



Department of Health and Social Services
Division of Alaska Pioneer Homes
WAIT LIST APPLICATION INSTRUCTIONS

Eligibility Requirements for the Alaska Pioneer Homes Inactive and Active Waitlists

- Minimum Age: 60 years old
- Alaska resident for one year immediately preceding application & maintain residency while on waitlist
Per 7AAC 74.035, applicants must be physically present in Alaska for at least 185 days each year with intent to remain in state indefinitely and to make a home in the state. There are certain exceptions to these requirements, contact the Alaska Pioneer Homes Central Office at 907-465-4416 for details.

The State of Alaska and its Pioneer Homes follow an equal opportunity policy and does not discriminate in regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, physical or mental ability, veteran status, military obligations, and marital status when determining eligibility. (7 MC 74.015)

Waitlist Preference

Applicants may choose to be on either the Active or Inactive waitlist.

- Inactive waitlist: For individuals who are not ready to live in a Pioneer Home yet, but want to establish an application date.
- Active waitlist: For individuals prepared to move into a Pioneer Home within 30 days of being offered a room.

Waitlist Application Documentation

Documentation required to be placed on the waitlist is dependent upon desired waitlist branch. All forms are available at any Pioneer Home, the Central Office or through the website at <http://dhss.alaska.gov/daph/forms>.

- Inactive Application:
 - a) *Waitlist Application*
 - b) *Proof of Age* – A copy of one of the following: I.D. card, driver’s license, passport, birth certificate or other government issued document that list date of birth. (Expired I.D.s are acceptable)
 - c) *Power of Attorney documents (only if applicable)*
- Active Application:
 - a) *Waitlist Application*
 - b) *Proof of Age* – A copy of one of the following: I.D. card, driver’s license, passport, birth certificate or other government issued document that list date of birth. (Expired I.D.s are acceptable)
 - c) *Certificate of Need form* – A self-assessment completed by the applicant or representative
 - d) *History & Physical form* – Completed by a health practitioner; OR a copy of the doctor’s notes from a visit within the last six months is an accepted alternative
 - e) *Power of Attorney documents (only if applicable)*

** Veterans choosing to be on the active waitlist for the Alaska Veterans and Pioneers Home will also need to provide a copy of their DD214 or other military discharge paperwork, complete a new VA 10-10EZ form and an Alaska Pioneer Homes’ VA Addendum form*

Tips for Completing the Waitlist Application

- Waitlist Preference – As the same application is used to apply for both the Active and Inactive waitlists, specify which waitlist the application is for by selecting the “Active Waitlist” or “Inactive Waitlist” box.
- Pioneer Home Preference: Applicants may choose to be on the waitlist for more than one home. Numerically rank the desired home(s) (1, 2, 3, etc.), but only rank those that applicant is willing to live in.
- Eligibility & Verification – List the contact information for two adults who can be contacted as an alternate means to reach the applicant and to verify residency if needed.
- Witness (special cases) – A witness is required only for those applicants who sign the application with an “X”.

Transferring from the Inactive to the Active Waitlist

Individuals on the inactive waitlist may transfer to the active waitlist by completing the following: 1) Waitlist Transfer/ Change Request form, 2) Certificate of Need form and 3) a health practitioner fills out the History & Physical form (or obtaining the doctor’s notes from a visit within the last six months).

Admission into a Pioneer Home

Applicants on the active waitlist are admitted into a Pioneer Home on a space-available basis as determined by the date their application was received, the level of service vacancy and gender. The Pioneer Homes will conduct a New Resident Pre-Admissions Assessment prior to admission to determine the applicant’s appropriate level of service. Before admission into a Pioneer Home individuals must have, or have applied for, Medicare parts A, B & D or the equivalent and agree to pay the monthly fees as established by the Department of Health & Social Services (7 AAC 74.015). Individuals requiring a responsible party for payment of the monthly rates and fees must also provide a valid Financial Power of Attorney, at the time of admission.

Transferring from the Active to the Inactive Waitlist

Applicants will be transferred from the active to the inactive waitlist in the following situations:

- Applicant requests transfer via the Waitlist Transfer/Change form
- Applicant does not respond to a request from the Pioneer Home for an updated History & Physical form or Certificate of Need form within 60 days of the request
- Applicant does not respond to an invitation for assessment within 15 days of documented contact by the Pioneer Home
- Applicant declines an offer for an assessment
- Applicant declines a room offer (comes with a 180 day required stay on the inactive waitlist)

An applicant’s original application date is retained throughout their time on the waitlist, regardless of transfers between the Active and Inactive waitlists.

Maintaining Waitlist Status

All applicants are required to respond to the annual Eligibility Verification letter that is mailed to them from Central Office on the anniversary of their application date. Failure to respond to the letter verifying eligibility will result in the individual being suspended from the waitlist and losing their original application date. They will be required to reapply and receive a new application date.

If you have questions regarding the application or process, please contact the Division of Alaska Pioneer Homes:

Mail: PO Box 110690 Juneau, AK 99811 **Phone:** (907) 465- 4416 **Email:** alaskapioneerhomes@alaska.gov

Submitting an application for admission does not automatically mean approval.



**Department of Health and Social Services
Division of Alaska Pioneer Homes
Wait List Application**

P.O. Box 110690
Juneau, AK 99811-0690
Toll Free: 888.355.3117
Main: 907.465.4416
Fax: 907.465.4108

Office Use Only	Last	First Name	Middle Initial
Location/Date Received			
Initials	Mailing	City	State Zip
	Resident Address <i>(if different from mailing)</i>	City	State Zip
Telephone Number (Home/Cell)	Email Address	Date of Birth (Month/Day/Year)	
Male <input type="checkbox"/> Female <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Full Name as shown on birth record	Social Security Number	
State or Country of Birth	Are you a U.S. Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have Medicare Part A? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have Medicare Part B? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, mark status below:	
Do you have Medicare Part D? <input type="checkbox"/> Yes <input type="checkbox"/> No		Visa <input type="checkbox"/> Refugee <input type="checkbox"/> Resident Alien <input type="checkbox"/>	
Do you have other insurance coverage? If so, please list:			
Primary Point of Contact: For questions and/or potential Pioneer Home room offers			
<input type="checkbox"/> Applicant <input type="checkbox"/> Power of Attorney* <small>(See pg 2 for details)</small> <input type="checkbox"/> Other: Name & Relationship: _____ <div style="text-align: right;">Phone: _____</div>			
Wait List Preference <i>Please check one box only</i>			
Active Waitlist		Inactive Waitlist	
<input type="checkbox"/> Check this Box if you are willing to move into a Pioneer Home within <u>30 days</u> of receiving a room offer. Additional Items needed with an Active application: <ul style="list-style-type: none"> • <i>Proof of Age</i> – A copy of <u>one</u> of the following: ID card, Passport, Driver's License or Birth Certificate • <i>Certificate of Need</i> - Self assessment completed by you or representative • <i>History & Physical</i> - Completed by a health practitioner • <i>Power of Attorney documents</i> (if applicable) - if designated on pg 2, provide copies of notarized documents that demonstrate legal authority. 		<input type="checkbox"/> Check this Box if you ARE NOT ready to enter an Alaska Pioneer Home. This will establish your application date. Additional Items needed with an Inactive application: <ul style="list-style-type: none"> • <i>Proof of Age</i> – A copy of <u>one</u> of the following: ID card, Passport, Driver's License or Birth Certificate • <i>Power of Attorney documents</i> (if applicable) - If designated on pg 2, provide copies of notarized documents that demonstrate legal authority. 	
		Veterans Choosing the Alaska Veterans & Pioneers Home Waitlist (active applications only) <ul style="list-style-type: none"> • Veteran's Addendum • DD 214 • VA 10-10 EZ 	
PIONEER HOME PREFERENCE: An applicant may choose to be on the waitlist for more than one home. <u>Numerically rank selected home(s) in order of preference</u> – only rank those that the applicant is willing to live in.			
_____ Alaska Veterans & Pioneers Home (Palmer) <i>(non-veterans accepted)</i>	_____ Fairbanks	_____ Ketchikan	
_____ Anchorage	_____ Juneau	_____ Sitka	
- Not all locations have to be ranked -			

Waitlist Eligibility and Verification

Month/Year most recent residency began?

Have you been a resident of Alaska for at least one year immediately preceding you signing of this application?

How many years have you lived in Alaska in your lifetime?

Yes No

List two adult Alaska residents who can verify your Alaska residency

Printed Name

Printed Name

Mailing Address City State Zip

Mailing Address City State Zip

Relationship to Applicant Phone (home/cell)

Relationship to Applicant Phone (home/cell)

Email

Email

The adults listed above may be contacted to verify the following information regarding the applicant (to the best of their knowledge): (1) was an Alaska resident for the period indicated on this application, (2) is still an Alaska resident, and (3) was physically present in Alaska for at least one-half of the 12-month period ending on the date of this application or was absent for a reason explained in an attached statement.

General Power of Attorney* (if applicable)

Name

Relationship to Applicant

Phone (home/cell)

Mailing Address City State Zip

Email

If admitted to the Alaska Pioneer Home, I agree to conform to its rules and regulations, and pay the monthly fees to the State. I understand that information on this application may be verified by the State of Alaska. Under penalty of perjury, I certify this information to be true to the best of my knowledge. I further understand that I will be discharged from the waiting list or the Pioneer Home if I provided false information to gain admission. I also understand that I will be contacted annually regarding my Alaska residency and continued eligibility.

Signature of Applicant _____ **Date** _____

NOTE: if you sign with an X, a witness to your signing this application is required below.

Signature of Witness _____ *Date* _____



Please remember to include the following additional items with your application as applicable:

- **All Applications**
Proof of Age - A copy of one of the following: ID card, passport, Driver's License or birth certificate
Power of Attorney documents (if applicable)
- **Active Applications**
Certificate of Need
History & Physical (Completed by health practitioner)

** For Veterans Choosing the Alaska Veterans & Pioneers Home (Palmer)*
Veteran's Addendum
DD 214
VA 10-10 EZ

Submit Completed Applications

Mail: Division of Alaska Pioneer Homes
 PO Box 110690
 Juneau, Alaska 99811-0690

Fax: (907) 465-4108

Drop Off: Juneau Central Office or any Pioneer Home

For more information find us on the web:
<http://www.dhss.alaska.gov/daph>



**Department of Health and Social Services
Division of Alaska Pioneer Homes
Certificate of Need**

P.O. Box 110690
Juneau, AK 99811-0690
Toll Free: 888.355.3117
Main: 907.465.4416
Fax: 907.465.4108

Applying to the Active waiting list for the Alaska Pioneer Home means that you are prepared to enter a home within 30 days of having an offer of admission made to you.

To be placed on the Active waiting list you must report your physical needs or other cause which prevents you from maintaining a household without regular assistance in shopping housekeeping, meal preparation, dressing or personal hygiene.

This Certificate, along with a History & Physical Medical Examination report must be on file to be placed on the Active waiting list

Please check the box which best describes your situation in each area listed below:

Type	I Need Assistance					Extent of Assistance		
	Never	Occasionally	Often	Always		Limited	Moderate	Substantial
Bathing								
Dressing								
Grooming								
Brushing Teeth								
Toileting								
Eating								
Moving About								
In/Out of Bed								
Taking Medications								
shopping								
Housekeeping								
Meal Preparation								
Remembering								
Feeling Safe								
Other								

DO YOU USE:

Walker Cane Crutches Wheelchair Other

Please describe any other assistance you require (i.e. assistive devices or services)

Please describe any other assistance you require (i.e. assistive devices or services) :

Your signature below certifies that the information contained in this document is true and complete to the best of your knowledge.

Signature

Printed Name

Date



**Department of Health and Social Services
Division of Alaska Pioneer Homes
History and Physical Report**

P.O. Box 110690
Juneau, AK 99811-0690
Toll Free: 888.355.3117
Main: 907.465.4416
Fax: 907.465.4108

Last Name		First Name		Middle Initial	Telephone Number
Mailing			City	State	Zip
Date of Exam		DOB:		Age	Height
				Weight	
Medical History: _____					

Surgical History: _____					

Family History: _____					
Social History: _____					
Alcohol Use: <input type="checkbox"/> Yes <input type="checkbox"/> No Tobacco Use <input type="checkbox"/> Yes <input type="checkbox"/> No Other Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No			Further Information: _____ _____ _____		
Physical Examination					
Blood Pressure		Temperature		Pulse	Respiration
					O2 Stats
A. General appearance, nutrition, debility, hygiene etc: _____ B. Head and Neck _____ C. Nose & Throat _____ D. Dental _____ E. Lungs _____ F. Heart _____ Vessels: _____ Pulses: _____ G. Abdomen _____ liver: _____ Rectum: _____ Hernias: _____					

History & Physical Examination Report

Applicant's Last Name _____

First Name _____

M.I. _____

Date of Exam _____

H. Male Genitourinary

Genitalia: _____

Prostate: _____

I. Female Pelvic: _____

J. Breast: _____

K. Lymph: _____

L. Endocrine: _____

M. Musculoskeletal: _____

Back: _____

Extremities: _____

N. Skin:

O. Psychiatric:

Orientation: Clear Occasionally Disoriented Disoriented

Mood: _____

Intellect: _____

Short-Term Memory: _____

Cooperation: _____

P. Behavior:

Appropriate Inappropriate, Aggressive Inappropriate, Assaultive

Inappropriate, Passive Wandering - Requires Wandering Safeguards

Inappropriate, suicidal, or otherwise dangerous to self or others

Describe: (Please attach additional information if needed) _____

Q. Neurological

Cranial Nerves: _____

Motor Reflexes: _____

Sensory: _____

Coordination: _____

Vision: _____

Hearing: _____

Additional Information:

History & Physical Examination Report

Applicant's Last Name _____

First Name _____

M.I. _____

Date of Exam _____

Assessment of Capabilities for Activities of Daily Living

Daily Living	Type	Frequency of Assistance				Extent of Assistance		
		Independent	Occasional	Often	Always	Min	Mod	Max
	Bathing							
	Dressing							
	Grooming							
	Oral Hygiene							
	Toileting							
	Eating							
	Ambulation							
	In/Out of Bed							
	Taking Medications							
	Walk up & down stairs							

Uses: Walker Cane Crutches Wheelchair Other _____

Activity restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Further information: _____ _____ _____
Dysphagia / Swallowing Difficulties?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is applicant in full control of bladder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is applicant in full control of bowels?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Diet

Food Allergies: (Please provide reaction to each food allergy) _____

Regular Soft Low Cal Salt Restricted

Fluid thickened: consistency: _____

Other: _____

Special Instructions: _____

Tuberculosis Status: (Note: This section must be completed before admission)

Date of Last PPD: _____ Results of Last PPD: _____ mm

If history of positive PPD, please note past PPD & treatment:

CXR: _____

Medication Tx: _____

Immunizations

Immunizations: (Date of Administration)

Flu Vaccine _____	Pneumovax _____
Diphtheria/Tetanus _____	Has applicant received complete Dip/Tet series? _____
Hepatitis A _____	Hepatitis B _____
Zostavax _____	

History & Physical Examination Report

Applicant's Last Name _____ First Name _____ M.I. _____ Date of Exam _____

Drug Allergies

Please provide reaction to each allergy: _____

Medications

Medication	Dosage	Route	Frequency	Diagnosis	ICD10 Code

(Please attach additional information as needed)

Diagnoses

Primary Diagnosis:	ICD10 Code	Onset date
Secondary Diagnoses:	ICD10 Code	Onset date

(Please attach additional information as needed)

Lab Work

Lab work pertinent to Current Diagnoses: _____

Prognosis

I certify I examined _____ on _____

 Physician's Signature National Provider Identifier #

 Physician's Typed or Printed Name Street Address

 Telephone City State Zip Code