



VISITATION AND FAMILY GROUP ORIENTATION GUIDELINES

Please remember you must attend one of these orientations

Visitation Policy

All client's visitation lists must be approved for background checks by their counselors no later than 3:00 p.m. the Friday prior to the proposed visitation weekend. Only persons on the Client's lists who have been APPROVED TO VISIT will be allowed on 12&12, Inc. grounds. Sex offender zoning laws prohibit individuals with sex offender-status access to 12&12, Inc. grounds. Background checks must be completed on all proposed visitors for Graduation, Sunday Visitation, and/or Family Groups, prior to visitation. Outstanding warrants may prohibit visitation. Convictions, pending charges, or their legal statuses (felony or otherwise) deemed inconsistent with current client safety concerns at 12&12, Inc. will be reviewed and ruled upon by 12&12, Inc. staff on a case-by-case basis in order to approve or deny proposed visitation privileges. Anyone who is a former client of 12&12, Inc. must wait 90 days from time of discharge (administrative discharge requires 6 months wait) to attend any form of visitation (Graduation, Sunday Visitation, Family Group).

Only clients that have completed 7 days of Treatment will be eligible for visitation.

Visitation Hours

Visitation time is broken into two groups. The first group has visitation from 12:15 – 2:30 and the second group has visitation from 2:45 – 5:00. Upon admission and upon inquiry, staff will inform clients and their families of the group time he or she will attend.

If visitors choose to leave the 12&12, Inc. building for any reason, they are choosing to end visitation at that time. Visitors may not visit again that same day but may visit the next Sunday during visitation hours as approved.

Clients will be made aware of any special visitation hours available on holidays.

Visitation Orientation

All ages may attend Sunday Visitation. All visitors age 12 and older must attend Visitor's Orientation before they will be allowed to visit. Visitor's Orientation begins at 11:45 a.m. for the first group and 2:15 p.m. for the second group. Visitors attending orientation may check in at the Main Entrance of 12&12, Inc. and provide appropriate identification. Orientation is held in Group Room C, next to the reception area. An addiction related video will be offered for viewing until orientation begins.

Confidentiality

Visitors must sign and abide by the confidentiality statement. When you sign-in at the reception area you are stating that you will keep the confidentiality of all clients in the facility.

Visitation Locations

Clients may visit with their loved ones in the recreation area, dining area, or the courtyard only. Visitors are not allowed on the units or in client rooms.

Visitation Conduct

We encourage family members to utilize visitation hours to support and encourage the client you are visiting. Please be mindful of the topics you choose to address in this setting. We encourage you to utilize our family group options or your client's clinician to visit or address topics likely to trigger a negative response. Visitors are expected to treat the client they are visiting with respect. Outbursts, conflicts or any actions deemed detrimental to the recovery of our clients will result in termination of that visit.

When bringing children to visitation, it is the responsibility of the visitor to ensure children act accordingly and follow the rules. Children must be supervised at all times. Horseplay (running, jumping, or climbing on 12&12, Inc. property) and other unsafe behavior will not be tolerated and the visitation may be terminated as a result.

12&12, Inc. is not responsible for accidents of any nature during visitation. Please bring any concerns to the staff of 12&12, Inc.

Family Education

Family Education registration is on Sunday prior to visitation hours, which are from 1:00 pm-5:00 pm. Family Education groups are on Tuesday and Thursday each week from 7:00 p.m.-8:30 p.m. Please arrive on time. If you have not attended Visitor's Orientation you will be required to do so prior to Family Education attendance. Families and household members 12 years of age or older are encouraged to attend. Children under 12 are not allowed to attend Family Group. Please remember this **IS NOT** a visitation time it is a Family Education Session.

- Family Process Groups are available in Outpatient Treatment. These groups are designed to provide more in-depth information about addiction and recovery. Family members are encouraged to attend. For more information on Outpatient Treatment please visit our website www.12and12.org or contact 918-664-4224.

Family Rehabilitation

Family Rehabilitation registration is on Sunday prior to visitation hours, which are from 1:00 pm-5:00 pm. Family Rehabilitation groups are on Friday, Saturday, or Sunday (depending on your primary counselor assignment) each week from 6:00 p.m.-8:00 p.m. Please arrive on time. If you have not attended Visitor's Orientation you will be required to do so prior to Family Rehabilitation attendance. Families and household members 12 years of age or older are encouraged to attend. Children under 12 are not allowed to attend Family Rehabilitation. Please remember this **IS NOT** a visitation time it is a Family Rehabilitation Session.

Personal Property/Unapproved Items

Purses, bags, cell phones, diaper bags, backpacks, cameras, weapons, and nicotine products are not allowed.

- Do not bring the client any medications without prior approval from 12&12, Inc.
- Do not bring cell phones, DVD players, or tape players
- Do not go to any unapproved areas such as a client's unit or room
- Please remember you must have photo ID.

Tobacco

12&12, Inc. is a tobacco free environment, including electronic cigarettes. You may not use tobacco anywhere on 12&12, Inc. property or in any vehicle or equipment owned by 12&12, Inc.

Smoking is not allowed on 12&12, Inc. premises by clients, staff or visitors. Visitors are expected to comply with the no tobacco policy.

Visitors who violate this policy will be asked to immediately leave the property. Visitors who choose to leave the 12&12, Inc. building for a smoke break or any other reason are choosing to end visitation for the day.

Alcohol and Other Drug Use

12&12, Inc. is a Drug-Free Environment: Visitors under the influence of alcohol or other drugs will be asked to immediately **leave** the property and will not be allowed future visits. Visitors who provide alcohol or drugs to clients will be barred from future visitation.

Package Deliveries

Packages to be delivered to clients will be signed in, opened, and inspected by staff before delivery to the client. Clients may not have food, drinks, cell phones, inappropriate clothing, unapproved medications or weapons. **NO PROPERTY IS TO BE GIVEN DIRECTLY TO THE CLIENT BY VISITORS**; all property will be check in at the Front Desk. This includes money intended for the client.

You may drop off packages/money during package delivery hours.

- Hours: 7 days a week from 10:00 a.m. to 6:30 p.m. only.
- 12&12, Inc. reserves the right to limit or refuse package delivery to Consumers based on therapeutic reasons and space consideration. Please only bring those items that are necessities.

Thank you for your cooperation.

12&12, Inc. Team