



**Alaska
Pioneer
Homes**

Admissions & Discharge

**Division of
Alaska Pioneer Homes**

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**Alaska Department of Health
and Social Services**
Governor, Bill Walker
Commissioner, Valerie Davidson



Visit the Pioneer Homes Website at:
www.dhss.alaska.gov/daph

Admissions & 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 a Pioneer Home. Some of the most frequently asked questions regarding admission and discharge are listed below.

Admissions & Forms

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

An applicant is eligible for admission to a 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 a Pioneer Home;
- Is in need of the aid, benefit, or safety of a Pioneer Home because of a physical disability or other reason, as defined in AS 47.55.900**;
- 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.

*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.

How does someone apply for admission?

Any person 65 years or older can submit a completed application for admission to an Alaska Pioneer Home. Applications may be turned in to any of the six Pioneer Homes or mailed/turned in to the Division of Alaska Pioneer Homes Central Administrative Offices, located on the 7th floor of the State Office Building in Juneau. You may also fax to (907) 465-4108.

Where are the Pioneer Home applications for admission available?

Application forms are available at:

- š Any of the six Pioneer Homes;
- > The Central Administrative Office of the Division of Alaska Pioneer Homes*;

œ The Pioneer Homes website:

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.

Are any other forms required?

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

5. Are there Medicare Part A and Part B enrollment requirements?

Admission to a Pioneer Home requires an applicant to provide proof of Medicare Part A and Part B coverage under the Social Security Act. Or, provide proof of comparable medical insurance with coverage as extensive as provided by Medicare Parts A and B. If an applicant does not have either coverage, the applicant is required to provide proof that he/she applied during the last open Medicaid enrollment period.

6. Can an applicant select which Pioneer Home in which they wish to reside?

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

7. 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 must also be considered, in addition to the level of service and date of application.

8. What happens if an applicant declines an offer of admission to a 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.

Waitlist Information

1. How is waiting list placement determined?

Placement on the waiting 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 waiting 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 thirty days of receiving an admission invitation. Those who are not ready to enter a Pioneer Home are on the inactive waiting list.

Invitations to enter a Pioneer Home are only offered to those on the active waiting list. Applicants on the inactive waiting list, when they are ready to accept an offer of admission to a Pioneer Home, are required to submit a written statement to the Pioneer Home’s Central Office. The original date of application remains the same when an individual is on either the active or inactive waiting list.

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

Applicants send a written request to transfer between waiting lists. Any time a name is transferred between lists, a letter is sent to the applicant to confirm the action. Applicants are not penalized for transferring between the active and inactive waiting 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 an applicant need to reapply every year? 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 Pioneer 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. 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 waiting list?

Yes, once an application has been approved, an applicant may go outside of Alaska for up to 180 days during a 12 month period.

6. 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 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. What happens if an applicant moves into a 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 accepts placement in a 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.

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 assisted living 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 assisted living 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 throughout a 24-hour 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. Information on admission to a Pioneer Home begins on page 2 of this booklet.

Services within a service level are further tailored to meet a resident's individual needs. A service contract and an assisted living plan are then developed with each resident or resident's representative. Each resident, or representative, receives a copy of these documents. The assisted living 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.

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 Alaska Pioneer Home Pharmacy. Monthly rates are determined by regulation and are subject to change. Under current statute, no one can be evicted from a 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 in the 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*

Other programs which may be available for Level III applicants on the active wait list:

Day Services **\$70** *per day*

Respite Services **\$100** *per day*

If an applicant believes they are unable to pay the full cost of care to reside at a Pioneer Home they may apply for a Medicaid Waiver. If they are not approved for a Medicaid Waiver, they may then apply for Payment Assistance to cover the full cost of care.

3. Will these rates change?

The 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 a Pioneer Home resident needs short-term 24-hour care?

Some 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 a Pioneer Home resident be discharged from a Pioneer Home?

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

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):

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

- a. For medical reasons;*
- b. For engaging in a documented pattern of conduct that is harmful to the resident, other residents, or staff of the home;*
- c. For violation of the terms of the residential services contract, including failure to pay costs incurred under the contract*;*
- d. When emergency transfer out of the home is ordered by the resident's physician;*
- e. When the home is closing;*
- f. 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.

*This clause applies only to a resident who is able to pay but is unwilling to do so (see this section #3 page 14).

2. What are examples of circumstances which could result in a Pioneer Home resident being discharged?

A resident could be discharged if he/she:

- a. Has a communicable, contagious, or infectious disease that would threaten the health, safety or welfare of other residents;
- b. Has a behavior problem that would threaten his/her own health, safety or welfare or that of other residents or staff;
- c. 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 a Pioneer Home include:
 1. Care of new tracheostomy (breathing tube) or gastrostomy (feeding tube)
 2. Care of persons with unstable medical conditions
 3. Dialysis aftercare
 4. Emergency medical care and treatment beyond providing basic CPR and summoning EMS providers
 5. Extensive skin/wound care
 6. IV therapy
 7. Rehabilitation therapies
 8. Ventilator care

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

No, under Alaska statute, a 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 Pioneer Homes?

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

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 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.

6. What happens if a request to transfer to another home is submitted more than 30 days after accepting an invitation to a lower choice home?

Residents must start at the bottom of the waiting list and complete a new application form if the request to transfer:

- a. Is submitted more than 30 days after accepting an invitation, or
- b. Is to relocate to a home of lesser preference, or
- c. Is to a home not on the original application.

Miscellaneous Questions

1. May I receive services from outside agencies?

Outside agencies may provide services to supplement the services a resident receives in a Pioneer Home. This arrangement allows the resident to remain in the 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 a 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

POBox 110690

Juneau, AK 99811-0690

Phone: (907) 465-4416

Fax: (907) 465-4108

Email: alaskapioneerhomes@alaska.gov

Or the social services worker at one of the Homes:

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

Alaska Veterans & Pioneers Home

250 E. Fireweed Ave.
Palmer, AK 99645
(907) 745-4241

Sitka Pioneer Home

120 Katlian St.
Sitka, AK 99835
(907) 747-3213

Other Important numbers:

Pioneer Home Revenue Unit (Billing Office) by Home:

907 465-4401 Anchorage and Fairbanks

907 465-4459 Juneau, Ketchikan, Palmer, Sitka

888 355-3117 Central Office (Toll Free)

907 465-4416 Central Office

Pioneer Home Pharmacy

Toll-free 1-888-546-7294

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*

Alaska Department of Health and Social Services

Valerie Davidson, *Commissioner*



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