Stockbridge – Munsee Ella Besaw Center

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Section: Ella Besaw Center
Subject: _____
Policy #: Admission & Retention #001
Review Date: _____

Legal: _____
Health Board: _____
Tribal Council: _____
Effective Date: _____

TITLE: Admission and Retention

POLICY:
The Ella Besaw Center CBRF conducts assessments on all applicants prior to being admitted to the facility. CBRF will conduct assessments for existing residents on an annual basis or more frequently if the residents' health conditions change the level of care needed. CBRF shall not have more residents, including respite care residents, than the maximum bed capacity on its license. The CBRF may not have more than 4 residents, or 10% of the licensed capacity, whichever is greater, who need more than 3 hours of nursing care per week or care above intermediate level nursing care for not more than 30 days unless the facility has obtained a waiver from the department or the department has received a request for a waiver from the CBRF and the department's decision is pending.

PURPOSE:
To outline the process used by the Ella Besaw Center CBRF to assess potential residents prior to admission and periodically throughout residency to ensure residents are cared for in an appropriate, safe manner that does not exceed the capabilities of the facility, staff, or the license.

GENERAL STATMENTS:
The Ella Besaw Center is a large Class C semi-ambulatory (CS) CBRF. The facility provides personal care assistance to people aged 55 or older. Residents should be ambulatory or semi-ambulatory and mentally capable of responding to a fire alarm by exiting the facility without help or verbal or physical prompting. The primary client group served by our facility are persons with functional impairments that commonly accompany advanced age. The facility can serve persons who are diagnosed as terminally ill so long as they are otherwise appropriate for the level of care that we provide, and their care will not have a negative impact on other residents.

- The CBRF is not licensed as a nursing home.
- Respite care services are when a person needs a temporary placement for care, treatment, or services as established by their primary care provider.
- Persons who are otherwise appropriate for the level of care that we provide may be eligible for respite care for a period of up to 14 consecutive days.
- Respite care services are only to be available if there is capacity to accommodate the person at the facility if the person meets the assessment criteria, and the care will not have a negative impact on permanent residents.

- Hospice nurse services are not counted as part of the 3-hour minimum per week of nursing services if they are performed by a hospice care nurse.

PROCEDURE:

1. All potential residents, respite care recipients, and hospice residents will complete a preadmission screening application which will include a medical record release.

2. Once the preadmission screening application and medical record release is received, the Ella Besaw management will gather relevant information to conduct a complete review of the applicant.

    a) The CBRF will gather information such as current diagnostic, medical, and social history obtained from the person's health care providers, case manager, and other service providers. Other service providers may include a psychiatrist, psychologist, licensed therapist, counselor, occupational therapist, physical therapist, pharmacist, or registered nurse. The administrator or designee shall hold a face-to-face interview with the person and the person's legal representative, if any, and family members, as appropriate, to determine what the person views as his or her needs, abilities, interests, and expectations.

3. The Ella Besaw management and/or Ella Besaw nurse will conduct an in-person interview which will include fire drill testing.
4. When the above information is obtained from an applicant, the admission team will screen the applicant to ensure compliance with DHS 83, other State and federal regulations, the license, and staff capabilities. The admission team will consist of Ella Besaw management and SMHWC providers. The following areas will be assessed:

Scope:
The CBRF shall assess each resident's needs, abilities and physical and mental condition before admitting the person to the CBRF, when there is a change in needs, abilities or condition, and at least annually. Description of assessment areas included below. The assessment requirement includes respite care of residents and shall comply with DHS 83 requirements.

Areas of Assessment. The assessment, per DHS 83.35, at a minimum, shall include all the following areas applicable to the resident:

- Physical health, including identification of chronic, short-term and recurring illnesses, oral health, physical disabilities, mobility status and the need for any restorative or rehabilitative care.
- Medications the resident takes and the resident's ability to control and self-administer medications.
- Presence and intensity of pain.

- Nursing procedures the resident needs and the number of hours per week of nursing care the resident needs.
- Mental and emotional health, including the resident's self-concept, motivation and attitudes, symptoms of mental illness and participation in treatment and programming.
- Behavior patterns that are or may be harmful to the resident or other persons, including destruction of property.
- Risks, including choking, falling, and elopement.
- Capacity for self-care, including the need for any personal care services, adaptive equipment or training.
- Capacity for self-direction, including the ability to make decisions, to act independently, and to make wants or needs known.
- Social participation, including interpersonal relationships, communication skills, leisure time activities, family and community contacts, and vocational needs.

Persons not eligible for services.
The following persons are not eligible for services through the Ella Besaw Center:

- Persons who have an ambulatory or cognitive status that is incompatible with our license. This includes persons who are not mentally or physically capable of performing activities of daily living and persons who are not ambulatory or semi ambulatory.
- Persons who are less than 55 years of age.
- Persons who are destructive of property or self or who are physically or mentally abusive to others.
- Persons who have physical, mental, psychiatric or social needs that are not compatible with our client group(s).
- Persons who need more than 3 hours of nursing care per week; except, residents who have a temporary condition needing more than 3 hours of nursing care per week for no more than 30 days. Hospice care is not included in this 3-hour calculation.
- Persons needing 24-hour supervision by registered nurse or licensed practical nurse.
- Persons needing a skilled nursing facility or care above intermediate level nursing care.
- Persons who require chemical or physical restraint except as authorized for an emergency under Wisconsin law (*See*, Section 50.09 (1) (k), Wis. Stats).
- Persons who are incapacitated, as defined under Section 50.06 (1), Wis. Stats., unless the person has a health care agent under a valid and properly activated power of attorney for health care or a court appointed guardian.
- Persons who have been found incompetent under applicable law and do not have a court-ordered protective placement (this applies if the CBRF has been licensed for 16 beds or more).
- Persons with the following communicable diseases: Tuberculosis (TB); an active bed bug infestation.

- Persons with open/active criminal cases or recent history of violent crime(s).
- Persons with chronic personal care needs that cannot be met by our staff.
- Persons with a substance use disorder will be required to sign a contract stating that they will refrain from alcohol and substance use while a resident. Violation of that statement may result in immediate discharge.

5) After an assessment is completed, the admission team will create a written report of the results of the assessment and retained in the resident's record at the Ella Besaw Center.

6) An applicant will be provided with a letter identifying if the applicant meets requirements to be admitted to the Ella Besaw Center.

Retention:
Existing residents will be reassessed using the above screening criteria on an annual basis or more frequently if their health condition changes the level of care needed.