

COMMUNITY PREPARATION SERVICES DEATH RELATED VISITS

Minnesota Sex Offender Program

Issue Date: 2/7/23 Effective Date: 3/7/23 Policy Number: 225-5190

POLICY: Clients residing at Minnesota Sex Offender Program (MSOP) Community Preparation Services (CPS) may request to attend a deathbed/death-related visit of an immediate family member or identified support. CPS clients may also request to attend a visitation or funeral event of a deceased immediate family member or identified support.

AUTHORITY: Minn. Stat. § 246.014, subd. (d)

APPLICABILITY: MSOP, CPS.

PURPOSE: To provide a process for clients to request and obtain approval for a deathbed or death-related visit.

DEFINITIONS:

Treatment team – see MSOP Division Policy 215-5005, “Treatment Overview.”

PROCEDURES:

A. Deathbed/Death-Related Visits

1. Clients discuss their request to attend a deathbed/death-related visit with their primary therapist and core group. If the client cannot discuss the request before the event occurs, the client discusses it with the client's core group after the event.
2. Clients submit a Client Request (420-5099a) to attend either a deathbed or death-related visit to the operations supervisor/designee. In order for the CPS Director/designee to consider the request, the client must provide an accurate and detailed explanation of the following:
 - a) client’s relationship to the family member/identified support;
 - b) role of the family member/identified support in the client’s life;
 - c) role of the family member/identified support in the client’s treatment;
 - d) client’s current treatment needs;
 - e) relationship with others who may be present at the deathbed/death-related visit;
 - f) role of others who may be present at the deathbed/death-related visit in the client’s treatment;
 - g) impact of client’s attendance at deathbed/death-related visit on others who may be present;
 - h) presence of victims;
 - i) presence of attendees similar to the client’s victims;
 - j) impact of client’s attendance on community and general public;
 - k) impact of client’s attendance on others who may choose not to attend due to the client’s attendance;
 - l) client’s cooperation’s with rules and supervision; and
 - m) client’s willingness to discuss deathbed/death-related visit prior to and following the visit.
3. The operations supervisor/designee reviews the Client Request (420-5099a) and detailed explanation with the clinical supervisor. If the request is supported, the operations supervisor

- meets with the client and obtains information for the Death/Death Related Visit Authorization (415-5091a).
4. Deathbed/death-related visits may only occur at a licensed health care facility or licensed funeral establishment in Minnesota. The CPS Director may approve visits to non-licensed facilities for clients in Demonstrating Change Across Settings or Preparing for Successful Re-Entry Stage of the CPS Program Design (225-5020a). Clients request this type of visit per MSOP Division Policy 225-5160, "CPS Client Visits." Immediate family members of the individual being visited must support the client's attendance.
 5. After the client submits the Client Request (420-5099a), the operations supervisor/designee consults with the Office of Special Investigations (OSI) to determine if there are concerns with the client attending the deathbed/death-related visit. The operations supervisor notes any OSI concerns on the Death/Death Related Visit Authorization (415-5091a). If the client is under supervision of the Department of Corrections and/or community corrections OSI reviews the client's conditions or release/sentencing order with the assigned supervising agent.
 6. The operations supervisor/designee completes and verifies the information on the Death/Death Related Visit Authorization (415-5091a) and sends the completed form and detailed explanation to the CPS Operations Manager/designee and the CPS Associate Clinical Director (ACD) to review. If the CPS Operations Manager/designee or CPS ACD identify clinical or security concerns regarding the deathbed or death-related visit, they consult with the CPS Director and if approved forwards to the CPS Director for signature.
 7. The CPS Director/designee forwards the Death/Death Related Visit Authorization (415-5091a) to the operations supervisor/designee, who notifies the client of the final disposition of the request.
 8. If the death-related visit is approved, the operations supervisor puts the completed Death/Death Related Visit Authorization (415-5091a) in the off-campus outings book in the movement coordinator office and enters the outing in the CPS Calendar (Phoenix). Staffing ratios are determined in accordance with MSOP Division Policy 225-5020, "Client Liberties" and are documented in Phoenix.
 9. Prior to Leaving the Facility:
 - a) Assigned staff review the Death/Death Related Visit Authorization (415-5091a) and review all supervision expectations with the client.
 - b) Assigned staff and the client complete the Off-Campus Pre-Briefing Form (225-5122d) (see MSOP Division Policy 225-5122, "CPS Off-Campus Transports").
 10. Assigned staff follow the expectations of MSOP Division Policy 225-5122, "CPS Off-Campus Transports" for escorting clients.
 11. Upon return from the deathbed/death-related visit, assigned staff complete the Off-Campus Post-Debriefing Form (225-5122e) and the client completes the Client Self-Assessment Post-Debriefing Form (225-5122f) as outlined in MSOP Division Policy 225-5122, "CPS Off-Campus Transports."

- B. Visit Termination – the escorting staff may terminate the visit at any time if they determine the safety of the community, staff or client may be at risk.
- C. Video Visit (refer to MSOP Division Policy 420-5107, “Video Visiting”)
1. A client may substitute a video visit instead of a physical transport for either a deathbed or death-related visit as outlined in MSOP Division Policy 420-5107, “Video Visiting.” This includes situations where a transport would not be approved due to the location of the requested deathbed/death-related visit.
 2. Video visits follow the request/approval process outlined in section A above.
 3. An approved video visit is not in addition to an in-person visit.
- D. Funeral/Memorial Service Viewing
1. A client may substitute a funeral/memorial service viewing from the internet instead of a physical transport or video visit for either the deathbed or death-related visit.
 2. The funeral/memorial service must be actively posted on a public website to be viewed and must be viewed within 30 days of the funeral/memorial service. Family permission is not required for the client to view the funeral.
 3. The client submits a Client Request (420-5099a) to the client's treatment team for review, including details regarding the relationship. If time constraints could affect the funeral/memorial service viewing, the client may request to speak to a member of the client's treatment team in lieu of submitting a Client Request (420-5099a).
 4. If the Client Request (420-5099a) is approved, the operations supervisor makes arrangements for the client to view the funeral/memorial service from the internet. If the Client Request (420-5099a) is denied, the operations supervisor informs the client of the reason for the denial.
 5. An operations supervisor assigns a staff to facilitate the access of the funeral/memorial video and must remain with the client during the viewing. The staff operates the computer and may only access the funeral website with the client in the room. The client is not allowed to touch the equipment when viewing the funeral/memorial service. After the client reviews the funeral/memorial service video, the staff facilitating the event documents via the Communication Log (410-5075a) (Phoenix).
 6. The client's primary therapist meets with the client after the viewing to provide clinical follow-up.

REVIEW: Annually

REFERENCES: MSOP Division Policy 225-5160, “CPS Client Visits”
MSOP Division Policy 225-5020, “Client Liberties”
MSOP Division Security Policy 225-5130, “Global Positioning System”
MSOP Division Policy 225-5122, “CPS Off-Campus Transports”
MSOP Division Policy 420-5107, “Video Visiting”
MSOP Division Policy 215-5005, “Treatment Overview”

ATTACHMENTS: Death/Death Related Visit Authorization (415-5091a)

Off-Campus Pre-Briefing Form (225-5122d)
Off-Campus Post-Debriefing Form (225-5122e)
Client Self-Assessment Post-Debriefing Form (225-5122f)
CPS Program Design (225-5020a)
Client Request (420-5099a)
Communication Log (410-5075a) (Phoenix)

SUPERSESSSION: MSOP Division Policy 225-5190, “Community Preparation Services Death Related Visits,” 3/1/22.
All facility procedures, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
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