



Eric Holcomb, Governor  
State of Indiana

*Evansville Psychiatric Children's Center*  
*Division of Mental Health and Addiction*

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Visitation guidelines for Evansville Psychiatric Children's Center

Family members and guardians are welcome to visit from 8 a.m. to 8 p.m. CST, 7 days a week. Visits must be scheduled in advance through the child's therapist to avoid conflict with therapy program. Families will be encouraged to schedule visits in conjunction with family therapy sessions. Visits are part of each child's treatment plan, including a list of those persons authorized to visit.

Checking in

Family members will check in either at the Administration Building front desk or at the Family Room before taking a child for a visit. When checking in at the Family Room, the appropriate buzzer at the entrance should be used.

- A. A child may not leave EPCC grounds without prior approval by the treatment team and a physician order.
  - B. A child must be signed out and signed in when leaving hospital grounds.
  - C. Families visiting will always sign in and sign out when coming and going on hospital grounds.
  - D. Family members may visit in family room area or on dorm at nurse's discretion.
  - E. When visiting outside, family members will respect staff and not ask to be let in and out repeatedly.
  - F. No visitation behind buildings in wooded area.
  - G. All personal items such as cell phones, purses, tablets, etc. must be left in the vehicle or placed in a locked locker during the visit.
    - 1) Coats and jackets must either fit in the locker, be left in the vehicle, weather permitting, or be subject to a safety search prior to the visit.
2. ALL items brought to the Center will be disclosed to staff and approved before the visit begins.
- A. Guardians should check with staff prior to scheduled visit if they plan to bring an item or toy to be used during the visit to ensure it is appropriate for the child's privilege level.



- B. The child's access to privileges is based on the privilege level earned according to the SOAR program.
  - C. Parents/guardians are encouraged to interact with their child and practice positive relationship skills; therefore watching television is not recommended. However, if the visit extends longer than three hours, parent/guardian may request to watch television or a movie with the child.
  - D. Following are forbidden on EPCC grounds and may cause cancellation of visit: weapons of any kind, outside unsecured medications, illicit drugs, alcohol, fire making equipment, fireworks, and animals.
3. Family members will follow staff direction and display appropriate role modeling for the child.
  4. Children under the age of six are not allowed on EPCC grounds unless specific arrangements are made through the therapist.
  5. Family members will be in control of their other children and will follow appropriate parenting techniques while on all EPCC grounds.
  6. Family members will be in control of their emotions and behaviors while on EPCC grounds. Any family member suspected of being intoxicated or under the influence of any mind altering substances will be asked to leave EPCC grounds immediately.
  7. Family members will ask staff where visitations may occur on grounds, and will ask permission before using any EPCC equipment or buildings.
  8. **To protect the confidentiality of the children at EPCC, family members must never disclose identifying information about any child at EPCC.** Family members will respect the confidentiality of other children and focus all of their time and attention to their own child during a visit.
    - A. If approached by other children, family members will explain that this is a private visit and request the other children to resume previous activity. If other children do not comply with this request, family members should request assistance from staff.
  9. Family members will not take their child into any buildings on grounds without prior staff permission, and will avoid any area where other children are engaged in activities. Family members and child must be in view of the dorms at all times (playground, blacktop, etc.), and not go past the Administration building or behind the Rehab Therapy building.
  10. Family members will attempt to reward treatment goal behaviors with compliments to the child, and will try to use the techniques taught in family therapy sessions when visiting with their child.
  11. Family members are strongly encouraged to keep visits fun and lighthearted. Difficult or upsetting family issues are most effectively handled in family therapy sessions.

12. If a child begins to have difficulty during the visit, family members should ask staff for assistance before the situation gets out of control. Professional staff can often reduce difficulties to enable the visit to continue. During off-grounds visits, family will follow the plan created with therapist.
13. If a visit must be terminated sooner than planned, family members should follow staff request to end contact with the child as quickly as possible. A family therapy session will be scheduled as soon as possible to help both the child and the family members to understand what happened and to discuss ways of handling a similar situation in the future.
14. Family members will not give any money to a child during a visit. Children receive an allowance based on their behavior and treatment plan. Giving additional money to the child undermines the treatment program. Staff will accept any money for the child's account.
15. Dorm staff will be aware of progress of and document unsupervised visits, including any unusual incidents i.e., termination of visit.

#### Protecting Patient Rights

Families must request and secure permission from the child's therapist to photograph on grounds. Permission will be granted for photos of the family members' own child ONLY.

Use of camera phones is restricted in patient areas.