

SECTION - SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 638
(Replaces A.D. No. 638 dated 11/9/06)

Effective Date: May 15, 2007

SUBJECT: HOSPITAL-WIDE EVENTS INVOLVING INDIVIDUALS

I. PURPOSE

- A. Hospital-wide events are designed to promote normalization. Events are intended to be of therapeutic benefit to all Individuals and consistent with the facility treatment goals, such as providing Individuals with recovery orientated opportunities that prepare them to reintegrate successfully into their communities or next dispositional setting, and to respect cultural awareness and sensitivity. Events may include family members and/or friends of individuals, under selective circumstances.
- B. Such events may include, but are not limited to, seasonal celebrations; activities with outside organizations and participants such as the Alcoholics Anonymous (AA)/Narcotics Anonymous (NA), GED graduation ceremonies, guest artists or performers, athletic events, cultural events and/or speakers.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

- A. Hospital-wide events are activities that have been approved by Central Program Services (CPS) Sports and Special Events (SSE) Committee. "Request to Sponsor a Hospital-wide Event" sheets are due to the SSE Committee by April 15th for the next fiscal year or twelve weeks prior to the proposed date. A Master Calendar of Hospital-wide Events is published yearly based on the fiscal year. These events are available to Individuals throughout the facility. Hospital-wide events are divided into three categories: Major Events, Minor Events or Monthly Events.
 - 1. Major events may be considered an alternate to Mall Activities with prior approval of the Clinical Administrator, are available to all Individuals and are sponsored by CPS in conjunction with the Rehabilitation Therapy Services and/or other departments. No more than six Major Events shall be planned per fiscal year and they should be spread throughout the year. (Example: Independence Day.)

2. Minor events may be considered Mall Activities in place of a social/leisure group and are sponsored by a Program, Department, or Service. These events may be designed to honor a particular culture or ethnic group but shall not be exclusive of any other group or Individual. The Hospital-wide Events Coordinator shall assist in the facilitation of minor events and assure that the events are publicized. The attempt shall be made to schedule, no more than two minor events per month, no less than ten days apart. (Examples have included talent shows, cultural events (Cinco de Mayo), NA/AA BBQs, musical performances, etc.)
3. Monthly events are activities regularly scheduled on a monthly basis and available to all Individuals and/or groups as a social/leisure or treatment opportunity. The attempt shall be made to schedule no more than one monthly event per day. (Examples have included Bingo, Birthday Party, and Resident Policy Advisory Council (RPAC) Activities.)

IV. METHOD

- A. Requests for the submission of "Request to Sponsor a Hospital-wide Event" shall be made prior to the end of each fiscal year (May 15th). Requests are reviewed by the SSE Review Committee and recommended for entry on the Master Calendar for the fiscal year upon approval of the Chief of CPS and Hospital Executive Committee. The "Request to Sponsor a Hospital-wide Event" packet is available from CPS.
 1. The SSE Review Committee may utilize the services of Rehabilitation Therapy Services, and other interested/appropriate areas to review, select, and recommend hospital-wide events.
 2. For Major and Minor Events, the sponsoring program/department or service shall submit a completed "Request to Sponsor a Hospital-wide Event" packet to the SSE Committee twelve (12) weeks prior to an event. The SSE Committee will make a recommendation for final processing to the Chief of CPS who will submit the packet with a recommendation through the Executive Committee review and approval.
 3. Upon approval by the Executive Committee, the CPS Hospital-wide Events Coordinator or event sponsor shall submit completed security clearance applications of participants to the Department of Police Services (DPS) no later than 12 calendar days prior to the event.
 4. The Chief of Protective Services or designee will conduct a clearance check of all Individuals/group/Volunteers, and report those findings to the Chief of CPS, Hospital-wide Events Coordinator or the event sponsor no later than seven (7) calendar days before the event.

- B. Staff is encouraged to support the hospital-wide celebration or event by escorting, sending, and/or releasing their people to participate in the event and to document it as an alternate Mall group activity, once the event has been approved and authorized by the Clinical Administrator. These hospital-wide events do not take priority over other recovery services. Clinicians may choose to hold their regularly scheduled groups or courses to further Individuals' progress.
- C. Guests, Volunteers, and Former Individuals Served:
1. Guests under the age of 18 are not allowed to attend Hospital-wide Events.
 2. Former Hospital Individuals must be approved by the Program Director of the program from which they were discharged, and by the Medical Director. A copy of the approval shall be sent to the Chief of Protective Services.
 3. Volunteers are monitored by hospital staff.
- D. Staff Coverage:
1. Adequate staff coverage of an event/activity is the responsibility of the supervising manager of the sponsoring Program/Department/Service. Request for assistance from CPS must be indicated on Page 1 of the original request and approved by the Chief of CPS. (See Request to Sponsor a Hospital-wide Event Planning Packet.)
 2. CPS facilitates the scheduling of coverage for the Grand Meeting Room and hospital-wide meetings or social gatherings, including approved activities on the hospital-wide master calendar to monitor Individuals' movement only. Coverage will consist of at least four staff members, including DPS officers and nursing staff. (Exception: At NA/AA meetings, Police Services provides entry and exit processing of Individuals and participants and will remain in line-of-sight of the activity. CPS will provide at least two (2) staff, and each residential program will send one (1) staff to cover large groups.)
 3. CPS staff has the responsibility of coordinating staff assignments for the event in order to cover and monitor Individuals movement in the utilized area. In order to conduct a smooth event, personnel assigned for coverage will arrive at the assigned activity 10 minutes before the activity is scheduled to start. The CPS representative will make area assignments to monitor Individual movement.
 4. If the required coverage is not present at the time of the activity, the group activity leader will:
 - a. Contact the assigned staffing person;

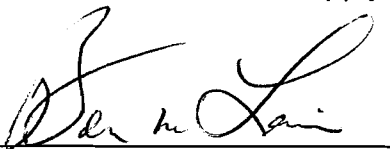
- b. If not resolved, contact the designated program's Program Officer of the Day (POD); and
 - c. If not resolved, contact the Executive Officer of the Day (EOD) for coverage or cancellation of the activity.
5. Once approved and placed on the Master Calendar of Events, CPS will publish the Monthly SSE Calendar. These schedules are then sent to Program Management and Unit Supervisors for distribution.

E. Program, Department, Service Sponsorship of Event:

1. Programs/Departments/Services that initiate or sponsor an approved event that is placed on the Master Calendar of Hospital-wide Events are responsible for providing sufficient staffing to implement the activities/functions of the event.
2. The CPS staff in charge of the event will coordinate the scheduling of coverage of the Grand Meeting Room and hospital-wide meetings or social gatherings. CPS staff has the responsibility of coordinating staff assignments to sufficiently supervise the area of use.
3. With prior arrangement and at the request of the Program Director/ Department or Service Chief, CPS may assist the sponsor of an event to facilitate staff coverage. This request is on Page 1 of the "Request to Sponsor a Hospital-wide Event" sheet.

F. Food:

Food clearances will be handled in accordance with Administrative Directive No. 632 Ancillary Dietetic Activities. Nutrition Services procedures will be followed for supplying food.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 632 Ancillary Dietetic Activities