

# Chippewa Valley Assisted Living Association

In order for the director of an assisted living facility to legally and safely admit or re-admit a resident into their facility, there are a number of items that need to be in place prior to move-in day. (If the resident is being discharged from the hospital to an assisted living, these items must be in place **BEFORE** the resident is discharged from the hospital.) Listed below are the items the director will typically ask you to provide during this process. We thank you for helping us to make this a smooth and positive transition for the resident.

## **A SUCCESSFUL INITIAL ADMISSIONS PROCESS WILL REQUIRE THE FOLLOWING:**

1. Physician Plan of Care (PPOC) form completed and signed by physician (each facility typically has their own specific PPOC)
2. Current list of medications signed by the physician must be provided to the assisted living facility as soon as possible to ensure all medications are available at the facility before the resident's arrival.
3. Tuberculosis (TB) test / current chest x-ray (within the past 90 days)
4. Health Care Power of Attorney (HPOA) status (Has it been activated? RCAC's cannot admit individuals with an activated HPOA. Typically, Memory Care requires an activated H-POA) or if under Guardianship/Protective Placement/Chapter 51/55 any stipulations to Conditions of Treatment documents.
5. Contact information as to who is involved with the person's well-being and care (Family, home health, county, Community Health Partnership (CHP), other physicians, etc...)
6. Most recent History & Physical (H & P)
7. Hand written prescriptions from the doctor for any scheduled narcotic medications delivered to the appropriate pharmacy prior to discharge.
8. List of and orders for treatments, if any (i.e. dressing changes, nebulizer, etc...)
9. List of the resident's diagnoses
10. Resident's Do Not Resuscitate (DNR) orders, if any are in place and information for the DNR bracelet.

## **A SUCCESSFUL RE-ADMISSION PROCESS WILL REQUIRE THE FOLLOWING:**

1. Complete discharge orders, including any new medications, treatments, diagnosis, behaviors, limitations or changes in the resident care needs
2. Current list of medications signed by the physician must be provided to the assisted living facility as soon as possible to ensure all medications are available at the facility before the resident's arrival.
3. Information on any changes in Health Care Power of Attorney (H-POA) status/activation or if placed under Guardianship/Protective Placement/Chapter 51/55 any stipulations to Conditions of Treatment documents.
4. Information on any changes in resident's Do Not Resuscitate (DNR) status/activation. If changed, ensure that the necessary documentation and DNR bracelet information is sent to the facility prior to re-admission.
5. "Hard Scripts" from the doctor for any scheduled narcotic medications delivered to the appropriate pharmacy prior to discharge.
6. List of and orders for treatments, if any (i.e. dressing changes, nebulizer, etc...)
7. Discharge Summary