



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### SPECIAL EVENTS PROCEDURE for the FORESIC MENTAL HEALTH FACILITY

**Effective Date:** August 2, 2018

**Policy:** MSH FMHF-29

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- I. PURPOSE:** To authorize and govern special recreational events held at the FMHF.
- II. POLICY:** Montana State Hospital (MSH) recognizes the benefit of special recreational events to increase the overall morale, and promote socialization and health of patients at the Forensic Mental Health Facility (FMHF).
- III. DEFINITIONS:**
  - A. Special Event:** An entertainment, amusement, or special recreational event which occurs at a single location on an irregular basis. Special events include, but are not limited to, carnivals, barbeques and Gifts With A Lift.
- IV. RESPONSIBILITIES:**
  - A. Rehabilitation Department Manager:** Supervise the provision of recreational therapy and monitor the recreational therapy service.
  - B. FMHF Program Manager:** Collaborate with the Rehabilitation Department Manager in the development and implementation of recreational events.
  - C. Rehabilitation Technician:** Develop, monitor, and carry out recreation events.
- V. PROCEDURE:**
  - A.** A proposal will be submitted, in writing, by FMHF rehab staff thirty days in advance of the event to the FMHF program manager.
  - B.** Special events will be limited to one summer event and one winter event.
  - C.** Special events will be held in the gym or the dining room only.
    - 1.** In the event of a barbecue, food may be prepared in the external large yard by FMHF staff, and served in the dining room.
  - D.** Patients will not have access to the special event area during the set up and take down process.

- E. An inventory sheet will be completed of all supplies used for the event prior to and after the event.
  - F. No canopies or decorations that require tie up or cut down will be utilized.
  - G. Pat search and hand wand will be utilized on each patient prior to and after each event.
  - H. There will be a minimum of two mental health techs staffed to monitor the event; excluding rehab staff.
  - I. Patients from each pod will attend the event separately.
- VI. REFERENCES:** None.
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing, FMHF Program Manager, Rehabilitation Department Manager.
- VIII. RESCISSIONS:** None, new policy
- IX. DISTRIBUTION:** All hospital policy manuals
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per M.C.A. 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** FMHF Program Manager
- XII. ATTACHMENTS:** None.

Signatures:

Jay Pottenger  
Hospital Administrator

Thomas Gray, M.D.  
Medical Director