

February 5, 1973

SUBJECT: Unannounced Visitation

TO: Mrs. Procario, R.N., Dr. Bradley, Dr. Sidney Kaplan, Dr. Guy Frisk, and Mr. Levinson

FROM: *Robert J. Hiltner*
Robert J. Hiltner
Superintendent

As I have discussed with you, the Administration and Board of Trustees of WSSH has agreed to the formation of a Visitation Committee which will be composed of representatives of the Board of Trustees, the Parents Group, and the Allegheny County Chapter/PARC, Residential Facilities Committee. The purpose of the Visitation Committee will be to make inspection visits of WSSH which will not be announced in advance. It has been agreed upon that one visit will be made in the near future in order to test out the procedures outlined in the attached memo. Following this first visit the procedures will be reviewed. Once the procedures have been agreed upon the visits will occur approximately monthly.

As provided in the agreed upon procedures the Visitation Team will check in with the Superintendent at the time of each visit; this will be in person if the Superintendent is available or by phone if the visit occurs during the evening or night shift. If I am not available (or cannot be reached by phone) Mrs. Porcaro will be the "designee". If both Mrs. Porcaro and I are not available Dr. Bradley will be the second "designee".

The Nursing Department will have responsibility for accompanying the Visitation Team on their tour. The tour will be conducted by Mrs. Porcaro (or her designee), if the visit occurs during the day shift, or by the Evening or Nursing Supervisor (or their designee), if the visit occurs during the evening or night shift.

The Switch Board Operators, Evening and Night Supervisors and others who may be involved in the visits should be made aware of the fact that these visitations will only be permitted by authorized persons and only when at least one representative of all three groups are present, eg. the Board, Parents Group, and Allegheny County/PARC. The following persons have been authorized as members of the Visitation Team:

1. Board of Trustees:
Any Board Members (see list attached)
2. Parents Group:
Dr. and Mrs. Larry Goldberg
General and Mrs. Jack McClain
Mr. and Mrs. Cyril Getsie
Mrs. Cora Muir
Mr. and Mrs. Dan Torisky

3. Allegheny County/PARC:
Mr. Robert Nelkin
Mrs. Virginia Thornburgh

Staff who may be involved with the visits should also be aware that the Visitation Team will have the privilege of inspecting any and all areas of the facility subject only to the following limitations:

1. The team has agreed that it will not interrupt programs or invade the privacy of residents unnecessarily.
2. The team will not have access to any official resident or facility records.
3. The team will be limited to a maximum of six persons.

RJH/pb

Attachment

cc: Mr. Louis Doughton
Dr. Harry Goldberg
Mrs. Virginia Thornburgh