



Department of Health

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Furlough and Short-term/Day Visit Procedure

July 7, 2016

Dear Family Member/Friend:

The New York State Veterans' Home at Oxford takes pride in providing quality care to our residents and families. In order for us to ensure timely medication distribution before a resident leaves the facility, we ask that you give us advanced notice of any furloughs, **regardless of length**. **Please note the updated procedure:**

- 1) Notify Social Services at (607) 843-3182 or by e-mail at kgross@nysvets.org no later than **three days prior to an overnight furlough or a day pass**. Please include pick-up and drop-off times.
- 2) Upon departure from the Veterans' Home, the resident must be signed-out at the Nurse's Station on the resident's unit, as well as at security.
- 3) If you need special transportation, such as a Medi-Van, the family is responsible to make and pay for the arrangements. Please work with your social worker and charge nurse one week prior to furlough to confirm details. You will be required to accompany your loved one during the transport.
- 4) If you are unable to meet your estimated return time, please notify the facility ASAP by calling (607) 843-3100, and by calling the unit as well.

***If notification of furloughs is not provided to the facility in the specified time-frame, the furlough may be denied. However, at the discretion of the medical provider, necessary prescriptions may be written, which would then be your responsibility to fill at your own expense. Medications filled while on furlough cannot return to our facility.**

Holidays

If you are unable to take your loved one home and wish to have a holiday meal here at the Veterans' Home instead, please notify Social Services at (607) 843-3182 or by e-mail at kgross@nysvets.org as soon as possible so that the appropriate accommodations will be available for your specific party.

***Please note the following procedure:**

- 1) The Veterans' Home does not provide meals to guests on major holidays; however, you may bring food into the facility to accommodate your party.
- 2) If you are providing your own meal on the major holidays, you must reserve an activity area for **after 2:00 PM** on Thanksgiving and Christmas days.

***Please note: The sooner you make your reservation, the more likely your preferred time and space will be available. If we do not have prior notification to reserve a space when you are providing the meal, we may not have the space you require to accommodate your party.**

The Social Services Department