

**SOP#: ADCR-6**

**Arranging a Stay at The Children's Inn**

**Version #: 1.0**

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**Review Interval Period: Biennial**

**NCI Clinical Director Signature:**

## **POLICY**

The Children's Inn at NIH is a private, nonprofit residence for children and families participating in pediatric research at the National Institutes of Health Clinical Center. Patients and their family who live outside of a 50 mile radius may stay at the Children's Inn through the age of 26. Request for an exception for distance requirement is made through the research team's social worker, patient care coordinator or other member of the research team. The Children's Inn is a 24-hour facility and a Manager on Duty (MOD) is always available. Reservations are required and space is not guaranteed.

## **PURPOSE**

To identify the steps required to make a reservation at The Children's Inn.

## **RESOURCES**

The Children's Inn at NIH reservations & accommodations website:

[http://www.childrensinn.org/site/c.kki1KiMXivF/b.5213255/k.DA4A/Reservations\\_Accommodations.htm](http://www.childrensinn.org/site/c.kki1KiMXivF/b.5213255/k.DA4A/Reservations_Accommodations.htm).

## **PROCEDURES**

### **STEP 1: Initial Reservation**

- Contact the research team's social worker or patient care coordinator to make initial reservation. Include:
  - name and date of birth of those who will be staying during the reservation dates
  - date of arrival
  - date of departure
  - diagnosis
  - address
  - phone number
  - email address
  - protocol number
- Once the reservation is made, The Children's Inn will contact the family by email with reservation instructions. This email will provide instructions for arrival and details about The Children's Inn. If the family does not have computer access, the staff at Children's Inn will contact them by phone or mail.

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- Patients and families should be notified by the social worker making the initial reservation or the team member making the reservation that a background check will be done prior to arrival. This form can be filled out prior to arrival and can be accessed at:  
[http://www.childrensinn.org/site/c.kk11KiMXivF/b.5259549/k.2FED/Background\\_Check\\_Authorization.htm](http://www.childrensinn.org/site/c.kk11KiMXivF/b.5259549/k.2FED/Background_Check_Authorization.htm).
- Study team will need to fill out the request for an isolation room at the Children's Inn prior to the family arriving if required.

## **STEP 2: Subsequent Reservations**

- The family may call the Inn directly for reservations after the initial reservation is made.
- Reservations can be made online through the url:  
[http://www.childrensinn.org/site/c.kk11KiMXivF/b.5213255/k.DA4A/Reservations\\_Accommodations.htm](http://www.childrensinn.org/site/c.kk11KiMXivF/b.5213255/k.DA4A/Reservations_Accommodations.htm).
- If the family does not have computer access they may call 800-644-4660 (24 hours a day) to make a reservation.

## **STEP 3: ATV**

- A. Research nurse or patient care coordinator should place ATV request in to the system once the reservation is confirmed by The Children's Inn. A room can accommodate up to 6 people. All minors must be accompanied by an adult.