

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Residential

**POLICY NO:** 30-027

**SUBJECT:** Staff Access to SIL Residences

**EFFECTIVE DATE:** July 1987

**Policy:**

Except for emergencies, a staff person must receive permission from a consumer prior to entering a residence not owned or leased by Cottonwood, Inc. However, Cottonwood, Inc. will request that a key be made available to designated staff in the event of an emergency. Consumers who refuse to do so must sign a declination form that outlines potential consequences.

**Procedures:**

1. Permission to enter a consumer's apartment will be sought from the consumer prior to entering. When possible the consumer will be given advance notice as to when access is needed and an explanation as to the purpose.
2. In an emergency, access to the apartment will be obtained through the availability of keys kept in the SIL Coordinator's office as agreed upon by the individual. The keys will be used only with the individual's permission or in suspected emergencies.