WiCAL Learning Session
Admission: Assessments and Related Documentation

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Disclaimer

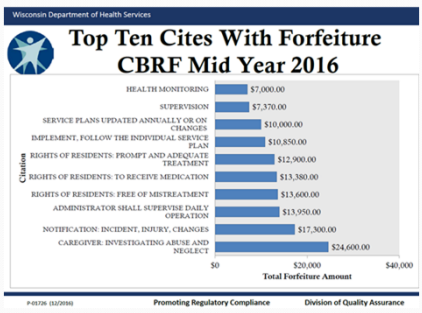
The materials and discussion of this session does not constitute legal advice. Please consult with your counsel with specific questions. Further, this presentation does not represent the establishment of a standard of practice.

Today's Session

- Admission:
  - Assessments
  - Related documents
- Focus toward CBRFs, due to higher requirements, but discussion to be of general applicability.

Significance

- Admission/Assessment process can have significant ramifications to facility operations.
  - Regulatory/compliance
  - Resident/Family satisfaction and complaints
  - Staff turnover/retention
  - Liability
  - Reputation
- Doing it poorly



Admission Requirements

- CBRF: DHS 83.28 – Admission Procedures:
- Assessment of resident prior to admission
- Provide written information regarding services available and charges for those services
- Provide admission agreement
- Health screening for communicable disease, including tuberculosis
- Develop temporary service plan
- Explain resident rights, house rules and grievance procedure
- Advanced directive determination

Admission Requirements

- RCAC: DHS 89 – Admission Procedures:
  - Assessment of tenant performed prior to admission, as basis for developing service plan;
  - Service agreement (completed by date of admission);
  - Risk agreement, including any "unmet needs" identified by comprehensive assessment which will not be provided;
  - Notice if Registered;
  - Resident Rights;
  - Grievance

Admission Requirements

- AFH: DHS 88 – Admission:
  - Health exam/screening w/in 90 day prior or 7 days after;
  - Service agreement based on assessment within 30 days after placement;
    - Parties
    - Services provided;
    - Charges;
    - Payment amounts;
    - Refund policy;
    - Personal funds (how handled);
    - Transfer and discharge;
    - Rights and Grievances.

Admission Requirements

- Commonalities (required):
  - Assessment
  - ISP/Service Plan
  - Rights/Grievances
  - Health Screening

Admission Requirements

- Commonalities (importance):
  - Identification of decision makers;
  - Family contacts (note, may differ than above)
  - Clinical contacts;
  - House Rules
  - Expectations and Capabilities of facility;

Expectations and Capabilities of Facility

- Who are you
- What can you provide
- What can't (and won't) your provide
- How do you communicate
  - To residents/families
  - To DHS
  - To stakeholders/referrals

Expectations and Capabilities of Facility

- Review your materials
  - CBRFs-Program Statements
- Capabilities List (see INTERACT tools)
- What does your marketing material say?
- What does your admission agreement state?

Assessments

- "Assessment" means gathering and analyzing information about a prospective or existing resident's needs and abilities. - DHS 83.01
- "Comprehensive assessment" means a systematic procedure for identifying an individual's physical, health and social needs; preferences; and capacity for self−care. –DHS 89.01

Assessments

- All have assessment expectations
- Sources may differ
- Drives all subsequent actions
- Ongoing expectation

Assessments

- Who is the resident
- What are their needs
- What are their preferences
- What are their goals
- Clinical and social

Assessments/ISP

- Drives service/ISP process, which is only as good as information gathered.
- MCO involvement, but ultimately facility obligation to implement
- Resident/family involvement in process
- Require review and updates

- Best practices
- Resources
- Audit tools

Common Errors Discussion

- Risks that yield citation or related liability
- Consider Facility Assessment
- Examples of problems