

Nebraska P.E.O. Home
Admission to Nebraska P.E.O. Home
Policy and Procedure

POLICY:

The Nebraska P.E.O. Home admits only those individuals who are appropriate to live in this assisted living facility. Admission to the P.E.O. Home applies to all prospective residents regardless of race, religion, color, age, or disability. Residents of the P.E.O. Home must be active P.E.O. members or relatives of active P.E.O. members. The P.E.O. Home will not admit, retain, or readmit residents whose services cannot be met directly by staff of the P.E.O. Home or indirectly by a vendor contract from outside the facility or when the presence of the resident threatens the safety of the resident or others.

PROCEDURE:

1. The Administrator and/or Director of Nursing will market and screen prospective residents.
2. The Administrator and/or Director of Nursing evaluates the prospective resident's service needs using the Resident Assessment – Data Collection Form prior to admission or readmission to the facility.
3. The Administrator and/or Director of Nursing reviews the terms of the Resident Service Agreement, the Admission and Discharge Policies, Resident Rights, Advance Directives, Grievance and Complaints Policy, and other applicable policies with the prospective resident and/or authorized representative prior to or during the admission process.
4. The Administrator and/or Director of Nursing files the completed Resident Assessment—Data Collection form in the resident's record.
5. During the admission process, the Administrator and/or Director of Nursing reviews with the resident and/or authorized representative each service being contracted, and who will provide the service, when and the cost of each.
6. The Administrator and/or Director of Nursing files the completed admission process forms in the resident's record. This includes the "Admission" form, "Inventory of Personal Effects" form, "Self-Administration Evaluation Screen" and a "Medication List" that includes drugs, devices, biological and supplements being taken or being used by the person, including dosage, instructions for use and reported use.
7. The Administrator and/or Director of Nursing orient the resident and/or authorized representative to the facility which includes the following: dining services; disaster preparedness; visitor policies; emergency call systems; emergency care procedure; medication administration/provisions, facility floor plan; social activities; transportation; safety rules; and other services.

RESPONSIBLE PARTIES:

Administrator
Director of Nursing

Date Approved: _____	Initials: _____
Date Implemented: _____	Initials: _____
Reviewed/Reapproved: _____	Initials: _____
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**Revised and replaced 7/22/2010 Policy and Procedure.