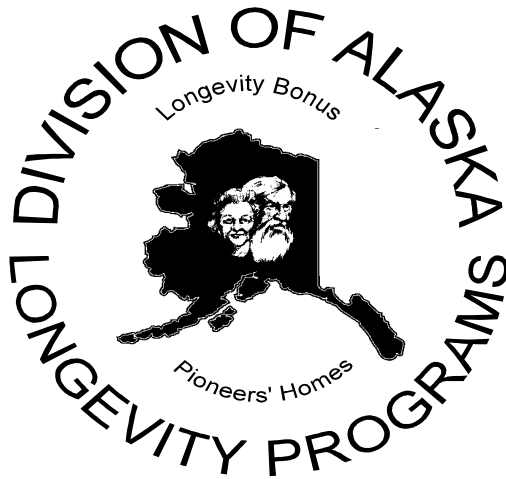


# Admission and Discharge Process



**State of Alaska  
Department of Administration  
Division of Alaska Longevity Programs  
Alaska Pioneers' Homes**

**July 2002**

**IMPORTANT NOTICE**

The Alaska Statute and Alaska Administrative Codes referenced in this booklet are intended for general information purposes only. For any legal information please refer to an official pamphlet of the Alaska Statutes or the published register of the Alaska Administrative Code.



Thank you for your interest in the Alaska Pioneers' Homes. The purpose of this booklet is to provide information regarding admission. The following are some of the most frequently asked questions regarding admission.

## **1. WHO CAN APPLY FOR ADMISSION TO AN ALASKA PIONEERS' HOME?**

An applicant is eligible for admission if he/she:

- is a resident of the state under 2AAC 41.020 (see definition below);
- has been a resident of the state continuously for one year immediately preceding application and maintains residence in the state while on any waiting list to a Pioneers' Home;
- is in need of the aid, benefit, or safety of a Pioneers' Home because of a cognitive disability related to Alzheimer's disease or a similar cognitive impairment or other disability if the person is unable to maintain a household without regular assistance with activities of daily living;
- is 65 years of age or older;
- agrees to pay the monthly rate [set out in 2 AAC 41.015(a)] or if not financially able, applies for payment assistance.

## **Definition of Residence Requirements for applicants:**

To be a state resident, a person must be physically present in the state with the intent to remain in the state indefinitely and make a home in the state, except as provided in (b), (c), and (e) of this section.

(b) Absences from the state in a given year do not break continuous residence for purposes of 2 AAC 41.010(a)(2) if the applicant was physically present in the state for at least 185 days of the year.

(c) Absences from the state totaling more than 180 days of the year preceding the date of the application or in any year that the applicant is on a waiting list for a Pioneers' Home break continuous residence for purposes of 2 AAC 41.010(a)(2).

However, if an applicant meets the other requirements of 2 AAC 41.010, certain absences totaling more than 180 days in the year preceding application are allowed. These are listed in state regulation 2AAC 41.020.

## **2. HOW DOES SOMEONE APPLY FOR ADMISSION?**

By turning in a completed application for admission to an Alaska Pioneers' Home. Applications may be turned in to any of the six Pioneers' Homes or they may be mailed/faxed/turned in to the Division of Alaska Longevity Programs' Central Office in Juneau, located on the 7th floor of the State Office Building in Juneau.

### **3. WHERE ARE PIONEERS' HOME APPLICATIONS AVAILABLE?**

Application forms are available at:

- any of the six Pioneers' Homes;
- the Central Office of the Division of Alaska Longevity Programs;
- the Pioneers' Home website: [www.state.ak.us/admin/alp/pioneer.htm](http://www.state.ak.us/admin/alp/pioneer.htm)

To receive an application by mail, please call (907) 465-4416 or write to the Division of Alaska Longevity Programs' Central Office (address listed at the end of this booklet).

### **4. ARE ANY OTHER FORMS REQUIRED?**

To be placed on the active branch of the waiting list, applicants must have a qualified medical practitioner complete a History & Physical Examination Report (H&P) form. Also, in order to verify eligibility to remain on the waiting list, an eligibility verification form is mailed to each applicant annually.

### **5. ARE THERE ANY OTHER REQUIREMENTS?**

Yes, admission to a Pioneers' Home requires that an applicant provide proof at the time of admission that they have Medicare Part A and Medicare Part B coverage under the Social Security Act, or have private medical insurance with at least the same coverage. If an applicant does not have Medicare coverage or an equivalent (and the Medicare open enrollment period for that calendar year has passed), the applicant may satisfy this requirement by providing satisfactory proof that

they have applied during the last open enrollment period and will be covered as of the date coverage begins for persons who applied during the previous enrollment period.

## **6. HOW IS PLACEMENT ON THE WAITING LIST DETERMINED?**

Placement on the waiting list is determined by the date and time each completed application is received at the Central Office of the Division of Alaska Longevity Programs. Once the date and time of receipt of a completed application is established, it is permanently retained with the application. However, incomplete applications are considered pending and are returned to applicants for completion.

## **7. WHAT IS THE DIFFERENCE BETWEEN THE “ACTIVE” AND “INACTIVE” BRANCHES OF THE WAITING LIST?**

On the admission application, applicants are asked to choose between the “Active” and “Inactive” branches of the waiting list. These two branches serve to sort applicants into two groups; those who are ready to enter a Pioneers’ Home of their choice within thirty days of receiving an admission invitation-active branch-and those who are not-inactive branch. **Invitations to enter a Pioneers’ Home are only offered to those on the active branch of the waiting list.** Applicants on the inactive branch of the waiting list submit a written statement requesting that their name be placed on the active branch of the waiting list when they are ready to accept an offer of admission to a Pioneers’ Home. The original date of application remains the same and their name is placed on the active branch of the waiting list relative to their initial date of application.

## **8. HOW DO APPLICANTS TRANSFER BETWEEN THE ACTIVE AND INACTIVE BRANCHES OF THE WAITING LIST?**

Applicants send a written request to transfer between branches of the waiting list. Any time a name is transferred between branches, a letter is sent to the applicant to confirm the action. Applicants are not penalized for transferring between the active and inactive branches of the waiting list. However, when an applicant transfers from the active to the inactive waiting list they must remain on the inactive list for at least **90 days** before applying for a transfer back to the active list. The original application date remains the same no matter how many times the applicant transfers between lists.

## **9. HOW ARE APPLICANTS SELECTED FOR ADMISSION?**

Applicants are selected on a “first-come, first-served basis.” The date and time an application is received is the application date for that person. When a vacancy becomes available in a particular level of service, the applicant offered admission is the first person whose name is listed on the “active” branch of the waiting list. This applicant will have the earliest date of application and their service needs will match those of the services available at the Pioneers’ Home in which the vacancy exists. If a vacancy exists in a semi-private room, the applicant’s gender must also be considered, in addition to level of service and date of application.

## **10. WHAT HAPPENS IF AN APPLICANT IS IN NEED OF CARE PRIOR TO BEING OFFERED A BED IN A PIONEERS' HOME?**

There are no provisions for a needs-based priority of admissions to the Alaska Pioneers' Homes. All applicants are selected for admission based upon the order in which their initial applications are received. The Division of Senior Services has a hotline to provide information on other services available in Alaska. In Anchorage call 269-3666. From elsewhere in Alaska call 1-800-478-9996.

## **11. DOES AN APPLICANT NEED TO REAPPLY EVERY YEAR AND HOW LONG CAN AN APPLICANT REMAIN ON THE WAITING LIST?**

Unless an applicant chooses to withdraw his/her application, is deceased, or becomes ineligible due to a non-allowable absence from the state, the applicant's name remains on the waiting list until he/she is admitted to a Pioneers' Home. Each applicant is sent an eligibility verification form annually, completion of which is required by state regulation. The purpose of this is to determine that the applicant is still an Alaska resident and has not left the state for a longer period than the allowable intervals. After completion, these forms are returned to the Central Office of the Division of Alaska Longevity Programs in Juneau.

## **12. MAY APPLICANTS GO OUTSIDE OF ALASKA AND STILL REMAIN ON THE WAITING LIST?**

Yes, once an application has been approved an applicant may go outside of Alaska for up to 180 days during a twelve month period.

## **13. WHAT IF AN APPLICANT MUST GO OUTSIDE OF ALASKA FOR MORE THAN 180 DAYS?**

Being outside of Alaska for 181 days or more will result in removal from the waiting list unless the absence is for an allowable reason. Allowable absences include those for medical treatment or long term care. In order to verify that treatment or care is necessary, a statement from a qualified medical practitioner must be provided to the Central Office of the Division of Alaska Longevity Programs. There is another provision in the regulations concerning absences from the state, which allows an out-of-state “sabbatical” for up to one year. Certain procedures must be followed for allowable absences. For further information on allowable absences from the state please contact the Central Office of the Division of Alaska Longevity Programs.

## **14. CAN APPLICANTS SELECT WHICH PIONEERS’ HOME THEY WISH TO RESIDE IN?**

Yes, the admission application form asks applicants to select which Pioneers’ Home(s) they wish to reside in. If more than one Home is selected, choices are ranked by the applicant in order of preference. Applicants may alter their Home choices at any time with a written request.

## **15. CAN APPLICANTS TRANSFER TO ANOTHER PIONEERS' HOME?**

Yes, if they were admitted to a Pioneers' Home which was ranked on their application as a lower preference than the Home to which they wish to transfer.

## **16. HOW LONG IS AN INITIAL APPLICATION VALID TO TRANSFER TO ANOTHER HOME?**

Once an applicant has accepted an invitation to an Alaska Pioneers' Home, they have 30 days to submit a written request if they wish to transfer to a Home of higher preference. The applicant's name is then kept on the active branch of the waiting list for the Home(s) of higher preference while retaining the original application date. An applicant in "transfer" status is offered a bed in the new Home of higher preference in the same manner as other applicants to that Home, based on original date of application and required level of service.

## **17. WHAT HAPPENS IF MY REQUEST TO TRANSFER TO ANOTHER HOME IS SUBMITTED MORE THAN 30 DAYS AFTER ACCEPTING AN INVITATION TO A LOWER CHOICE HOME?**

Residents must essentially start at the bottom of the waiting list and complete a new application form if the request to transfer is submitted by more than 30 days after accepting an invitation or the request is to transfer to a lower choice Home or one not previously indicated on the application.

## **18. WHAT HAPPENS IF AN APPLICANT DECLINES AN OFFER OF ADMISSION TO A PIONEERS' HOME?**

When an applicant declines an offer of admission, the applicant's name is transferred to the inactive branch of the waiting list. They must remain on the inactive branch at least **90 days** before applying for a transfer back to the active branch of the waiting list.

## **19. WHAT ARE THE CHARGES FOR A BED IN THE PIONEERS' HOME?**

There are five levels of service available to Pioneers' Home residents. Each level of service has a different rate. The current rates established on July 1, 2002 are:

\$2,135	Coordinated Services (CS)
\$3,865	Basic Assisted Living Services (BAL),
\$5,080	Enhanced Assisted Living Services (EAL)
\$5,270	Alzheimer's Disease and Related Disorders Services (ARD)
\$6,450	Comprehensive Services (CC) Infirmity Services Prorated Daily CC rate

Other programs which may be available for non-residents:

Day Services-\$70/Day
Respite Services-\$100/Day

If an applicant believes they are unable to pay the full cost of care they may apply for payment assistance.

## **20. WILL THESE RATES CHANGE?**

The Pioneers' Home rates are determined by regulation and are subject to increase. The actual cost of providing each level of service is higher than the rates which are presently being charged.

## **21. WHAT IS THE CHARGE TO A RESIDENT IF THE SERVICE LEVEL CHANGES DURING THE MONTH?**

If the service level changes during the month, the monthly rate the resident pays is determined as follows: The daily rate for each service level is calculated (monthly rate is divided by number of days in the month) and the resident is charged the daily rate for the total number of days spent in each service level.

## **22. WHAT IF A RESIDENT NEEDS SHORT-TERM 24 HOUR CARE?**

Each Pioneers' Home has a limited number of infirmary beds for residents who require 24-hour skilled nursing care due to a temporary change in condition, such as a need for additional care following hospitalization. These beds are not meant to substitute for necessary hospital or rehabilitative care, and use is based upon availability and staffing. Billing is adjusted to reflect the Comprehensive Services rate for the days that a resident occupies an infirmary bed. The number of consecutive days a resident may receive 24 hour skilled nursing care while occupying an infirmary bed is limited to 45, based on applicable assisted living facility statutes.

**23. WILL A PIONEERS' HOME RESIDENT BE EVICTED IF HE/SHE IS UNABLE TO PAY THE MONTHLY RATE FOR A PARTICULAR SERVICE LEVEL?**

No, under Alaska statute, a Pioneers' Home resident cannot be evicted if unable to pay for Pioneers' Home services. Payment assistance is available for those who are unable to pay the full cost of care. However, if a resident is able to pay but unwilling to do so, he/she may be evicted. For more information see the Pioneers' Home booklet "Payment Assistance."

**24. CAN A RESIDENT BE DISCHARGED FROM A PIONEERS' HOME?**

Every Pioneers' Home resident voluntarily resides in the Home, and is free to reside elsewhere at any time.

Pioneers' Homes are licensed by the state as assisted living homes. A resident may be involuntarily discharged from an assisted living home under certain conditions. These are as follows (taken from Alaska Assisted Living statute AS 47.33.360):

*An assisted living home may not terminate a residential services contract with a resident of the home against the resident's will, except;*

- *for medical reasons;*

- *for engaging in a documented pattern of conduct that is harmful to the resident, other residents, or staff of the home;*
- *for violation of the terms of the residential services contract, including failure to pay costs incurred under the contract\*;*
- *when emergency transfer out of the home is ordered by the resident's physician;*
- *when the home is closing;*
- *when the home can no longer provide or arrange for services in accordance with the resident's needs and the resident's assisted living plan.*

Except in cases of emergency transfer, as ordered by the resident's physician, the Home provides 30 days written notice of the proposed discharge to the resident or the resident's representative. If discharge is not due to medical reasons, a case conference regarding the discharge occurs if requested by the resident or the resident's representative. The Home cooperates with the resident and, if applicable, the resident's service coordinator and the resident's representative in making arrangements to relocate the resident.

\* A resident may not be discharged from a Pioneers' Home if unable to pay. Residents who are unable to pay Pioneers' Home monthly rates and fees apply for payment assistance.

## 25. WHAT ARE EXAMPLES OF CIRCUMSTANCES WHICH COULD RESULT IN A PIONEERS' HOME RESIDENT BEING DISCHARGED?

A resident could be discharged if he/she:

- has a communicable, contagious, or infectious disease that would threaten the health, safety or welfare of other residents;
- has a behavior problem that would threaten his/her own health, safety or welfare or that of other residents or staff;
- has a medical need for health care services beyond those which are provided by a Pioneers' Home, as a licensed assisted living facility. Examples of health services not normally provided by a Pioneers' Home include:

Care of new tracheostomy (breathing tube) or gastrostomy (feeding tube)

Care of persons with unstable medical conditions

Dialysis aftercare

Emergency medical care and treatment\*

Extensive skin/wound care

IV therapy

Rehabilitation therapies

Ventilator care

\*beyond providing basic CPR and summoning EMS providers

**FOR FURTHER INFORMATION PLEASE CONTACT  
THE PIONEERS' HOME CENTRAL OFFICE AT:**

DIVISION OF ALASKA LONGEVITY PROGRAMS  
P.O. Box 110211  
Juneau, AK 99811-0211  
907-465-4400  
fax: 907-465-4108

**OR THE SOCIAL WORKER AT ONE OF THE  
FOLLOWING HOMES:**

Anchorage Pioneers' Home  
923 West Eleventh Avenue  
Anchorage, AK 99501  
907-276-3414

Fairbanks Pioneers' Home  
2221 Eagan Avenue  
Fairbanks, AK 99701  
907-456-4372

Juneau Pioneers' Home  
4675 Glacier Highway  
Juneau, AK 99801  
907-780-6422

Ketchikan Pioneers' Home  
141 Bryant Street  
Ketchikan, AK 99901  
907-225-4111

Palmer Pioneers' Home  
250 East Fireweed  
Palmer, AK 99645  
907-745-4241

Sitka Pioneers' Home  
120 Katlian Street  
Sitka, AK 99835  
907-747-3213

**This booklet is one of four booklets available to provide information about the Pioneers' Homes of Alaska.**

**OTHER BOOKLETS IN THIS SERIES ARE:**

Mission and Vision

Payment Assistance

Pioneers' Home Pharmacy Program



**Division of Alaska Longevity Programs**

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