

# Alaska Pioneer Homes



## Admissions and Discharge

### Division of Alaska Pioneer Homes

P.O. Box 110690

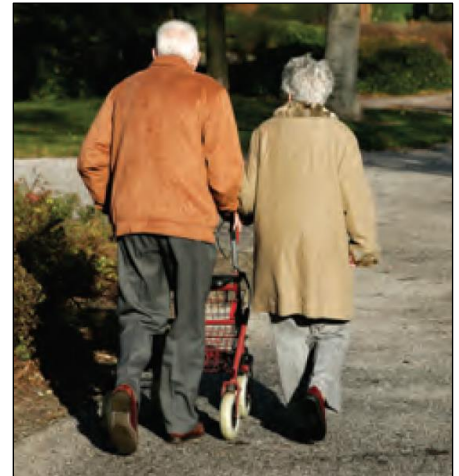
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### Mission:

Providing elder Alaskans a home and community, celebrating life through its final breath.

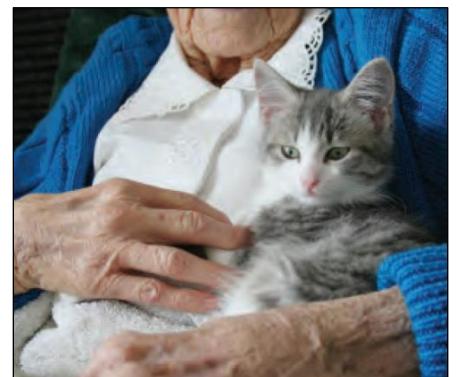


### Alaska Department of Health and Social Services

Bill Walker; Governor

Jay Butler, M.D.; Commissioner

Clinton Lasley; Division Director



# Admissions and Discharge

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## ***Frequently Asked Questions***

Thank you for your interest in the Alaska Pioneer Homes. This booklet provides information regarding admission into and discharge from an Alaska Pioneer Home. Some of the most frequently asked questions regarding admission and discharge are listed below.

### ***Admissions and Forms:***

#### **1. Who can apply for admission to the Alaska Pioneer Homes?**

An applicant is eligible for admission to an Alaska Pioneer Home on a space-available basis if the applicant:

- Is a resident of the State under 7 AAC 74.035;\*
- Has been a resident of the state continuously for at least one year immediately preceding application and maintains residency in the state while on any waiting list for admission to an Alaska Pioneer Home;
- Is in need of the aid, benefit, or safety of an Alaska Pioneer Home because of a physical disability or other reason, as defined in AS 47.55.900\*\*; (This only applies to the active waitlist, those on the inactive waitlist do NOT need to be in need of aid.)
- Is 65 years of age or older; and either
  - a. Agrees to pay the appropriate monthly rate set out in 7 AAC 74.025(a) ; or
  - b. If not financially able, applies to the department for payment assistance. This may require applying for the Medicaid Adults Living Independently waiver as well.

\*7 AAC 74.035. Residence requirements (a) Except for certain allowed absences, to be considered a state resident, a person must be physically present in the state for at least 185 days of each year, with the intent to remain in the state indefinitely and to make a home in the state.

\*\*AS 47.55.900 (3) physical disability or other reason means inability of an individual to maintain a household without regular assistance in shopping, housekeeping, meal preparation, dressing, or personal hygiene because of physical or medical impairment, infirmity, or disability.

#### **2. How does someone apply for admission?**

Any person 65 years or older and a resident of the State of Alaska can submit a completed application for admission to an Alaska Pioneer Home.

Applications may be turned in to any of the six Alaska Pioneer Homes or at the Division of Alaska Pioneer Homes Central Administrative Offices, located in the Juneau State Office Building at 333 Willoughby Ave, Suite 757. You may also mail your application to the Division of Alaska Pioneer Homes Central Administrative Office address listed in the Contacts section at the end of this booklet.

### **3. Where are the Alaska Pioneer Home applications for admission available?**

Application forms are available at:

- Any of the six Alaska Pioneer Homes;
- The Central Administrative Office of the Division of Alaska Pioneer Homes;
- The Alaska Pioneer Homes website: [dhss.alaska.gov/daph/pages/admissions](https://dhss.alaska.gov/daph/pages/admissions)
- To receive application by mail, please call (907) 465-4415 or write to the Division of Alaska Pioneer Homes Central Administrative Office address listed in the Contacts section at the end of this booklet.

### **4. Are any other forms required?**

- To be placed on the active wait list, the applicant will need to submit:
  - A Waitlist Transfer Request form or select “active waitlist” on initial application.
  - A qualified medical practitioner complete a History and Physical Examination Report (H&P)
  - A Certificate of Need Form. This form is completed by the applicant.
  - A copy of a valid ID.
- In order to verify eligibility to remain on the active and inactive waiting list, an eligibility verification form is mailed to each applicant and must be completed annually. (7 AAC 74.015)
- For those applying to the Alaska Veterans and Pioneers Home as a veteran, proof of veteran status, veteran’s addendum, VA form 10-10EZ, and DD214 paperwork are required for VA active wait list eligibility.

**5. Can an applicant select which Alaska Pioneer Home they wish to reside?**

Yes, the admission application form asks applicants to select which Alaska Pioneer 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.

**6. How are applicants selected for admission?**

Applicants are selected for admission on a “first-come, first-serve” 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 requiring that level of service on the “active” waiting list. This applicant will have the earliest date of application and his/her service needs will match those of the services available at the Pioneer Home in which the vacancy exists. If a vacancy exists in a semi-private room, the applicant’s gender is also considered in addition to the level of service and date of application.

**7. What happens if an applicant declines an offer of admission to an Alaska Pioneer Home?**

When an applicant declines an offer of admission, the applicant’s name is transferred to the inactive waiting list. The applicant must remain on the inactive waiting list at least 180 days before applying for a transfer back to the active waiting list. The applicant’s original application date will be maintained.



***Wait List Information***

**1. How is wait list placement determined?**

Placement on the wait list is determined by the date and time a completed application is received at the Central Administrative Office of the Division of Alaska Pioneer Homes.

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.

**2. What is the difference between the “active” and “inactive” branches of the wait list?**

On the admission application, applicants are asked to choose between the “active” and “inactive” waiting lists. These two lists serve to sort applicants into two groups. **The active list is for those who are ready to enter a Pioneer Home of their choice within 30 days of receiving an admission invitation.** Those who are not ready to enter an Alaska Pioneer Home are placed on the inactive wait list.

Invitations to enter an Alaska Pioneer Home are only offered to those on the active wait list. Applicants on the inactive wait list, when they are ready to accept an offer of admission to an Alaska Pioneer Home, are required to submit a Waitlist Transfer Request form. The original date of application remains the same when an individual is on either the active or inactive wait list.

**3. How do applicants transfer between the active and inactive wait list?**

Applicants send a Waitlist Transfer Request form to transfer between wait lists. Applicants are not penalized for transferring between the active and inactive wait lists. However, when an applicant transfers from the active to the inactive waiting list after declining admission, they must remain on the inactive list for at least 180 days before requesting a transfer back to the active list. The original application date remains the same no matter how many times the applicant transfers between lists.

**4. Does the applicant need to reapply every year? How long can an applicant remain on a wait list?**

Unless an applicant chooses to withdraw his/her application, is deceased, becomes ineligible due to a non-allowable absence from the state or fails to complete and return the annual eligibility verification form, the applicant’s name remains on the waiting list until he/she is admitted to an Alaska Pioneer Home. Each applicant is sent an eligibility

verification form annually, completion of which is required by state regulation (7 AAC 74.060). 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. The applicant must complete and return these forms to the Central Administrative Office of the Division of Alaska Pioneer Homes in Juneau.

**5. May applicants go outside of Alaska and still remain on the wait list?**

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

**6. What if an applicant must go outside of Alaska for more than 180 days?**

Being outside of Alaska for 181 days or more in a calendar year will result in removal from the wait 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 Administrative Office of the Division of Alaska Pioneer Homes. There is another provision in the regulations concerning absences from the state, which allows an out-of-state “sabbatical” for 181- 365 days in any five-year period. Certain procedures must be followed for allowable absences. For further information on allowable absences from the state, please contact the Central Administrative Office of the Division of Alaska Pioneer Homes (7 AAC 74.035).

**7. What happens if an applicant moves into an Alaska Pioneer Home and then decides to move out soon after? Does the applicant keep his/her original application date or must he/she reapply?**

If an applicant lives in an Alaska Pioneer Home and then moves out, they must complete a new application and will receive a new application date. The applicant will be placed on the waitlist upon receipt of a new application.





## ***Types of Services***

### **1. What are the service levels?**

Certain services are grouped into categories of service levels. There are three service levels for residents in the Alaska Pioneer Homes. Each resident receives care based on a comprehensive assessment that identifies them for placement within one particular service level:

- **Level I** services include the provision of housing, meals, emergency assistance and opportunities for recreation. Level I services do not include staff assistance with activities of daily living, medication administration, or health-related services, although the Alaska Pioneer Home Pharmacy may supply prescribed medications.
- **Level II** services include the provision of housing, meals, and emergency assistance; and, as stated in the resident's care plan, staff assistance, including assistance with activities of daily living, medication administration, recreation, and health-related services. Assistance provided by a staff member includes supervision, reminders, and hands-on assistance, with the resident performing the majority of the effort. During the night shift, the resident is independent in performing activities of daily living and capable of self-supervision.
- **Level III** services include the provision of housing, meals, and emergency assistance; and, as stated in the resident's care plan, staff assistance, including assistance with activities of daily living, medication administration, recreation, and health-related services. Assistance provided by a staff member includes hands-on assistance, with the staff member performing the majority of the effort. The resident may receive assistance 24-hours a day, including the provision of care in a transitional setting.

### **2. How is the service level determined for each resident?**

- During the admissions process, applicants, or their representatives, are



involved in a comprehensive assessment of the prospective resident's needs.

- Applicants are asked about their individual needs for assistance as well as their abilities.
- A service level is selected based on this assessment. The Pioneer Home staff strives to match each prospective resident's needs and abilities with the most appropriate services.
- Services within a service level are further tailored to meet a resident's individual needs. A service contract and a care plan are then developed with each resident or resident's representative. Each resident, or representative, receives a copy of these documents. The care plan is reviewed at regular intervals to adapt to the changing needs of residents.
- *A Pioneer Home will make reasonable efforts to provide the proper service level to residents who require the same or a different service level after being admitted. However, a Pioneer Home cannot guarantee that all service levels will be available to every resident. Availability or service levels are subject to the funding, facilities, and staff that are available at each of the homes.*

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## ***Pioneer Home Rates***

### **1. What amount do residents pay for care?**

There is a designated monthly rate for each service level. There are also additional fees for certain supplies and any medications acquired from the Pioneer Homes Pharmacy. Monthly rates are determined by regulation and are subject to change. Under current statute, no one can be evicted from an Alaska Pioneer Home if they are unable to pay the monthly rates. For further information regarding assistance to pay rates in a Pioneer Home, see our Payment Assistance booklet.

## **2. What is charged for a bed at the Alaska Pioneer Home?**

There are three levels of service available to Pioneer Home residents. Each level of service has a different monthly rate. The current rates effective April 1, 2017 are:

**Level I Services: \$2,588.00 per month**

**Level II Services: \$4,692.00 per month**

**Level III Services: \$6,795.00 per month**

If an applicant believes they are unable to pay the full cost of care to reside at an Alaska Pioneer Home they must apply for payment assistance and/or a Medicaid Waiver.

## **3. Will these rates change?**

The Alaska Pioneer Home rates are determined by regulation and are subject to change. However, any rate change proposal requires a public hearing. The actual cost of providing each level of service is higher than the rates which are presently being charged.

## **4. What is the charge to a resident if the service level changes during the month?**

If the service level changes during the month, the resident is charged the daily rate for the total number of days spent in each service level during the month.

## **5. What if an Alaska Pioneer Home resident needs short-term 24 hour care?**

Some Alaska Pioneer Homes have a limited number of transitional beds for residents who require 24-hour 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. The number of consecutive days a resident may receive 24-hour care while occupying a transitional bed is limited to 45 days, based on applicable assisted living statutes. After 45 days, the resident is assigned a new level of service that best meets his/her ongoing needs.

## ***Transfer and Discharge Policies***

### **1. Can an Alaska Pioneer Home resident be discharged from an Alaska Pioneer Home?**

- Every Alaska Pioneer Home resident voluntarily resides in the Home, and is free to reside elsewhere at any time.
- Alaska Pioneer 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 (Alaska Assisted Living statute AS 47.33.360):
  - 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 (only if resident can pay, by refuses to do so);
  - 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 care 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.

### **2. What are examples of circumstances which could result in a Pioneer 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 Pioneer Home, as a licensed assisted living facility. Examples of health services not normally provided by an Alaska Pioneer 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 beyond providing basic CPR and summoning EMS providers
  - Extensive skin/wound care
  - IV therapy
  - Rehabilitation therapies
  - Ventilator care

**3. Will an Alaska Pioneer Home resident be discharged/evicted if he/she is unable to pay the monthly rate for a particular level of service?**

No, under Alaska statute, an Alaska Pioneer Home resident cannot be evicted if unable to pay for Pioneer 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 our booklet Payment Assistance.

**4. Can applicants transfer to any of the other Alaska Pioneer Homes?**

Yes, the applicant can remain on the active waitlist for another Home(s) of higher preference, using the original application date. The resident may transfer to another location when accommodations become available.

**5. How long is the initial application valid to transfer to another Home?**

Once an applicant has accepted an invitation of an Alaska Pioneer 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 wait 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 the original date of application and required level of service.

### ***Miscellaneous Questions***

#### **1. May I receive services from outside agencies?**

Outside agencies may provide services to supplement the services a resident receives in an Alaska Pioneer Home. This arrangement allows the resident to remain in the Alaska Pioneer Home in a familiar environment. Such an arrangement requires the agreement of the Home Administrator and the resident, family or legal representative. The individual resident is financially responsible for these outside agency services.

#### **2. What happens if an applicant is in need of care prior to being offered a bed in an Alaska Pioneer Home?**

There are no provisions for a needs-based priority of admissions to the Alaska Pioneer Homes. All applicants are selected for admission based upon the order in which their initial applications were received. The Division of Senior and Disabilities 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.

## ***Contact Information***

For further information, please contact the Pioneer Homes Central Administrative office at:

### **Division of Alaska Pioneer Homes**

PO Box 110690

Juneau, AK 99811-0690

Phone: (907) 465-4416 or Toll Free: (888) 355-3117

Fax: (907) 465-4108

Email: [alaskapioneerhomes@alaska.gov](mailto:alaskapioneerhomes@alaska.gov)

### **Contact Information for specific Homes**

#### **Alaska Veterans & Pioneers Home**

250 E. Fireweed Ave.

Palmer, AK 99645

(907) 745-4241

#### **Anchorage Pioneer Home**

923 W. Eleventh Ave

Anchorage, AK 99501

(907) 276-3414

#### **Fairbanks Pioneer Home**

2221 Eagan Ave.

Fairbanks, AK 99701

(907) 456-4372

#### **Juneau Pioneer Home**

4675 Glacier Hwy

Juneau, AK 99801

(907) 780-6422

#### **Ketchikan Pioneer Home**

141 Bryant St.

Ketchikan, AK 99901

(907) 225-4111

#### **Sitka Pioneer Home**

120 Katlian St.

Sitka, AK 99835

(907) 747-3213

### **Other Important numbers:**

**Pioneer Home Pharmacy:** 1 (888) 546-7294 (toll free)

This booklet is one of five providing information about Alaska Pioneer Homes.

Other booklets in the series:

About our Homes

A Matter of Rights

Payment Assistance

Pharmacy Program

**State of Alaska**

Bill Walker, Governor

Jay Butler, Commissioner of Alaska Department of Health and Social Services

Clinton Lasley, Division Director

**[www.dhss.alaska.gov/daph](http://www.dhss.alaska.gov/daph)**