

## Admission Procedure

To better understand the procedures for admission into our Center please take the time to review the following:

All residents must meet age and income requirements. A resident must be at least 62 years of age with an income for a single person not exceeding \$42,000 annually and for a married couple \$48,000 annually.

1. Complete the Application for Residency.  
\_\_\_\_\_ (initial)
2. Complete the Consent to Release Medical Information and return to us. This form allows us to contact your primary care physician regarding the general status of your health and the medications you are taking. This information is required by Colorado state regulations.  
\_\_\_\_\_ (initial)
3. A criminal background check will be performed by RentGrow. Results of the criminal background check will be used as a tool, along with the physician and facilities pre-admission assessment as to whether a resident will be approved for admission into our Center. This information is required by federal law for low-income housing assistance.  
\_\_\_\_\_ (initial)
4. Verification of Income. To verify that income guidelines are met we must have a separate asset verification form for EACH AND EVERY SOURCE OF INCOME, (social security, pension, annuity, etc.) AND EACH AND EVERY LOCATION OF ASSETS (bank, investment company, etc.) We will be responsible for faxing the completed asset verifications out to the appropriate agency. This information is required by federal law for low-income housing assistance.  
\_\_\_\_\_ (initial)
5. When we receive the physician pre-admission assessment and all asset verification forms back we will reschedule a time to meet with the resident and/or their legal representative to complete the facility pre-admission assessment. During the resident assessment the Resident, Medication Coordinator, and Resident Services Director will develop a resident care plan which when completed and signed becomes a legal document and an addendum to the residency agreement. The resident care plan outlines the residents' ability to perform basic daily living skills, and outlines what services the facility, family, or outside contractors will provide. The pre-admission assessment also provides an opportunity for the resident and/or their legal representative to make requests for reasonable accommodation of a disability.  
\_\_\_\_\_ (initial)



6. If a resident is planning to self-administer their own medication, residents must bring all current medications they are taking to the pre-admission assessment. **THIS INCLUDES OVER THE COUNTER MEDICATION.** Residents who are taking scheduled II narcotics must bring the prescription for the narcotic from the primary care physician to the pre-admission assessment.  
\_\_\_\_\_ (initial)
  
7. During the pre-admission assessment the Medication Coordinator will review and compare the signed physician's orders with the medications the resident has brought with them to the pre-admission assessment. If there are any discrepancies with the medications or physicians orders – the admission process cannot continue until the physician's orders and medications match. Residents who are planning to self-medicate must be able to do so without the assistance or oversight of another person.  
\_\_\_\_\_ (initial)
  
8. Residents who are going to be on the Center's Medication Administration Program will have all of their medication ordered from the pharmacy by the Medication Coordinator/designee after the pre-admission assessment. This includes all over the counter medication. If a medication or over the counter medication is not available on the Omnicare formulary the Medication Coordinator will be responsible to call the residents primary care physician to obtain an alternative medication to take the place of the medication not on the Omnicare formulary. If an over the counter medication is not available through Omnicare and the resident wants to continue taking the over the counter medication; the resident, families or friend must see the Medication Coordinator to review our policy for the resident/families/friends being responsible to obtain and deliver the over the counter medication to the staff at Libby Bortz Assisted Living Center in a timely manner. (Resident care plan being updated to reflect who the responsible person(s) are to obtain and deliver the over the counter medication to Libby Bortz Assisted Living Center.)  
\_\_\_\_\_ (initial)
  
9. **LIBBY BORTZ WILL NOT ACCEPT/USE ANY MEDICATIONS THAT THE RESIDENT BRINGS IN FROM HOME AFTER THE INITIAL PRE-ADMISSION ASSESSMENT.**  
\_\_\_\_\_ (initial)
  
10. Residents who will be on the Medication Administration Program will need to have an account set up with the Center's contract pharmacy. The Medication Coordinator will be responsible to fax the resident face sheet and signed physician's orders to the pharmacy.  
\_\_\_\_\_ (initial)
  
11. The Residency Agreement is a legal document and will outline the financial terms, services provided by the facility, additional charges, and how to terminate the agreement. In addition you will receive and review the Resident Handbook, which outlines the House Rules, Admission and Discharge Policy, Grievance Procedure, Residents Rights, among others. The Residency Agreement will state the start date of the lease. We will require a check for the first month's rent and services. If you are moving in after the first of the month the amount will be pro-rated.  
\_\_\_\_\_ (initial)



12. Libby Bortz Assisted Living Center requires a security deposit which equals one month of rent and service charges. The deposit is due at the time of the lease signing.

\_\_\_\_\_ (initial)

13. If you should have any questions regarding the admission procedure please feel free to contact our Admission/Marketing Director or Executive Director directly.

\_\_\_\_\_ (initial)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Legal Representative

\_\_\_\_\_  
Date

