



## ALZHEIMER'S DISEASE OR RELATED DISORDERS SPECIAL CARE DISCLOSURE FORM

All questions relate to the specialized Alzheimer's disease or related disorders care the individual facility provides. The use of the word "resident" refers to residents with Alzheimer's disease or related disorders.

### Facility Instructions

1. Complete this Disclosure Form according to the care and services your facility provides. You may **not** amend the form, but you may attach an addendum to expand on your answers.
2. Provide copies of the Disclosure Form to anyone who requests information on the care for Alzheimer's or related disorders in your facility.
3. If the facility is a Continuum of Care Center (CCRC), indicate the service at Facility type. For instance, if the Alzheimer's beds are in the Assisted Living Center (ALC) portion/service of a CCRC, list as ALC, not CCRC, so that service can be identified with the bed type. If a CCRC has Alzheimer beds, in the ALC, and the nursing facility (NF), a disclosure form is to be submitted for each facility type.
4. The form is to be submitted with the application, for renewal, change of ownership, and bed additions that affect the total number of licensed beds in the facility. For these submittals the form is to be mailed with the application to PO Box 268823, Oklahoma City, OK 73126-8823.

### Facility Information

Facility Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date Disclosure Form Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Number of Alzheimer Related Beds: \_\_\_\_\_

Maximum Number of participants for Alzheimer Adult Day Care: \_\_\_\_\_

### What types of providers must furnish a Disclosure Form?

State rules require the Disclosure Form be provided by any nursing or specialized nursing facility, residential care home, assisted living center, continuum of care facility, or adult day care center that advertises, markets or otherwise promotes they provide care or treatment to residents with Alzheimer's disease or related disorders in a special unit or under a special program.

### What is the purpose of the Disclosure Form?

This Disclosure Form gives families and other interested persons the facility description of the services it provides and how these services target the special needs of residents with Alzheimer's disease or related disorders. Although the information categories are standardized, the information reported is facility-specific. This format gives families and other interested persons consistent categories of information, so they can compare facilities and services. The

Disclosure Form is *not* intended to take the place of visiting the facility, talking with other residents' family members, or meeting one-on-one with facility staff. This form contains additional information, which families can use to make more informed decisions about care.

**Check the appropriate box below.**

- New application. Complete this form in its entirety and submit with your application before entering into an agreement to provide care or treatment as a Specialized Alzheimer Care provider.
- No change, since previous application submittal. Submit this form with your renewal application.
- Limited change, since previous application submittal. Only respond to the form items changed, and submit this form with your renewal application.
- Substantial change, in the information previously submitted. This box is applicable to bed changes, changes of ownership, or other changes that would not occur with a renewal application submittal.

**PRE-ADMISSION PROCESS**

A. What is involved in the pre-admission process?

- Visit to facility
- Home assessment
- Medical records assessment
- Written Application
- Family interview
- Other: \_\_\_\_\_

B. Services (see following chart)

Service	Is it offered? Yes/No	If yes, is it included in the base rate or purchased for an additional cost?
Assistance in transferring to and from a wheelchair		
Intravenous (IV) therapy		
Bladder incontinence care		
Bowel incontinence care		
Medication injections		
Feeding residents		
Oxygen administration		
Behavior management for verbal aggression		
Behavior management for physical aggression		
Meals (____ per day)		
Special diet		
Housekeeping (____ days per week)		
Activities program		
Select menus		
Incontinence products		
Incontinence care		
Home Health Services		

Temporary use of wheelchair/walker		
Injections		
Minor nursing services provided by facility staff		
Transportation (specify)		
Barber/beauty shop		

C. Do you charge more for different levels of care? .....  Yes  No  
 If yes, describe the different levels of care. \_\_\_\_\_

**I. ADMISSION PROCESS**

A. Is there a deposit in addition to rent? .....  Yes  No  
 If yes, is it refundable? .....  Yes  No  
 If yes, when? \_\_\_\_\_

B. Do you have a refund policy if the resident does not remain for the entire prepaid period?  Yes  No  
 If yes, explain \_\_\_\_\_

C. What is the admission process for new residents?  
 Doctors' orders  Residency agreement  History and physical  Deposit/payment  
 Other: \_\_\_\_\_  
 Is there a trial period for new residents? .....  Yes  No  
 If yes, how long? \_\_\_\_\_

D. Do you have an orientation program for families? .....  Yes  No  
 If yes, describe the family support programs and state how each is offered.  
 \_\_\_\_\_

**II. DISCHARGE/TRANSFER**

A. How much notice is given? \_\_\_\_\_

B. What would cause temporary transfer from specialized care?  
 Medical condition requiring 24 hours nursing care  Unacceptable physical or verbal behavior  
 Drug stabilization  Other: \_\_\_\_\_

C. The need for the following services could cause permanent discharge from specialized care:  
 Medical care requiring 24-hour nursing care  Sitters  Medication injections  
 Assistance in transferring to and from wheelchair  Bowel incontinence care  Feeding by staff  
 Behavior management for verbal aggression  Bladder incontinence care  Oxygen administration  
 Behavior management for physical aggression  Intravenous (IV) therapy  Special diets  
 Other: \_\_\_\_\_

D. Who would make this discharge decision?  
 Facility manager  Other: \_\_\_\_\_

E. Do families have input into these discharge decisions?.....  Yes  No

F. Do you assist families in making discharge plans? .....  Yes  No

**III. PLANNING AND IMPLEMENTATION OF CARE (check all that apply)**

A. Who is involved in the service plan process?

- Administrator  Nursing Assistants  Activity director  Family members  
 Licensed nurses  Social worker  Dietary  Physician  Resident

B. How often is the resident service plan assessed?

- Monthly  Quarterly  Annually  As needed  
 Other: \_\_\_\_\_

C. What types of programs are scheduled?

- Music program  Arts program  Crafts  Exercise  Cooking  
 Other: \_\_\_\_\_

How often is each program held, and where does it take place? \_\_\_\_\_

D. How many hours of structured activities are scheduled per day?

- 1-2 hours  2-4 hours  4-6 hours  6-8 hours  8 + hours

E. Are residents taken off the premises for activities?.....  Yes  No

F. What specific techniques do you use to address physical and verbal aggressiveness?

- Redirection  Isolation  
 Other: \_\_\_\_\_

G. What techniques do you use to address wandering?

- Outdoor access  Electro-magnetic locking system  Wander Guard (or similar system)  
 Other: \_\_\_\_\_

H. What restraint alternatives do you use?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Who assists/administers medications?

- RN  LPN  Medication aide  Attendant  
 Other: \_\_\_\_\_

**IV. CHANGE IN CONDITION ISSUES**

What special provisions do you allow for aging in place?

- Sitters  Additional services agreements  Hospice  Home health

If so, is it affiliated with your facility?.....  Yes  No

Other: \_\_\_\_\_

**V. STAFF TRAINING ON ALZHEIMER'S DISEASE OR RELATED DISORDERS CARE**

A. What training do new employees get before working in Alzheimer's disease or related disorders care?

- Orientation: \_\_\_\_\_ hours                       Review of resident service plan: \_\_\_\_\_ hours
- On the job training with another employee: \_\_\_\_\_ hours
- Other: \_\_\_\_\_

Who gives the training and what are their qualifications?

\_\_\_\_\_  
\_\_\_\_\_

B. How much on-going training is provided and how often?

(Example: 30 minutes monthly): \_\_\_\_\_

Who gives the training and what are their qualifications?

\_\_\_\_\_  
\_\_\_\_\_

**VI. VOLUNTEERS**

Do you use volunteers in your facility?.....  Yes     No

If yes, please complete A, B, and C below.

A. What type of training do volunteers receive?

- Orientation: \_\_\_\_\_ hours                       On-the-job training: \_\_\_\_\_ hours
- Other: \_\_\_\_\_

B. In what type of activities are volunteers engaged?

- Activities                       Meals                       Religious services  Entertainment                       Visitation
- Other: \_\_\_\_\_

C. List volunteer groups involved with the family:

\_\_\_\_\_ ; \_\_\_\_\_ ;  
\_\_\_\_\_ ; \_\_\_\_\_ ;  
\_\_\_\_\_ ; \_\_\_\_\_ ;

**VII. PHYSICAL ENVIRONMENT**

A. What safety features are provided in your building?

- Emergency pull cords                       Opening windows restricted                       Wander Guard or similar system
- Magnetic locks                       Sprinkler system                       Fire alarm system
- Locked doors on emergency exits
- Built according to NFPA Life Safety Code, Chapter 12 Health Care
- Built according to NFPA Life Safety Code, Chapter 21, Board and Care
- Other: \_\_\_\_\_

B. What special features are provided in your building?

Wandering paths                       Rummaging areas                       Others: \_\_\_\_\_

C. What is your policy on the use of outdoor space?

Supervised access                       Free daytime access (weather permitting)

**VIII. STAFFING**

A. What are the qualifications in terms of education and experience of the person in charge of Alzheimer's disease or related disorders care?

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B. What is the daytime staffing ratio of direct care staff \_\_\_\_\_

What is the daytime staffing ratio of Direct Staffing to Residents in Special Care Unit? \_\_\_\_\_

C. What is the daytime staffing ratio of licensed staff? \_\_\_\_\_

D. What is the nighttime staffing ratio of direct care staff? \_\_\_\_\_

What is the nighttime Ratio of Direct Staffing to Residents in the Special Care Unit? \_\_\_\_\_

E. What is the nighttime staffing ratio of licensed staff? \_\_\_\_\_

**NOTE: Please attach additional comments on staffing policy, if desired.**

**IX. Describe the Alzheimer's disease special care unit's overall philosophy and mission as it relates to the needs of the residents with Alzheimer's disease or related disorders.**

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