

ALZHEIMER'S/DEMENTIA SPECIAL CARE UNIT AND PROGRAM DISCLOSURE

INSTRUCTIONS TO THE FACILITY

- 1. Complete the disclosure according to the care and services that your facility provides.**

- 2. Type responses to the questions/items in the space provided or indicate if attachments are provided.**

- 3. Provide copies of this disclosure to the West Virginia Department of Health and Human Resources Office of Health Facility Licensure and Certification and to any person seeking placement within an Alzheimer's Special Care Unit or Program, and to any legal representative or relative acting on behalf of a resident or person seeking placement.**

FACILITY IDENTIFICATION

Facility Name:	Telephone No.
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Address:

Administrator/Executive Director:	Unit/Program Coordinator:
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Completed by (name and title):	Date disclosure completed:
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Name of person receiving this disclosure:	Date received:
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The facility is currently licensed as: _____
The items checked apply to this facility: _____ Specialized Unit for Residents with Dementia _____ Specialized Program for Residents with Dementia

Number of residents to be served by the unit or program: _____	Number of units or programs: _____
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I. PHILOSOPHY (Philosophy and mission reflecting how special needs of residents with dementia are addressed.)
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II. PRE-ADMISSION PROCESS

1. What are acceptable diagnoses for admission for specialized care, how are the diagnoses verified and by whom?

2. How do you screen applicants and decide who is appropriate for admission?

3. What is the role of the physician?

4. What is the cost of care and what services are included?

5. What is NOT included in the cost of care?

6. How does the payment source affect access to care?

7. What happens when a resident's financial status changes?

8. Is there a waiting list for specialized care?

9. In what ways are families involved in the pre-admission process?

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10. Is information on area support groups, community resources and /or dementia literature made available to families?

III. ADMISSION PROCEDURE

1. What is the admission procedure for new residents?

2. Is there a trial period for new admissions?

3. How do you help new residents “settle in”?

4. Describe your orientation program for families and availability of family support programs?

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5. What is your refund policy if the resident does not remain for the entire prepaid period?

IV. DISCHARGE/TRANSFER

1. What would cause:

a. A temporary transfer from specialized care?

b. A permanent transfer from specialized care?

c. A discharge from the facility?

2. Who makes these decisions?

3. How are families informed and involved regarding these decisions?

4. How are families informed of the right to appeal a discharge or transfer decision?

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5. How do you assist families in making discharge plans?
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V. PLANNING AND IMPLEMENTATION OF CARE

1. How are the needs specific to dementia residents assessed and addressed?

2. How are individual resident needs communicated to the direct care staff?

3. Describe the involvement of the following in the care plan process: Licensed Nurses; Nurse aides; Social Worker; Family Members, Physicians; Dietary

4. Describe the therapeutic programs for dementia residents:
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a. What are the goals of therapeutic programming?

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b. How do they address individual strengths and needs?
c. Describe the types of activities and explain how many hours of structured activities are scheduled per day?
d. Are residents taken off the premises?
5. What specific techniques do you use to address physical aggressiveness, wandering and elopement?
6. What is your policy on physical and chemical restraints?
a. What restraint alternatives do you use and how is the use of restraints evaluated ?
The services that are checked are available in this facility:

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3. Under what circumstances are sitters recommended?
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VII. STAFF TRAINING ON DEMENTIA CARE

1. Who receives training?

2. Who gives the training and what are the qualifications of the trainer(s)?
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3. How much training is provided and how often?

4. What topics do the training cover?

5. How do you reinforce the training?

6. What training do new and temporary employees receive before working in dementia care?
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7. What type of training do volunteers receive?

8. In what type of activities are volunteers engaged?

VIII. STAFFING

1. Who is in charge of the dementia care in the facility and what are their qualifications?

2. What characteristics do you look for when hiring staff for dementia care?

3. What do you do to attract and retain capable staff?

4. What are your hours of operation?

5. How are social services provided, i.e., when is the social worker available for consultation?

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Minimum staffing ratios provided by the facility for the unit's 24-hour day or for the program's hours of operation					
Time Period	Nurse Aide	LPN	RN	Activities staff	Other (specify)
Day					
Evening					
Night					

IX. PHYSICAL ENVIRONMENT
1. How do the building and grounds help residents be safe, independent and content?
2. What is the size, availability, and access to the outdoor area(s)?
3. Are there policies and procedures in place specific to the outdoor space?
4. Are private and semi-private bedrooms available on the unit?

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X. PROGRAM EVALUATION

How do you evaluate whether or not your program is working?