Health Resources Development Service
Oklahoma State Department of Health

Health Facility Systems
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ALZHEIMER'S DISEASE OR RELATED DISORDERS SPECIAL CARE DISCLOSURE FORM

All questions relate to the specialized Alzheimer's disease or related disorders care the individual facility provides. The use of the word "resident" refers to residents with Alzheimer's disease or related disorders.

Facility Instructions

1. Complete this Disclosure Form according to the care and services your facility provides. You may **not** amend the form, but you may attach an addendum to expand on your answers.
2. Provide copies of the Disclosure Form to anyone who requests information on the care for Alzheimer's or related disorders in your facility.
3. If the facility is a Continuum of Care Center (CCRC), indicate the service at Facility type. For instance, if the Alzheimer's beds are in the Assisted Living Center (ALC) portion/service of a CCRC, list as ALC, not CCRC, so that service can be identified with the bed type. If a CCRC has Alzheimer beds, in the ALC, and the nursing facility (NF), a disclosure form is to be submitted for each facility type.
4. The form is to be submitted with the application, for renewal, change of ownership, and bed additions that affect the total number of licensed beds in the facility. For these submittals the form is to be mailed with the application to PO Box 268823, Oklahoma City, OK 73126-8823.

Facility Information

Facility Name: St. Katharine Drexel Retirement Center

License Number: AL0907 Telephone Number: 405-262-2920

Address: 301 W. Wade, El Reno, OK. 73036

Administrator: Kimberly Bowles Date Disclosure Form Completed: 9/30/19

Completed By: Kimberly Bowles Title: Administrator

Number of Alzheimer Related Beds: 16

Maximum Number of participants for Alzheimer Adult Day Care: 0

What types of providers must furnish a Disclosure Form?

State rules require the Disclosure Form be provided by any nursing or specialized nursing facility, residential care home, assisted living center, continuum of care facility, or adult day care center that advertises, markets or otherwise promotes they provide care or treatment to residents with Alzheimer's disease or related disorders in a special unit or under a special program.

What is the purpose of the Disclosure Form?

This Disclosure Form gives families and other interested persons the facility description of the services it provides and how these services target the special needs of residents with Alzheimer's disease or related disorders. Although the information categories are standardized, the information reported is facility-specific. This format gives families and other interested persons consistent categories of information, so they can compare facilities and services. The

Disclosure Form is *not* intended to take the place of visiting the facility, talking with other residents' family members, or meeting one-on-one with facility staff. This form contains additional information, which families can use to make more informed decisions about care.

Check the appropriate box below.

☐ New application. Complete this form in its entirety and submit with your application before entering into an agreement to provide care or treatment as a Specialized Alzheimer Care provider.

☑ No change, since previous application submittal. Submit this form with your renewal application.

☐ Limited change, since previous application submittal. Only respond to the form items changed, and submit this form with your renewal application.

☐ Substantial change, in the information previously submitted. This box is applicable to bed changes, changes of ownership, or other changes that would not occur with a renewal application submittal.

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PRE-ADMISSION PROCESS

A. What is involved in the pre-admission process?

☑ Visit to facility ☑ Home assessment ☑ Medical records assessment
☑ Written Application ☑ Family interview ☐ Other: _____

B. Services (see following chart)

Service	Is it offered? Yes/No	If yes, is it included in the base rate or purchased for an additional cost?
Assistance in transferring to and from a wheelchair	yes	base rate
Intravenous (IV) therapy	no	
Bladder incontinence care	yes	base rate
Bowel incontinence care	yes	base rate
Medication injections	yes	base rate
Feeding residents	yes	base rate
Oxygen administration	yes	base rate
Behavior management for verbal aggression	yes	base rate
Behavior management for physical aggression	no	
Meals (3 per day)	yes	base rate
Special diet	yes	base rate
Housekeeping (5 days per week)	yes	base rate
Activities program	yes	base rate
Select menus	yes	base rate
Incontinence products	no	
Incontinence care	yes	base
Home Health Services	yes	HH bills insurance

Temporary use of wheelchair/walker	Yes	base rate
Injections	Yes	base rate
Minor nursing services provided by facility staff	Yes	base rate
Transportation (specify)	Yes	base rate
Barber/beauty shop	Yes	additional cost

C. Do you charge more for different levels of care? ..... ☐ Yes ☑ No
If yes, describe the different levels of care. _____

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I. ADMISSION PROCESS

A. Is there a deposit in addition to rent? ..... ☑ Yes ☐ No
If yes, is it refundable? ..... ☐ Yes ☑ No
If yes, when? _____

B. Do you have a refund policy if the resident does not remain for the entire prepaid period? ☑ Yes ☐ No
If yes, explain money is returned within 30 days

C. What is the admission process for new residents?

☑ Doctors' orders ☑ Residency agreement ☑ History and physical ☑ Deposit/payment
☐ Other: _____

Is there a trial period for new residents? ..... ☐ Yes ☑ No
If yes, how long? _____

D. Do you have an orientation program for families? ..... ☐ Yes ☑ No
If yes, describe the family support programs and state how each is offered.
_____

II. DISCHARGE/TRANSFER

A. How much notice is given? 30 days unless medically necessary

B. What would cause temporary transfer from specialized care? Hospitalization or Skilled Nursing

☑ Medical condition requiring 24 hours nursing care ☑ Unacceptable physical or verbal behavior
☑ Drug stabilization ☐ Other: _____

C. The need for the following services could cause permanent discharge from specialized care:

☑ Medical care requiring 24-hour nursing care ☐ Sitters ☐ Medication injections
☐ Assistance in transferring to and from wheelchair ☐ Bowel incontinence care ☐ Feeding by staff
☐ Behavior management for verbal aggression ☐ Bladder incontinence care ☐ Oxygen administration
☑ Behavior management for physical aggression ☐ Intravenous (IV) therapy ☐ Special diets
☐ Other: _____

D. Who would make this discharge decision?

☑ Facility manager ☐ Other: _____

E. Do families have input into these discharge decisions?..... ☑ Yes ☐ No

F. Do you assist families in making discharge plans? ..... ☑ Yes ☐ No

III. PLANNING AND IMPLEMENTATION OF CARE (check all that apply)

A. Who is involved in the service plan process?

☑ Administrator ☑ Nursing Assistants ☑ Activity director ☑ Family members
☑ Licensed nurses ☑ Social worker ☑ Dietary ☑ Physician ☑ Resident

B. How often is the resident service plan assessed?

☐ Monthly ☐ Quarterly ☑ Annually ☑ As needed
☐ Other: _____

C. What types of programs are scheduled?

☑ Music program ☑ Arts program ☑ Crafts ☑ Exercise ☐ Cooking
☐ Other: _____

How often is each program held, and where does it take place? Kates Cottage, music daily, exercise daily, weekly arts/crafts

D. How many hours of structured activities are scheduled per day?

☐ 1-2 hours ☑ 2-4 hours ☐ 4-6 hours ☐ 6-8 hours ☐ 8 + hours

E. Are residents taken off the premises for activities?..... ☑ Yes ☐ No

F. What specific techniques do you use to address physical and verbal aggressiveness?

☑ Redirection ☐ Isolation
☑ Other: distraction

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G. What techniques do you use to address wandering?

☑ Outdoor access ☑ Electro-magnetic locking system ☐ Wander Guard (or similar system)
☐ Other: _____

H. What restraint alternatives do you use?

We do not use restraints. Alternatives include distractions, redirections, best friend approaches

I. Who assists/administers medications?

☑ RN ☑ LPN ☑ Medication aide ☐ Attendant
☐ Other: _____

IV. CHANGE IN CONDITION ISSUES

What special provisions do you allow for aging in place?

☑ Sitters ☑ Additional services agreements ☑ Hospice ☑ Home health

If so, is it affiliated with your facility?..... ☐ Yes ☑ No

☐ Other: _____

V. STAFF TRAINING ON ALZHEIMER'S DISEASE OR RELATED DISORDERS CARE

A. What training do new employees get before working in Alzheimer's disease or related disorders care?

☑ Orientation: 16 hours ☑ Review of resident service plan: 8 hours
☑ On the job training with another employee: 16 hours
☐ Other: _____

Who gives the training and what are their qualifications?

HR Director Teepa Snow video training

B. How much on-going training is provided and how often?
(Example: 30 minutes monthly): 1 hour quarterly or more often as needed

Who gives the training and what are their qualifications?

Alzheimer's Association, Administrator, Director of wellness, Videos; Teepa Snow

VI. VOLUNTEERS

Do you use volunteers in your facility?..... ☐ Yes ☑ No

If yes, please complete A, B, and C below.

A. What type of training do volunteers receive?

☐ Orientation: _____ hours ☐ On-the-job training: _____ hours
☐ Other: _____

B. In what type of activities are volunteers engaged?

| Activities | Meals | | Religious services | Entertainment | Visitation
| Other: _____

C. List volunteer groups involved with the family:

_____; _____;
_____; _____;
_____; _____;

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VII. PHYSICAL ENVIRONMENT

A. What safety features are provided in your building?

| ✓ Emergency pull cords | ✓ Opening windows restricted | | Wander Guard or similar system
☑ Magnetic locks ☑ Sprinkler system ☑ Fire alarm system
☑ Locked doors on emergency exits
☑ Built according to NFPA Life Safety Code, Chapter 12 Health Care
☑ Built according to NFPA Life Safety Code, Chapter 21, Board and Care
✓ Other: pendants

B. What special features are provided in your building?

☑ Wandering paths ☑ Rummaging areas ☐ Others: _____

C. What is your policy on the use of outdoor space?

☑ Supervised access ☑ Free daytime access (weather permitting)

VIII. STAFFING

A. What are the qualifications in terms of education and experience of the person in charge of Alzheimer's disease or related disorders care?

RN, LPN specializing in long term care

B. What is the daytime staffing ratio of direct care staff One staff to 5 residents

What is the daytime staffing ratio of Direct Staffing to Residents in Special Care Unit? 1/5

C. What is the daytime staffing ratio of licensed staff? 1/15

D. What is the nighttime staffing ratio of direct care staff? 1/5

What is the nighttime Ratio of Direct Staffing to Residents in the Special Care Unit? 1/5

E. What is the nighttime staffing ratio of licensed staff? On call

NOTE: Please attach additional comments on staffing policy, if desired.

IX. Describe the Alzheimer's disease special care unit's overall philosophy and mission as it relates to the needs of the residents with Alzheimer's disease or related disorders.

The mission of Saint Katharine's is to provide a healthy continuous quality of living for our residents through programs and assistance designed for individualized care of needs, as well as activities and programs for groups.