BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 09/22/82	**SECTION:** Individual Supported	
BOARD APPROVED ON: 09/22/82	**DATE REVISED:** 05/26/17, 07/22/26	**SUBJECT:** Telephone/ Mail/ Email	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/26/17, 06/20/18, 11/20/19, 11/2/2021, 07/22/26		**POLICY #:** IC-010	**PAGE #:** 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that individuals supported shall have the right to send and receive unopened and uncensored mail and email without restriction to amount or frequency.

It shall also be the policy that individuals supported shall have the right to use the telephone to place and receive calls. This shall be the policy unless otherwise stated in writing in the individual plan of service as decided by the Interdisciplinary Team.

III. DEFINITIONS

Interdisciplinary Team: Individuals working together to meet the needs of the individual receiving services. Team members are chosen by the individual/family receiving services based on desire and need (i.e., medical necessity). The interdisciplinary team will include people chosen by the individual receiving services. Team members may include, but are not limited to:

1. Parent/Guardian
2. Person Served
3. Program Supervisor/Designee
4. Case Manager
5. School/Work Program Representative
6. Psychologist
7. Nurse

IV. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor or any Interdisciplinary Team Member	1. Requests change in status of mail/telephone/email policy for an individual supported
Interdisciplinary Team	2. Discusses reasons for limitations.
	3. Makes decision on appropriate limitations and includes in the individuals plan of service.