

Checklist #3

Functional Area: **Admissions**

Yes = In Compliance
 No = Further Action Needed

Objective: The facility has Admission Policies, Admission Agreements and Admission Records that clearly outline the responsibilities of the facility and residents.

Specific Criteria	Yes	No
<p>Policy and Procedure: IDAPA 16.03.22.152</p> <p>1. Do you have an admissions policy that includes:</p> <ul style="list-style-type: none"> a. The purpose, quantity and characteristics of services? b. Restrictions or conditions imposed for religious or political reasons? c. Limitations of delivery of routine care by persons of the opposite gender? d. Notification if any residents are on the sexual offender registry? e. Appropriateness of placement when there are non-resident adults or children living in the facility? <p style="text-align: right;">{IDAPA 16.03.22.152.01}</p>		
<p>2. Do you have an admissions policy that describes how fees will be handled by the facility?</p> <p style="text-align: right;">{IDAPA 16.03.22.152.02}</p>		
<p>3. Do you have an admissions policy that states when a resident's funds are deposited with the facility or administrator?</p> <p>4. Does your policy include how you will manage the residents' funds according to law and rule, as follows:</p> <ul style="list-style-type: none"> a. If the facility manages resident funds, how funds are handled and safeguarded? b. A statement that the facility does not manage resident funds? <p style="text-align: right;">{IDAPA 16.03.22.152.03}</p> <p>(see Sections 39-3316 (1), (5) & (6), Idaho Code, and Section 505 and Subsections 550.05 and 550.06 of these rules)</p>		
<p>5. Do you have an admissions policy that addresses admission, discharge, and transfer of residents to, from or within the facility?</p> <p style="text-align: right;">{IDAPA 16.03.22.152.04}</p>		
<p>6. Do you have a policy of acceptable admissions? (See the Administrator Checklist for a list of those who can't be admitted to the facility.)</p> <p style="text-align: right;">{IDAPA 16.03.22.152.05}</p>		
<p>Additional Policy: IDAPA 16.03.22.153</p> <p>1. Do you have a policy regarding identification of resident property and how you will assure personal items are kept safe and used only by the resident?</p> <p style="text-align: right;">{IDAPA 16.03.22.153.05}</p>		
<p>Requirements: IDAPA 16.03.22.220</p> <p>1. Do you have an Admission Agreement with each resident prior to or on the date of admission?</p> <p style="text-align: right;">{IDAPA 16.03.22.220}</p>		
<p>2. Are the Admission Agreements written in a way and in a language that is understandable to the resident or his representative?</p> <p style="text-align: right;">{IDAPA 16.03.22.220}</p>		

Specific Criteria	Yes	No
3. Are Admission Agreements signed by the resident or his representative, and the facility representative? {IDAPA 16.03.22.220}		
4. Do your Admission Agreements list the services provided? {IDAPA 16.03.22.220.01}		
5. Do your Admission Agreements state normal staffing patterns and staff qualifications? {IDAPA 16.03.22.220.02}		
6. Do your Admission Agreements disclose whether or not the facility carries liability insurance? 7. If the facility cancels the professional liability insurance, do you notify all residents of the change in writing? {IDAPA 16.03.22.220.03}		
8. Do your Admission Agreements state the facility's and the residents' roles regarding assistance with medications including missed doses and PRN's? {IDAPA 16.03.22.220.04}		
9. Do your Admission Agreements state who is responsible for resident personal funds? {IDAPA 16.03.22.220.05}		
10. Do your Admission Agreements state who is responsible for resident valuables and how valuables will be returned if the resident leaves the facility? {IDAPA 16.03.22.220.06}		
11. Do your Admission Agreements describe fees and conditions under which emergency transfers will be made? {IDAPA 16.03.22.220.07.a – c.ii}		
12. Do your Admission Agreements include residents' permission to transfer information from the resident's record, if the resident transfers to another facility? {IDAPA 16.03.22.220.08}		
13. Do your Admission Agreements state resident responsibilities as appropriate? {IDAPA 16.03.22.220.09}		
14. Do your Admission Agreements state restrictions on choice of care or choice of service providers? {IDAPA 16.03.22.220.10}		
15. Do your Admission Agreements state the resident's preference regarding the formation of an advance directive? (If resident has an advanced directive, it must be immediately available) {IDAPA 16.03.22.220.11}		
16. Do your Admission Agreements state whether the facility requires the administrator or an employee of the facility be named as payee as a condition of admission? {IDAPA 16.03.22.220.12}		
17. Do your Admission Agreements state other information the facility deems appropriate? {IDAPA 16.03.22.220.13}		

Specific Criteria	Yes	No
<p>Requirements: IDAPA 16.03.22.221 Termination of Admission Agreement</p> <p>1. Do you assure admission agreements are not terminated except under the following conditions:</p> <ul style="list-style-type: none"> a. The other party has been given 30 days written notice for any reason? b. The resident's death? c. Emergency conditions or situations that require the resident to be transferred to protect the resident or other residents in the facility from harm? d. The resident's mental or medical condition deteriorates to a level requiring care as described in section 152.05 (Acceptable Admissions) of these rules? (See Administrator Checklist.) e. Nonpayment of the resident's fees? f. When the facility cannot meet resident needs due to changes in services, in house or contracted, or inability to provide services? g. Other written conditions mutually established between the resident, the resident's legal guardian or conservator and the administrator of the facility at the time of admission? {IDAPA 16.03.22.221.01} 		
<p>2. Do you assist the resident with transfer by providing a list of skilled nursing facilities, other residential care or assisted living facilities, and certified family homes that may meet the needs of the resident? {IDAPA 16.03.22.221.02}</p>		
<p>3. Do you assure residents have the right to appeal all discharges, with the exception of an involuntary discharge in the case of non-payment or emergency conditions that require the resident to be transferred to protect the resident or other residents in the facility from harm?</p> <p>4. Before you discharge a resident, do you notify the resident, and if known, a family member, or legal representative of the discharge and the reasons for the discharge?</p> <p>5. Is this notice in writing and in a language and manner the resident or his representative can understand? {IDAPA 16.03.22.221.03}</p>		
<p>6. Does the written notice of discharge include the following:</p> <ul style="list-style-type: none"> a. The reason for the discharge? b. Effective date of the discharge? c. A statement that the resident has the right to appeal the discharge to the Department within 30 calendar days of receipt of written notice of discharge? d. The name and address of where the appeal is to be submitted? e. The name, address, and telephone number of the local ombudsman, for residents 60 years of age or older? f. The name, address and telephone number of CO-AD, for residents with developmental disabilities or mental illness? {IDAPA 16.03.22.221.04} 		

Specific Criteria	Yes	No
<p>Important additional information about Termination of Admission Agreements:</p> <p>Note: If the notice does not contain all the above required information, the notice is void and must be reissued.</p> <p>Note: If the resident fails to pay fees to the facility, as agreed to in the admission agreement, during the discharge appeal process, the resident's appeal of the involuntary discharge becomes null and void and the discharge notice applies. {IDAPA 16.03.22.221.04}</p>		
<p>Note: Request for an appeal must be received by the Department within 30 calendar days of the resident's or resident's representative's receipt of written notice of discharge to stop the discharge before it occurs. {IDAPA 16.03.22.221.05}</p>		
<p>Requirements: IDAPA 16.03.22.500 Notice of Fee Increase</p> <p>1. Do you notify the residents or their legal guardian/conservator in writing of increases in the facility monthly fees at least 30 days before the increases take effect? {IDAPA 16.03.22.500}</p>		
<p>Record Keeping or Documentation: IDAPA 16.03.22.705</p>		
<p>1. Do you have a record of the name, address and telephone number of the individual responsible for payment? {IDAPA 16.03.22.705.01}</p>		
<p>2. Do you have a copy of the Admission Agreement that is signed and dated by the administrator and resident (or representative)? {IDAPA 16.03.22.705.02}</p>		
<p>3. Do you have a copy of the payment schedule and fee structure signed and dated by the resident (or representative) if it is separate from the admission agreement? {IDAPA 16.03.22.705.03}</p>		
<p>4. Have you documented the name and title of the facility representative who completed the admission process? {IDAPA 16.03.22.705.05}</p>		
<p>5. If you handle resident funds, do you have a signed and dated written agreement between the resident (or representative) and the facility that states the terms of handling the funds? {IDAPA 16.03.22.705.06}</p>		
<p>6. If you handle resident funds, do you document each financial transaction when it occurs with signatures of the administrator (or designee) and the resident? {IDAPA 16.03.22.705.06}</p>		
<p>Record Keeping or Documentation: IDAPA 16.03.22.725</p>		
<p>Admission and Discharge Register</p>		
<p>1. Do you maintain an admission and discharge register listing the name of each resident, date admitted, and date discharged? (The register must be apart from individual resident records and must be kept current.) {IDAPA 16.03.22.725.01}</p>		
<p>2. If applicable, do you maintain a log of hourly adult care individuals, including the dates of service, for a 3 year period? {IDAPA 16.03.22.725.02}</p>		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.