



# Admissions & Discharge

## **Division of Alaska Pioneer Homes**

P.O. Box 110690

Juneau, AK 99811-0690

**Phone:** (907) 465-4416

**Toll Free:** (888) 335-3117

**Fax:** (907) 465-4108

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



## **Alaska Department of Family and Community Services**

Governor Mike Dunleavy

Commissioner Kim Kovol

Division Director Heidi Hamilton

# Admissions and Discharge

## Table of Contents



<b>Admissions and Forms .....</b>	<b>3</b>
<b>Waitlist Information .....</b>	<b>6</b>
<b>Types of Services .....</b>	<b>9</b>
<b>Pioneer Home Rates .....</b>	<b>10</b>
<b>Transfer and Discharge Policies.....</b>	<b>12</b>
<b>Miscellaneous Questions .....</b>	<b>15</b>
<b>Contact Information .....</b>	<b>16</b>
<b>Division of Alaska Pioneer Homes .....</b>	<b>16</b>

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 60 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.**

**\*\*\*Statutory minimum age requirement changed per passing of HB96**

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

Any person 60 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 Office, located in the State Office Building at 333 Willoughby Ave., Suite 757 in Juneau. You may also mail your application to the Division of Alaska Pioneer Homes Central 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 Office of the Division of Alaska Pioneer Homes.
- The Alaska Pioneer Homes website:  
<https://dfcs.alaska.gov/daph/Pages/admissions/default.aspx>
- To receive an application by mail, please call (907) 465-4416, email [alaskapioneerhomes@alaska.gov](mailto:alaskapioneerhomes@alaska.gov) or write to the Division of Alaska Pioneer Homes Central 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 waitlist, the applicant will need to submit:

- A Waitlist Transfer Request form or select “active waitlist” on initial application.

- A Health and Physical Report (H&P) completed by a qualified medical practitioner.
- A Certificate of Need form completed by the applicant or representative.
- Proof of age – accepted documents include a copy of an ID card, passport, driver’s license or birth certificate.
- 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 waitlist 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 in which a complete 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 waitlist. 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.

## ***Waitlist Information***

### **1. How is waitlist placement determined?**

Placement on the waitlist is determined by the date that a completed application is received at the Central Office in Juneau or at any of the six Pioneer Homes.

Once the date of receipt for 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 waitlist?**

On the admission application, applicants are asked to choose between the active and inactive waitlists. These 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 waitlist.

Invitations to enter an Alaska Pioneer Home are only offered to those on the ***active*** waitlist. When applicants on the inactive waitlist are ready to move into a Pioneer Home, they must submit a Waitlist Transfer Request form to be moved to the active

list. The original date of application is retained regardless of whether an individual is on the active or inactive list.

### **3. How do applicants transfer between the active and inactive waitlist?**

Applicants send a Waitlist Transfer Request form to transfer between waitlists. Applicants are not penalized for transferring between the active and inactive waitlists. 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, as long as the applicant maintains their Alaska residency and completes an annual eligibility verification form.

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

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 return the completed 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 waitlist?**

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 both waitlists 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 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 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 five 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 housing, meals, emergency assistance, opportunities for recreation, and required transportation for recreation; the resident is independent in activities of daily living;
- **Level II services** include level I services, medication management, and assistance with up to two activities of daily living; during the night shift, the resident is independent in performing activities of daily living and capable of self-supervision;
- **Level III services** include (A) and (B) of the following:
  - (A) level I services, medication management, and one of the following:
    - (i) assistance with up to four activities of daily living; or
    - (ii) assistance with up to two activities of daily living and behavior management, excluding complex behaviors; or
    - (iii) assistance with up to two activities of daily living and nursing services as described in AS 47.33.020;
  - (B) during the night shift, assistance with activities of daily living, limited to an average of two times per week;
- **Level IV services** include level I services, medication management, assistance with five or more activities of daily living, behavior management, excluding complex behaviors, and nursing services as described in AS 47.33.020; services will be provided 24 hours a day;
- **Level V services** include all services that exceed level IV services.

## **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 their needs. The process for determining level of service and the associated care plan are as follows:

- 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.*

## ***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 the charge for a bed at the Alaska Pioneer Home?**

There are five levels of service available to Pioneer Home residents. Each level of service has a different monthly rate. The current rates effective January 1, 2022 are:

**Level I Services: \$3,182 per month**

**Level II Services: \$5,788 per month**

**Level III Services: \$8,382 per month**

**Level IV services: \$10,012 per month**

**Level V services: \$15,000 per month**

\*\*Each level of service also includes a room and board rate of \$579 per month. The remaining portion of the level of service charge is the residential service rate.

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?**

Alaska Pioneer Home rates are established by Alaska state statute and reviewed annually for adjustment based on the annual federal Social Security Cost of Living increase as described in AS 47.55.030(g). Rates are subject to change, outside of annual cost-of-living adjustments, with state legislature approval.

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

If the service level increases during the month, the new rate will go into effect 30 days after the new service level contract is signed.

**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, but 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 Payment Assistance Program booklet.

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

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

## ***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 Alaska Pioneer Homes Central Office at:

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

PO Box 110690

Juneau, AK 99811-0690

Phone: Toll-free at 1-888-355-3117 or 907-465-4416

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

907-458-2221

#### **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)

**Alaska Division of Senior & Disability Services Hotline:** 1-800-478-9996 (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

<https://dfcs.alaska.gov/daph/Pages/admissions/default.aspx>

---