

Application and Admission Checklist

Each applicant shall have the following items in place prior to consideration for the 10 day trial period or respite care.

- Complete application
- Documentation from prior placements and all requested documentation concerning behavioral or medical disclosures
- Psychiatric assessment
- Primary diagnosis or secondary diagnosis of developmental delay or brain injury
- Physical assessment
- Complete and current medication list including hard copies of current doctor's orders or prescriptions
- Prescription for a therapeutic diet, prescribed within one calendar year of application
- Exercise directives approved by physician or exercise specialist within one calendar year of application
- Hearing assessment
- Vision assessment
- Provider packet signed and notarized
- Court appointed guardianship papers
- Medical power of attorney papers
- Policy disclosures signed and notarized
- PWS agreements signed and notarized
- Release of Liability signed and notarized
- Co-payment Guaranty Agreement signed and notarized
- Release of Background Information
- Legal/Advance Directives Disclosures
- Initial care plan

The Director, in conjunction with other staff members and appropriate health care professionals shall review the provided information for a period of not less than 7 days before notification of acceptance or denial of the 10 day trial period is made. During this review phase, additional information and releases of additional documentation may be requested by the Director. No applicant shall begin their trial period prior to such a review process.