

**HOMES FOR THE AGED
RESIDENT ADMISSION CONTRACT**

1922(3) Admission Contract – completed between the home and the resident and/or the resident's authorized representative _____

The admission contract shall specify all of the following (a)-(g):

The home shall provide:

- (a) Room _____ Board _____ Protection _____ Supervision _____ Assistance _____ and Supervised personal care consistent with the resident's service plan _____
- (b) Services provided _____ Fees _____
- (c) Notice to be provided of changes in fees _____
- (d) Transportation services, if any & fees _____
- (e) Admission & Discharge Policies (defined below) _____
- (f) Refund Policy _____
- (g) Resident Rights & Responsibilities _____

1922(2) Admission policy - shall specify all of the following:

Definition of admission policy (1901(3)) includes program statement (1901(15)): purpose _____, eligibility requirements _____, application procedures _____, philosophy and mission _____ and services provided _____.

- (a) At admission, home shall document needs to develop service plan _____
- (b) Shall not accept resident unless needs can be met within scope of home's program statement _____
- (c) Service plan participation by Resident _____ and by Authorized Representative, if any _____
- (d) Resident TB policy (12 mos. prior to placement & annually) _____

1922(11) Discharge policy – shall specify (in accordance with MCL 333.20201(3)(e))

A resident may be discharged or transferred only for the following reasons:

_____ medical reasons; _____ his/her welfare or that of other residents; _____ nonpayment
_____ sought by resident or authorized representative

1922(13) _____ Discharge notice: _____ 30 day _____ written

- (a) _____ reasons
- (b) _____ effective date
- (c) _____ resident complaint rights

1922(15) _____ Less than 30-day discharge:

- (a) _____ can't meet resident's needs
_____ can't assure resident's safety/well-being
_____ can't assure other residents' safety/well-being
_____ can't assure visitors' or staffs' safety/well-being
- (b) _____ destruction of property

1922(16) Less than 30-day discharge:

- (a) ___ Notified not less than 24-hours before discharge
 - ___ resident
 - ___ authorized representative
 - ___ responsible agency; if any
 - ___ verbal
 - ___ written
 - (i) ___ specific reason - substantial risk
 - (ii) ___ alternatives attempted
 - (iii) ___ discharge to location
 - (iv) ___ resident's right to complaint

- (b) ___ no authorized representative or
 - ___ no responsible agency or
 - ___ no placement, then:
 - ___ DHS notified not less than 24-hours before
 - ___ APS notified not less than 24 hours before

- (c) DHS/APS notice includes:
 - (i) ___ specific reason - substantial risk
 - (ii) ___ alternatives attempted
 - (iii) ___ discharge to location

- (e) ___ resident not discharged before appropriate placement to meet needs is obtained

333.20178 If applicable, Alzheimers description of services – shall be provided to each prospective resident or surrogate decision maker – written description shall include, but not be limited to, all of the following:

(a) Overall philosophy and mission reflecting needs of residents with Alzheimer's _____

(b) Process and criteria for placement in/transfer/discharge from a program for residents with Alzheimer's or a related condition _____

(c) Process used for assessment and establishment of plan of care and its implementation _____

(d) Staff training and continuing education practices _____

(e) Physical environment and design features to support function of those with Alzheimer's or a related condition _____

(f) Frequency and types of activities for residents with Alzheimer's disease or a related condition _____

(g) Identification of supplemental fees for services _____