



APPLICATION, ADMISSION AND TRANSFER Policy and Procedure

Policy

Hillcrest accepts applications for residency from persons age 62 years or older, or in the case of a couple, one of the two persons age 62 years or older. In the case of the second person being under the age of 62, an increased second person fee, in addition to the standard second person fee, will apply based upon the age. Eligible applicants will be considered without regard to gender, race, religion, color, national origin, political beliefs, disability or ancestry. Eligible applicants must submit all documentation required by Hillcrest and will be evaluated to determine their appropriate level of living. The final decision for transfers, whether required by law or for administrative reasons, will be implemented by Administration.

Definitions

Priority Date Agreement: A standard form completed for Registrant(s), along with the non-refundable processing fee that designates a priority date and adds Registrant to the active wait list.

Reservation Agreement: A standard form completed for Registrant(s), along with a refundable fee that reserves a selected unit for up to sixty (60) days. The Registrant(s) move on grounds prior to the expiration of the sixty (60) day period.

Confidential Application for Admission: A standard form that provides Hillcrest with basic personal and health information along with a comprehensive financial statement completed by the Registrant(s).

Physician's Medical Report: A standard form completed by the Registrant's own physician complete to assist with the assessment for appropriate level of living.

Resident Information & Preference Form: A standard form Registrant(s) complete after they receive notification that their application and physician report have been accepted by the Resident Review Committee and that they are approved for residency at Hillcrest.

Procedure

1. Future prospective residents complete the **Priority Date Agreement** and pay the nonrefundable processing fee.
2. To select a specific unit a qualified applicant completes a **Reservation Agreement** and pays a refundable deposit. Their name is placed on the Active Registrant List in chronological order of the **Priority Date Agreement**.
3. After personal interviews by a member of the Hillcrest Marketing Staff each prospective applicant is asked to complete the **Confidential Application for Admission** and the **Physician's Medical Report** by their physician.

4. Applicants submit the completed **Confidential Application for Admission, Physician's Medical Report, Priority Date Agreement**, and then have an assessment by Hillcrest Health Services' staff prior to consideration by the Resident Review Committee.
5. The Resident Review Committee recommends to the President and Chief Executive Officer all applications and Administration determines the appropriate level of living and accommodation offered.
6. The Applicant is notified of the Administration's decision and upon acceptance, completes the **Resident Information & Preference Form**.
7. Once on the Active Registrant List, Active Registrant(s) will be notified of the availability of the type of accommodation they desire. Current Hillcrest residents, and special priorities, receive priority on available accommodations based on prior written selection or medical/physical need. Currently, special priorities include Heritage Registration, a minister receiving the call to the chaplaincy of Hillcrest, and an individual or couple who have been designated by a holder of an Institutional Registration. Accommodations are offered to Active Registrant(s) in accordance with their individual Priority Date. An Active Registrant(s) may refuse an accommodation without changing the standing of their Priority Date Agreement.
8. Hillcrest will only be able to retain residents in each specific level of care whose needs are best met within the definition of that level of care.
9. Voluntary transfers within the same level of care, to a more desirable unit, are arranged in advance with resident(s). A transfer fee applies when residents(s) choose to relocate for personal preference.



DSS#191501662

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ADMISSION GUIDELINES FOR RESIDENTIAL LIVING

Hillcrest accepts applications from persons age 62 years or older, or in the case of a couple or co-occupant, one of the two persons age 62 years or older. Eligible applicants will be considered without regard to gender, race, religion, color, national origin, political beliefs, or ancestry. Applicants choose the residency contract which best meets their needs.

Eligible applicants must demonstrate that they are able to care for themselves. This includes, but is not limited to, the following:

1. Oriented to time, place and person.
2. Capable of understanding and following community living rules, especially those relating to emergency procedures and safety.
3. Ability to communicate reliably and effectively with others, particularly with respect to meeting one's own needs of living and following emergency procedures.
4. Ability to function appropriately in the dining room setting or ability to prepare all meals in the home. Meals may be delivered from the dining room on a short-term basis, upon consent of the Administrator.
5. Ability to care for personal needs including dressing, bathing, grooming, toileting, etc.
6. Ability to move about safely and adequately throughout the entire campus, with or without assistive devices such as canes, walkers, wheelchairs, crutches, etc. The Resident(s) must be able to demonstrate the ability to leave a building without the assistance of any other person or without the use of any mechanical aid in an emergency to comply with Department of Social Services requirements.
7. If a resident's physical or mental status declines and the resident(s) does not meet the above requirements, the resident is advised that he or she may no longer remain in a residential living accommodation, and may be offered an alternative level of care.
8. The eligibility requirements for Residential Living are reviewed with the applicant prior to completing their initial application.
9. Ability to meet financial obligations of residency and upon transfer to another level of care will sign the appropriate amendment to their contract.
10. Accepts and agrees to comply with Hillcrest's rules and regulations as currently required, or as amended in the future.

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ADMISSION GUIDELINES FOR ASSISTED LIVING

Hillcrest accepts applications from persons age 62 years or older, or in the case of a couple or co-occupant, one of the two persons age 62 years or older. Eligible applications will be considered without regard to their sex, race, religion, color, national origin, political beliefs, or ancestry. New residents complete the Monthly Care Agreement while existing residents sign an amendment to their Residential Living contract when transferring to this level of care. See Appendix B-1 for Transfer and Review Procedures for Residents moving from one level of care to another.

Eligible applicants must demonstrate that they meet the admissions criteria, which includes, but is not limited to, the following:

1. Generally alert and oriented to time, place and person. Short-term memory loss or forgetfulness is acceptable.
2. Displays acceptable behavior and interacts appropriately with others.
3. Birch Court is licensed for ambulatory and non-ambulatory residents. Ambulatory Residents must have the ability to move about safely and adequately throughout the facility without assistive devices. The Resident must be able to demonstrate the ability to leave a building without the assistance of any other person, or without the use of any mechanical aid in an emergency, as required by the Department of Social Services. Resident(s) must be able to transfer from bed to chair or toilet without assistance; and have ability to care for personal needs including dressing, bathing and grooming with minimal assistance. Non-ambulatory Residents meet criteria listed below in Item #4.
4. Woods Assisted Living is licensed for non-ambulatory residents. Residents must be able to move about safely and adequately through the facility with or without assistive devices (canes, walkers, wheelchairs, crutches, etc.) to transfer from bed to chair, on and off commode, and attend meals in the dining room, etc. Residents of Woods Assisted Living are not required to demonstrate the ability to exit the building in an emergency unassisted.
5. Meals may be delivered from the dining room, when necessary, upon consent of the Director of Assisted Living. Residents are encouraged to participate in the meal program provided in the dining room.
6. Ability to respond appropriately and follow directions from staff during an emergency is a prerequisite.
7. If a resident's physical or mental status declines and the resident does not meet the above requirements, the resident may be referred to an alternative level of care.
8. Ability to meet the financial criteria for residency and upon transfer to another level of care will sign the appropriate amendment to their contract.
9. Accepts and agrees to comply with the Hillcrest's rules and regulations as currently stated, or as amended in the future.



ADMISSION GUIDELINES FOR SOUTHWOODS LODGE A SECURE ENVIRONMENT FACILITY

Hillcrest accepts applications from persons age 62 years or older, or in the case of a couple or co-occupant, one of the two persons age 62 years or older. Eligible applications will be considered without regard to their sex, race, religion, color, national origin, political beliefs, or ancestry. New residents complete the Monthly Care Agreement while existing residents sign an amendment to their residential contract when transferring to this level of care.

Eligible applicants must demonstrate that they meet the admissions criteria, which includes, but is not limited to, the following:

1. Southwoods Lodge is a social model environment and residents must have the ability to ambulate and to attend activities with some physical and social interaction with other residents. The concept is to create self-esteem and a home-like environment with an opportunity for a good quality of life.
2. Generally alert with some capability for structure and social interaction. Short-term memory loss or forgetfulness is acceptable. A diagnosis of Alzheimer's Disease or Dementia is appropriate for placement.
3. Incontinent care is provided by staff, and Hillcrest is reimbursed by the resident/family or they may purchase the supplies individually.
4. Ability to move about safely and adequately throughout the facility, that is licensed for ambulatory residents, with or without assistive devices such as canes, walkers.
5. Ability to transfer from bed to chair, or to toilet, without assistance.
6. Ability to care for personal needs including dressing, bathing, grooming, toileting (incontinence care), etc. with assistance.
7. If a resident's physical or mental status declines and the resident does not meet the above requirements, the resident may be referred to an alternative level of care.
8. Ability to meet the financial criteria for residency and upon transfer to another level of care the responsible person(s) will sign the amendment to their contract.
9. Accepts and agrees to comply with Hillcrest's rules and regulations as currently stated or amended in the future.



ADMISSION GUIDELINES FOR **WOODS HEALTH SERVICES** Skilled Nursing Facility

Hillcrest accepts applications from persons age 62 years or older, or in the case of a couple or co-occupant, one of the two persons age 62 years or older. Eligible applications will be considered without regard to gender, race, religion, color, national origin, political beliefs, or ancestry. All applicants' (or their representative) must complete a Wood Health Services Admission Agreement, including all necessary attachments required for admission.

Eligible applicants must demonstrate that they meet the admissions criteria, which includes, but is not limited to, the following:

1. All applicants (or their representative) must provide financial ability to cover expenses when admitted to Woods Health Services (e.g. HMO coverage, Blue Cross, Blue Shield, Medicare, MediCal, long-term care insurance, income, etc.)
2. Each applicant must have a licensed physician who will follow their care once a resident at Woods Health Services. Their physician must be available 24 hours a day for call, or provide an alternate physician to provide quality care for the resident in the primary care physician's absence. Applicant's physician agrees to see resident no less than once every 30 days.
3. Applicant must require custodial or skilled nursing care. This may include: being confused, unable to ambulate, require total care, utilization of adaptive equipment, incontinent, catheter care, have a colostomy, need oxygen, require special dietary needs, physical therapy, speech therapy, occupational therapy, and may have a pacemaker.
4. The following diagnoses will be reviewed depending on available staffing or level of acuity and a decision made by Woods Health Services staff prior to an admission agreement: hallucinations, nasogastric tube (N.G. Tube), gastrostomy Tube (G Tube), total parenteral nutrition (TPN), and intravenous therapy (I.V. Therapy).
5. The following diagnoses or conditions may or may not be appropriate for admission: combative behavior, physically abusive, dialysis, decubiti (two or more), ventilator, vancomycin resistant enterococcus (VRE), methicillin resistant staphylococcus aureus (MRSA) (usually requires private room), or other conditions that may require isolation.

Review: Resident Review Committee 8/22/00, 9/12/00, 11/28/00, 12/18/01, 10/27/03, 12/22/05
Residents Marketing Committee 10/10/00, 12/19/00, 11/22/03
Ethics Committee 10/31/00
Resident Review 11/7/00
Board of Directors 11/15/00, 2/23/01, 11/21/03

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