Authority: [WAC 388-78A-2060, Preadmission assessment](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-78A-2060)

[WAC 388-78A-2070, Timing of preadmission assessment](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-78A-2070)

[WAC 388-78A-2080, Qualified assessor](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-78A-2080)

**PURPOSE:**

This policy outlines the preadmission process for Trouves Health Care facilities.

**SCOPE:**

This policy applies to all Trouves Employees that provide preadmission screening. **DEFINITIONS:**

**Preadmission Screen:**

The history and information that is reviewed to determine if Trouves Health Care can meet the individuals service needs.

**Preadmission/Admissions Coordinator:**

An employee of Trouves Health Care that meets the following requirements:

(1) Has a master's degree in social services, human services, behavioral sciences or an allied field and two years’ social service experience working with adults who have functional or cognitive disabilities; or

(2) Has a bachelor's degree in social services, human services, behavioral sciences, or an allied field and three years’ social service experience working with adults who have functional or cognitive disabilities; or

(3) Has a valid Washington state license to practice nursing, in accordance with chapters 18.79 RCW and 246-840 WAC; or

(4) Is a physician with a valid state license to practice medicine; or

(5) Has three years of successful experience acquired prior to September 1, 2004, assessing prospective and current assisted living facility residents in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, assisted living facility, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living.

**POLICY:**

1. Trouves Health Care works with the citizens of Washington State to provide assisted living facilities in compliance with state and federal regulations. Each individual is reviewed to determine their level of care and service needs.
2. Trouves contracts with Home and Community Services and our community to provide individual services to Washington State’s most vulnerable populations.
3. The preadmission screen is completed before the resident is accepted at a Trouves facility. If an emergency admission is required and approved by the Director, the preadmission screen must be completed within 5 days of the admission.
4. Trouves preadmission coordinator receives screening information that includes the following:
5. Medical history;
6. Necessary and contraindicated medications;
7. A licensed medical or health professional's diagnosis, unless the prospective resident objects for religious reasons;
8. Significant known behaviors or symptoms that may cause concern or require special care;
9. Mental illness diagnosis, except where protected by confidentiality laws;
10. Sexual Predator evaluation and registration requirements;
11. Level of personal care needs;
12. Activities and service preferences;
13. Preferences regarding other issues important to the prospective resident, such as food and daily routine;
14. Inpatient behavioral health and criminal histories.
15. The preadmission coordinator completes a database search on the National Sex Offender Public Website for each prospective resident.
16. Trouves preadmission/admission coordinator determines if:
17. Trouves provides the services the individual resident needs.
18. Trouves has an available bed for the resident.
19. If no bed is available, the resident will be placed on a waitlist in the order they were referred for services.

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None

**Effective Date:** May 1, 2019

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greg Unruh, CEO Date**

**Trouves Health Care Corporation**

**Information Contact:** Preadmission/Admission Coordinator