

ALASKA PIONEER HOME		P&P No: 03.01
Title: Eligibility and Application		Approval: O, COTE
Key Words: Eligibility, Application, Waiting lists		
Team: Social Work, Nursing	Effective Date: 8/1/12	Page: 1 of 6

PURPOSE

To determine an individual's eligibility for admission to an Alaska Pioneer Home (AKPH) and to describe the application process.

POLICY

Alaskan residents meet certain eligibility conditions before applying for admission to the Pioneer Homes.

An applicant is admitted to a Pioneer Home on a Level of Care and available space basis.

DEFINITIONS

PROCEDURE

I. Eligibility for Application to a Pioneer Home

A. Applicant requirements

1. 65 years of age or older, *and*
2. Resident of Alaska for one year immediately preceding initial application, *and*
 - a. Includes plans to maintain residency in the State while on a waiting list for admission to a Home.
 - b. Residency is defined as physical presence in Alaska for at least 185 days of each year.
 - c. Absence 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 Pioneer Home, breaks continuous residency for admission.
 - d. Residency is verified by at least two other people.
3. Be in need of aid, benefit, or safety of the Home, *and*
 - a. Need is the inability to maintain a household without regular assistance in shopping, housekeeping, meal preparation, dressing, or personal hygiene.
 - b. Need is due to physical or medical impairment, infirmity, or disability.
4. Have Medicare Parts A and D or the equivalent.
 - a. Proof that the person has applied for Medicare Part A, B, and D during the last open enrollment period is sufficient.

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- b. Private medical insurance providing coverage as extensive as Medicare may be substituted.
5. Agree to pay the monthly fees, as established by the Department of Health & Social Services (DHSS).
 - a. Residents requiring a responsible party for payment of the monthly rate and fees must provide a valid financial power of attorney at the time of admission.
 - b. If not financially able to pay the monthly rate, application is made to the DHSS for payment assistance.
6. Persons who wish to have the same admission date should submit the applications in the same envelope.
7. Applicant does not require the services of an acute care or a skilled nursing facility.
 - a. The Pioneer Homes are assisted living facilities.
 - b. Assisted living provides non-skilled care which includes room and board, certified nurse aides, and personal care designed to help the resident in activities of daily living.
 - c. Nurses on duty provide medication management, injections, and follow-up with medical providers.

II. Application to a Pioneer Home

- A. Obtaining an Alaska Pioneer Home Application for Admission
 1. Available in the six Pioneer Homes
 - a. 923 W. 11th Avenue, Anchorage, AK 99501; 276-3414
 - b. 2221 Eagan Avenue, Fairbanks, AK 99701; 456-4372
 - c. 4675 Glacier Highway, Juneau, AK 99801; 780-6422
 - d. 141 Bryant Street, Ketchikan, AK 99901; 225-4111
 - e. 250 E. Fireweed Avenue, Palmer, AK 99645; 745-4241
 - f. 120 Katlian Street, Sitka, AK 99835; 747-3213
 2. Available from the Division of Alaska Pioneer Homes.
 - a. P.O. Box 110690, Juneau, AK 99811-0690
 - b. Phone 907-465-4416
 3. Print an application from the Alaska Pioneer Home web site.
 - a. Pioneer_Home.Info@alaska.gov
- B. Admission of applicants
 1. Based on the date of application and level of care vacancy.
 2. Applicant designates a choice of active or inactive waiting list.
 3. Applicant needs are reviewed by the Homes for appropriate level of care placement.

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4. Applicant selects a Home of first choice and may select other Homes as alternate choices.
 - a. All six Homes may be listed.
 - b. A Home is not selected if the applicant is unwilling to consider admission to that Home.
5. Required forms for admission:
 - a. Completed AKPH application.
 - b. History & Physical Examination Report completed by a qualified medical practitioner.
 - c. Certificate of Need.
 - d. Completed eligibility verification form which is mailed to each applicant annually.
 - e. Proof of Medicare Part A, Part B, and Part D, or private medical insurance.
 - f. Legal documents for guardian, conservator, holder of a power of attorney, or other responsible party.
6. Required information for admission:
 - a. Names and addresses of the applicant's adult relatives.
 - b. Description of any physical or cognitive disability of the applicant, and the physician who last treated the condition.
 - c. Department access to medical and financial records may be required.
 - 1) Applicant informs the department about changes to information that was provided.
 - 2) Applicant's information is confidential and is not disclosed, to the extent provided by law.

III. AKPH Central Office Processes Applications

- A. Submitting application
 1. Completed AKPH application is date and time stamped, to indicate when the application is initially received at a Home or the Central Office.
 2. Applications are forwarded to the Central Office where they are entered into an electronic waiting list.
 3. Receipt of an application is acknowledged in writing.
 4. If Central Office determines that the application is incomplete, it is returned to the applicant.
 - a. Incomplete applications are *pending*.
 - b. Applicant receives a letter stating that there are 90 days to complete and return the application.
 - c. The original application time and date of receipt are maintained during the 90 days.

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5. Applications with a current signature (within 6 months) are accepted.
6. Applicant notifies Central Office of an address change while on a waiting list.
7. Applications which do not meet eligibility requirements are returned to the applicant.
 - a. If application is denied by Central Office, the applicant may appeal to the commissioner of the DHSS within 30 days of the denial.
 - 1) The commissioner may delegate review authority to the deputy commissioner or hearing officer.
 - 2) The appeal is on record.
 - 3) The appeal is decided within 10 days after the record is received.

IV. Active or Inactive Waiting Lists

- A. Applicant designates on the application form a choice of either active or inactive waiting list.
 1. Waiting lists exist due to increased number of applicants and lack of available spaces.
 2. The lists are managed electronically by the Central Office.
 3. Only applications which are signed by the applicant within the past 6 months are accepted.
- B. Active waiting list
 1. Applicants are placed on the active list by making an original application for that list, or by requesting in writing to AKPH Central Office that a name be moved from the inactive list to the active list.
 2. Invitations to enter a Home are only offered to those on the active waiting list.
 3. Requires that the applicant is prepared to enter the Home of choice within thirty (30) days after an admission invitation is received.
 4. Applicant required to submit:
 - a. Completed application.
 - b. History and physical current within the past 6 months.
- C. Inactive waiting list
 1. Applicant chooses the inactive list for the purpose of establishing a date and time of application.
 2. Applicant does not wish to be considered for immediate entry to a Home.
 3. Applicant may transfer to the active waiting list at any time by requesting the change in writing and providing additional information.
 4. Applicant names are in alphabetical order with the original application dates listed.

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5. The original application date is always maintained, regardless of transfers between the two lists.
 6. When an applicant transfers from the active to the inactive waiting list after declining admission, the applicant remains on the inactive list for at least 90 days before transferring back to the active list.
- D. Changing from active to inactive status due to applicant:
1. Does not respond to a request for a history and physical form or certificate of need within 60 days of the request.
 2. Does not respond to an invitation for admission within 15 days of a phone call or receipt of a letter or notification.
 3. Seeks transfer from the active to the inactive list, in writing.
 4. Declines an invitation to enter a Home.
 - a. Exception made for a *spousal skip*, if the Home cannot accommodate the applicant's spouse when the admission offer is made.
 - b. Applicant remains on the active list until the Home can offer admission to the spouse.
 - c. Applicant's spouse must meet the same eligibility requirements for admission.
- E. Suspension from the active or inactive waiting list due to applicant:
1. Failing to verify eligibility annually.
 - a. Eligibility verification form is sent to the applicant before the application anniversary date.
 - b. The signed form must be postmarked for return by the anniversary date.
 2. No longer meeting the eligibility requirements.
 3. No longer seeking placement in a Home.
 4. Refusal of an assessed level of service while on an active list.
 5. Deceased.

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HISTORY OF REVISIONS

New: 1/1/12.

Revised: 3/21/12; 7/20/12

Reviewed: 3/21/12

ATTACHMENTS

REFERENCES

2 AAC 41.020, 2 AAC 41.040, 7 AAC 74.035, 7 AAC 74.055