

MICHIGAN HOMES FOR VETERANS  
BOARD MANUAL

BOARD OF MANAGERS OPERATING POLICIES AND PROCEDURES

BP-001

Application for Admission Processing

Reviewed: 10/14/15

PURPOSE:

The purpose of this policy is to provide guidelines for processing applications for admission and transfer of eligible veterans and dependents in need of a level of care offered by the Homes and to explain the Michigan Homes for Veterans criteria for screening applicants for admission. MCL 36.11, MCL 36.31 and Administrative Rule R 32.73 govern eligibility for admission and continued care.

Applicants for admission are screened by the Michigan Homes for Veterans staff to determine:

1. Statutory eligibility;
2. Whether the level of care required is offered and available at the Michigan Homes for Veterans for which admission is sought;
3. Whether a vacant bed exists for the appropriate level of care.

Admissions are based on the order fully completed applications are received or reactivated. However, priority for admission to a vacant bed at all levels of care will be:

1. Eligible Veterans (as defined in MCL 36.11); and
  2. Priority for veterans on a waiting list will mirror the VA priority groups for health benefits.
2. Eligible Dependents (as defined in MCL 36.31).

Individuals will be admitted only when there is no eligible applicant in a higher priority category waiting admission or transfer for the level of care bed available. Applications will be processed and maintained in accordance with the following procedure:

DEFINITIONS:

Active Waiting List – The active waiting list is comprised of Veterans and dependants waiting for a bed to become available to be admitted to the Home.

Inactive Waiting List – The inactive waiting list is comprised of Veterans and dependents that were called to be admitted but declined. An application can remain on the inactive list for one year.

Eligible Dependent – Spouse, surviving spouse, former spouse or parent of eligible veteran who meets the criteria for admission as specified in MCL 36.31.

PROCEDURES:

- I. The application waiting file consists of an active waiting list and an inactive waiting list.
- II. Upon receipt of an application, verification of statutory eligibility and a medical evaluation occurs. The application for admission is reviewed to compare the medical level of care needed with service availability. When a bed is available in the appropriate level of care, arrangements are made for immediate admission. However, when space is not available for a particular care level, the application is placed on the active waiting list.
- III. The applicant will be placed on the active waiting list automatically upon completion of the pre-admission evaluations and paperwork unless the applicant specifically asked to be placed on the inactive waiting list.
- IV. The applicant will remain on the active waiting list until such time that space becomes available for admission in the appropriate level of care. When an applicant whose application is on the active waiting list is contacted for the purpose of admission and declines admission at that time, the applicant will be removed from the active waiting list and placed on the inactive waiting list unless the applicant specifically instructs the Home to cancel the application entirely. The applicant will be informed in advance that a second refusal will result in cancellation of the application. (A new application must be submitted if an applicant changes his decision subsequent to the application being cancelled).
- V. It will be the responsibility of the applicant to inform the Michigan Veterans' Homes at such time that the applicant wishes an inactive application to be placed on the active waiting list. (Applicant will be informed of this at the time the application is placed on the inactive list). The applicant will be considered for admission and be placed on the active waiting list as of the date the application is reactivated. (The applicant will then be contacted when space becomes available in the appropriate level of care). The application must work its way back up to the top of the active waiting list.
- VI. An application will be allowed to be on the inactive waiting list only once. If the applicant twice refuses admission, the application will be automatically cancelled. The applicant will be informed in advance that a

second refusal will result in a cancellation of the application.

- VII. If a level of medical care change should occur while an applicant is on the active waiting list, the applicant will be placed on the appropriate waiting list, in the order required based on the date the application was initially received, and admitted once the applicant has reached the top of the appropriate list and a bed becomes available.
- VIII. If a level of medical care change should occur while an applicant is on the inactive waiting list, said change will be noted and the application will be placed on the appropriate care level inactive waiting list, upon notice to the Michigan Homes for Veterans staff by the applicant. (Since the application is inactive, the medical level change will not effect its position on the active waiting list).
- IX. All applications are the property of the Michigan Homes for Veterans and will be maintained and destroyed in compliance with the State of Michigan Retention & Disposal Schedule.
- X. Admissions will be based on the order fully completed applications are received or reactivated, except as expressly provided for in this Policy. However, the Administrator may place a pre-screened applicant at the top of the admission list, upon showing that an emergency situation exists requiring priority admission in an available level of care.
- XI. An application that is unusual will be referred for discussion at the next Board Meeting. Hardship applicants will be reviewed and approved when appropriate by the Administrators. The Board Chairman or designee will be notified of such admission and reviewed by the Board of Managers at the next Board Meeting.

This policy supersedes any and all previous policies pertaining to admissions.