

**Documentation Required for Admission to Glencliff Home**

*This documentation must be complete before admission to Glencliff Home.*

Completed Application for Placement

Approvals

Office of Long Term Care 271-9088

DHHS/ LTC Authorization for Release of Information

Preadmission Screening and Resident Review (PASRR) 1-844-526-4880

Probate Court Approval/ Authority to Admit (if applicant has a guardian over person)

For assistance:

ServiceLink

1-866-634-9412

Medical/Psychiatric Records

Psychiatric/Medical/Surgical/Nursing notes

**(See \*DISCHARGE SUMMARY below)**

Recent Medication Administration Records (MARs)

**(See \*\*MEDICATION below)**

Diet order

Vaccination record - **Including required negative TB test (1-step IGRA/ Quantiferon or T-Spot test within 12 months prior to admission), Covid 19 vaccines, current flu vaccine, 2 pneumococcal vaccines - PPSV-23 (AKA Pneumovax), PCV-13 (AKA Prevnar) and the shingles vaccine (AKA Shingrix -for those over 50). Please provide a clinician's note if any are contraindicated.**

Current MEA and Care Plan

Code status (DNR/DNI) if applicable

Social Service information

Family information (Name/address/phone number/email of known family members and current relationship.)

Social history (including education/religion/employment/family supports/roommates/alcohol, drug, tobacco history/activities)

Legal Records

Birth certificate

Divorce decree if applicable

Guardianship/DPOA orders if applicable

Social Security card

Proof of Representative Payee for Social Security if applicable (or status of application)

Living Will if applicable

Financial Information

Letter of Financial Understanding

Financial Statement (Bureau of Behavioral Health Office of Reimbursements)

Additional financial information (checking/savings account information, last 12 months statements)

Prepaid Burial Contracts if applicable (Can be obtained from funeral home holding the contract)

Completed Final Arrangements Planning Guide

Deeds or Titles if applicable

Insurance Information

Medicare A, B, and D cards

Medicaid card

Insurance policies (life and/or health) if applicable

OTHER

Proof of Placement attempts (2 minimum)

\* **DISCHARGE SUMMARY** (very important - will not be accepted without a thorough discharge summary.

Please see below for further information)

\*\* **MEDICATION**: Three days of all medications must be sent with the resident on the day *of* admission, as well as scripts for all controlled medications.

### **GLENCLIFF HOME DISCHARGE SUMMARY REQUIREMENTS**

A complete history from the attending physician must be submitted once an admission date has been set and before actual admission can occur. The Discharge Summary must be typed (not hand written) and include all the following information:

Chief complaint and reason leading to the admission to current facility.

Admission diagnoses

Discharge diagnoses

Past psychiatric history

Include dates or ages when diagnosis was first made, hospitalizations, previous treatments and the patient's response to them.

Important: Include previous discharge summaries and mental health consultations)

Past medical history

Include allergies, dates or ages when diagnosis was first made, hospitalizations, previous treatments and the patient's response.

Physical examination at admission.

Psychiatric treatment during current admission.

Include summary of results of diagnostic tests or specialist consultations; mental status exam on admission (e.g. Mini Mental Status Exam) as well as more current exams; psychotropics medications trialed and currently in use including dates, doses and responses; behavioral treatments and responses.

Medical treatment during current admission.

Include summary of results of diagnostic tests or specialist consultations, medications used including dates, doses, and responses.

Please include PT/OT if applicable.

Social history

Include education, occupation, alcohol/drug/tobacco use history,

and family involvement.

- Reasons why current facility is no longer feasible, reasonable, therapeutic, or safe environment for the resident.
- Medications at the time of preparation of this summary.
- Any psychiatric, medical, social, nursing, physical therapy, or activity treatments approaches recommended or needed that are not covered above.