

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Residential

**POLICY NO:** 30-031

**SUBJECT:** Residential Conferences

**EFFECTIVE DATE:** July 1987

**Policy:**

Residential conferences provide a formal opportunity for consumers to give significant input into daily routines, to make choices, share information about community events and activities, and hone problem solving and conflict management skills. The conference also provides an opportunity to practice interviewing potential staff and to support people in maintaining relationships. All Cottonwood, Inc. group homes with 24 hour coverage will hold residential conferences at least one time weekly. Emergency conferences may be called any time the situation warrants it.

**Procedures:**

1. The general purpose of the conference is to solicit input, offer choices, such as menus and food choices, share announcements, make plans, review events of the week, and to discuss problems and potential solutions. Staff will also facilitate opportunities to practice interviewing skills and pursue meaningful relationships. Staff will provide information about community events and activities such as Parks and Recreation trips and classes.
2. Consumers are encouraged to submit agenda items either verbally or in writing to their residential staff.
3. After each meeting, residential staff will be responsible for filling out the Residential Conference Log. The Residential Conference Logs are to be kept up to date and sent to the Residential Coordinator at the end of every month.
4. The logs will be forwarded to the Residential Director for review, and will remain on file for 6 months.