

## FOLTSBROOK ADULT DAY HEALTH CARE ADMISSION POLICY AND PROCEDURE

**Policy:** FoltsBrook Adult Day Health Care program admits applicants that after a comprehensive assessment was completed, meet the criteria set forth by the Public Health Law section 2803(2).

**Purpose:** To outline the process for selecting, admitting, and retaining persons whom adequate care and services can be provided, as well as benefit from the Adult Day Health Care program.

### Procedure:

- When an individual is requesting admission to the Adult Day Health Care Program, they will be screened for eligibility and must meet the following criteria:
  - Will be attending program a minimum of at least 1 visit per week.
  - Is expected to need continued services due to medical needs for a period of 30 or more days from the date of assessment.
  - Orders (Physician Order form/PRN Order form/Health Examination form) from applicant's physician recommending admission to program and is free of a communicable disease.
  - It has been determined that the applicant is not receiving the same services from another facility or agency.
  - Comprehensive assessment indicates that the program can adequately and appropriately care for the physical and emotional health needs of the individual.
  - ➤ It will be determined the mode of transportation needed to attend program. Public transportation does not directly stop at site, therefore transportation via private or FoltsBrook bus will be determined by individual and/or caregiver.
- • A trial day or a tour may be completed by applicant if requested prior to admission to program.
- Upon admission, RN and/or designated staff member will complete the following assessments:
  - UAS-NY with Personal Health Summary Report printed and placed in medical chart when new registrant has Medicaid or Managed Long-Term Plan. If new registrant does not have Medicaid or Managed Long-Term plan and is private pay, an authorization for Release of Health Information (Form DOH-5032) will be completed followed by UAS assessment if registrant agrees to, if registrant refuses then a Registrant Assessment Instrument (Form DOH-2667) and Nursing Assessment Summary will be completed in place of UAS.
  - Activity Assessment
  - Fall Assessment
  - Wandering Assessment
- Upon admission, RN and/or designated staff member will review with new registrant or registrant's designated representative the following forms where they will be kept in medical chart after completion:
  - Admissions Agreement
  - Advance Directives
  - Authorization for Release of Information and Payment of Benefits

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- Bad Weather Letter
  - Bill of Rights
  - Copy of Advance Directives/HCP/MOLST
  - Copy of benefit cards or MA/MC numbers
  - Copy of Covid testing results
  - Covid Transportation Agreement
  - CPR Policy Statement
  - Hospital Transportation Information
  - Off-Premises General Consent
  - Photographic Permit
  - Release of Information
  - Smoke Free Facility Policy
- Upon admission, RN or designated staff member will obtain new registrant's vital signs, height, and weight and document on Weight and VS record which will be kept in registrant's medical chart.
  - Allergy sticker will be completed and put on outside of new registrant's medical chart.
  - Face sheet will be completed by RN or designated staff member and kept in front of new registrant's medical chart.
  - MAR will be completed by RN or designated staff member based on physician's orders for new registrant and kept in medication room.
  - Photo will be taken of new registrant and placed in front of medical chart.
  - Behavioral Log will be started and placed in Behavioral Management Log binder for new registrant.
  - Any Rehab-PT/OT/Speech notes will be obtained and placed in new registrant's medical chart.
  - Dietician Assessment and note will be completed for every new admission to the program.
  - Social Service Assessment and note will be completed for every new admission to the program.
  - Upon admission, RN will complete a nursing note documenting new registrant's admission to the program which will be kept in medical chart.
  - New registrant will be added to admission log.

**Included:** Copies of assessments and forms used for admission, along with admissions check list.

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Alyssa Fuhrer RN

Program Director's Signature

9/9/21

Date

Mark T. Leach

Administrator's Signature

9/9/21

Date