

## ADMISSION ORIENTATION

**Name of Resident:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_

☐ **date (1) Release of information:** Resident/Representative was given an explanation of a release of information request and forms have been completed and signed. (*dates are not to be open ended*)

☐ **date (2) Informed consent / Admission Agreement:** Resident/Representative was given an explanation and understands services to be provided, rates, expectations, conditions under which rates can change and refund policy and has been given a signed copy of the Admission agreement.

☐ **date (3) Safety Orientation:** Resident/Representative was given written Safety Evacuation information and reviewed with resident at the time of admission.

☐ **date (4) House Rules:** Resident/Representative has had House Rules explained and a copy given.

☐ **date (5) Resident Rights:** Resident/Representative has had resident Bill of Rights explained and a copy given.

☐ **date (6) Grievance / Complaint Policy:** Resident/Representative has had the policy explained and a copy given.

☐ **date (7) Money Management:** Resident/Representative was advised of the policy on money management and a copy given.

☐ **date (8) Service Plan:** Resident/Representative has been informed of the team concept for the service plan assessment processes the participants and the expectations.

- Date of Service Plan development: WITHIN 30 DAYS: \_\_\_\_\_

Resident/Representative Signature \_\_\_\_\_ Date: .

Staff Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_