

NELWVH RESIDENT'S HOUSE RULES

1. The use of profane or vulgar language will not be tolerated. Courtesy and consideration will be expected from all residents.
2. Personal cleanliness will be practiced at all times. Residents will be expected to bathe and be attired in clean clothes on a regular basis.
3. Residents are required to keep their rooms clean and orderly. Personal belongings must be stored in the wall locker or night stand. Small personal items are allowed to be neatly arranged on top of the bedside table. Residents are allowed no more than ten (10) hanging items of clothing in their wall locker.
4. Residents are not to tamper with Home equipment and appliances. Malfunctioning equipment and appliances are to be promptly reported to a member of the staff.
5. Destruction or abuse of Home property will not be tolerated. Channel selection/adjustment of the day room televisions will be made by a staff member or an assigned resident TV monitor.
6. There will be no lending or borrowing between residents and/or staff.
7. Bartering, trading, or selling of goods or personal belongings to other residents or to employees is not authorized, unless prior approval is obtained from the Administrator.
8. Gambling for stakes will not be permitted.
9. Possession or use of intoxicants anywhere on the premises or misconduct as a result thereof will not be tolerated and may be grounds for immediate discharge from the Home.
10. Residents will not be allowed to deviate from prescribed medication times in order to go on a routine pass. Special coordination should be made in advance for exceptions.
11. Residents will not be allowed to retain prescription medication in their possession unless they have been placed on the self-medication program by the physician.
12. Residents are required to keep lockers, nightstands, and personal possessions in a neat and orderly manner. Room, locker and nightstand Health and Safety searches and inspections may be conducted when, in the judgement of the Administrator, conditions exist to warrant the same.

13. Inspections may be announced or unannounced. Inspections may be conducted in the absence of the resident(s). Inspectors shall knock and announce themselves before entering a resident's room. Inspectors may attempt to locate absent residents at their discretion. Inspectors shall confiscate all contraband items found during their search. Contraband items will be catalogued, and labeled and may be returned to their owner at the discretion of the Administrator or his/her designee.
14. Residents are not authorized to retain tools, explosives, hazardous materials, weapons, or sharp objects of any kind, except for shaving equipment, when permitted. **(Louisiana Law L.R.S. 14:402.** prohibits the introduction of contraband to include, but not limited to, drugs, alcohol and weapons onto the Northeast Louisiana War Veteran's Home grounds. Upon entering the Northeast Louisiana War Veteran's Home property you consent to the search of your person, vehicle and possessions at any time.)
15. No food items may be kept in resident's rooms
16. Residents on an authorized pass must sign in/out at the nursing station of their respective unit. Passes are intended for brief absences and a form is not required. Residents may depart on pass before 7:00AM and must return no later than 11:30PM. In the event an emergency situation arises and the resident realizes he/she will not be able to return to the Home by 11:30PM, he/she shall make every effort to notify the respective Social Services Counselor or if after normal duty hours, the shift charge nurse.
17. Residents on an authorized leave (i.e., absence that extends beyond 11:30PM) must sign in/out at the nursing station of their respective unit. Residents may depart before 7:00AM on the first day of their leave and must sign back in no later than 11:30PM on the last day of their leave. Leave must be requested 72 hours in advance from a member of the Social Services staff. Leaves or absences may not exceed 4 days (i.e. 96 hours). In the event an emergency situation arises and the resident realizes he/she will not be able to return to the Home by 11:30PM, he/she shall make every effort to notify the respective Social Services Counselor or if after normal duty hours the shift charge nurse.
18. Residents departing, returning from pass or leave are responsible for their own transportation.
19. Residents have use of pay telephones which are located in the Quiet Rooms on Wings 3 and 4.
20. All residents are encouraged to participate in Home recreation/work activities within physical limitations. Residents may be required to participate in the therapeutic work program as determined by the physician.
21. Residents must consent to follow the course of treatment prescribed by the Home's physician unless they desire to obtain a personal physician, pharmaceutical supplies and/or services from a pharmacy of their choice. In such cases, all expenses, to include transportation, must be borne by that resident.

22. Residents or their responsible parties shall be responsible for Medicare co-payments, and other charges for medical or dental diagnostics, treatments, or services provided by private practitioners or companies; whether these services are performed at the Northeast Louisiana War Veterans' Home or not, and whether they are ordered by our in-house physicians or the resident's private physician. These services may include, but are not limited to: physician services, dental services, x-ray, labs, hospital services, ambulance service, non-emergency transportation, etc.
23. Residents must apply for all monetary benefits for which they are entitled from all sources, including both state and federal governments.
24. Residents will pay retroactive care and maintenance fees upon receipt of additional income from any source. These fees will not exceed the maximum amount of charge that is applicable for the unit assignment.
25. Residents are encouraged to bring any complaints to the Resident's Council or appropriate staff members for consideration or correction. The Suggestion Box should be used when practical.
26. All visits to offices within the administrative area must be coordinated at the receptionist counter. Business with the Accounting Office or Social Services Office will be conducted during scheduled/posted times.
27. Smoking is authorized in designated area(s) only by residents only. Staff members and visitors are not allowed to smoke inside the facility's buildings.
28. To avoid the invasion of other individuals' privacy, residents are not allowed to visit in resident rooms without the consent of all occupants of the room. Exceptions will be authorized for residents as determined by the Administrator.
29. Residents are expected to turn off all lights, radios, televisions etc., prior to leaving their rooms.
30. Residents are authorized to watch television or listen to the radio in their rooms from 7:00AM until 12:00NOON and from 2:00PM until 10:30PM.
31. Residents are not to linger in the area of their receptionist counter or main lobby.
32. Valuable items are allowed with the understanding that the Home is not responsible for loss or theft.
33. Posted hazardous areas are off-limits to all residents. Entering these areas is unsafe and will be considered a serious violation of Home rules.
34. Residents are not authorized to operate and maintain a vehicle on the grounds of the Home without approval from the Administrator.

35. The Home will only provide its residents with those medications which are on the formulary of the Veterans' Affairs Medical Center in Shreveport free of charge. The Home's Medical Director reserves the right to change non-formulary medications prescribed by other physicians to equivalent formulary medications. If a resident or his/her responsible party insists on having the non-formulary medication(s), the resident or responsible party will be responsible for purchasing it/them. Exceptions to this rule can only be made with the consent of the Home's Medical Director, and/or the Home's Administrator.
36. Transportation will be provided, to the best of the Home's ability, for residents to appointments for medical, dental and associated treatments, diagnostics, and services within the Monroe/West Monroe area, Bastrop and to the Overton Brooks V.A. Medical Center in Shreveport. Additionally, the Home will provide, to the best of its ability, transportation to outside recreational events arranged by the Home. Due to the limited transportation and drivers available at the Home, transportation will not be provided to residents for their personal convenience, or for medical, dental or other services outside of the areas previously cited. Transportation to these areas are the responsibility of the resident or his/her family member(s). Exceptions to this rule will only be made with the consent of the Home's Administrator.

VIOLATIONS OF THE HOME'S RULES MAY RESULT IN AN ADMINISTRATIVE DISCHARGE FROM THIS FACILITY.

VIOLATORS OF RESIDENTS' RULES WILL BE DEALT WITH ON AN INDIVIDUAL BASIS.

ANY OF THE ABOVE RULES MAY BE CHANGED AT ANY TIME BY THE ADMINISTRATOR. CHANGES WILL BE PROMPTLY PUBLISHED AND POSTED.

I have read or had explained to me, and fully understand the Rules and Regulations of the Northeast Louisiana War Veterans' Home and agree to abide by them.

SIGNATURE

DATE

WITNESS SIGNATURE

DATE