common areas. These rules will also establish reasonable privacy for such use/visits.
3. Mail for a recipient will not be opened unless a recipient, a legally empowered guardian, or the parent of a minor has consented that an article of mail may be opened by a designated person, or there is reasonable belief that the mail is a violation of a limitation. Outgoing mail will not be opened or destroyed without written consent of a resident, legally empowered guardian, or the parent of a minor. Instances of opening or destruction of mail by staff will be recorded and placed in the recipient's record.
4. The residential care facility will have a postal box for daily pick up and deposit of mail.
5. The right to communicate by mail or telephone or to receive visitors will not be further limited except as authorized in the Person/Family Centered Plan of the recipient (see procedure #8919A).
6. No limitation of communication may be imposed on a recipient if that communication is between the recipient and the court, an attorney or any other individual when the communication involves matters which may be the subject of legal inquiry.

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1. A recipient that is able to secure the services of a mental health professional will be allowed to see that person at any reasonable time.