



## ADMISSIONS COMMITTEE REFERRAL REVIEW

09/01/14

Date of Review:  
 Committee members:  
 Client Name:  
 Address:  
 Phone:  
 DOB:  
 Sex:  
 Race:  
 Height:  
 Weight:  
 Legal Guardian:  
 Referral Source:  
 Service Coordination:  
 Advocacy:  
 Waiver status:  
 Diagnosis:

Documents Reviewed:

Reason for Referral:

Services Seeking:

Type	Amount	Special Requests/Requirements
QMRP		
BSS		
RN		
LPN/AMAP		
Day Hab		
Res Hab		
Adult Companion		
Respite		
Supported Employment		
Travel		

**Social:**

A. Current living situation

B. Past living arrangements

C. Prior institutionalization

D. Family and natural supports

E. Family issues

G. Special family needs/requests

H. Friends/significant others

I. Cultural/religious/ethnic issues

J. Past abuse/neglect issues

K. Recreation/Leisure

**Medical:**

A. Medical Conditions

Condition	Medications/Treatment	Related Issues

B. Physician/Others and Location

C. Pharmacy

D. Med Administration issues

E. Mental Health Issues/Psychiatric History

F. Ambulation

G. Adaptive Equipment

H. PT/OT Evals

**Behavioral:**

A. Communication

B. Behavioral concerns

C. Current Behavior Plan

D. Prior interventions/success

E. Historical behavioral concerns

**Other:**

A. Have any of the following ever been exhibited or is there any known history of these behaviors occurring. If no please state no, if yes please provide information/explanation and attach documentation. **This referral will not be considered unless this section is completed.**

1. Sexual aggression/assault towards female/s

2. Sexual aggression/assault towards male/s

3. Inappropriate touching of others

4. Sexual threats

5. Exposure/Public masturbation

6. Sexual behavior towards children

7. Sexual behavior toward animals

**Habilitation:**

A. Skill levels

Rate the person's ability in the indicated area using the following level of assistance code: 6 = Independent; 5 = Verbal Cues; 4 = Gestures; 3 = Modeling; 2 = Minimal Physical Assistance; 1 = Full Physical Assistance; 0 = N/A

Domain	Subdomain	Skill	Rating		
Self Care	Eating	Eats with spoon			
		Eats with fork			
		Spreads with knife			
		Cuts with knife			
		Uses napkins			
		Drinks from glass			
		Uses good posture			
		Chews			
		Scoop with a spoon			
		Asks for assistance			
		Dressing/Undressing	Dressing/Undressing	Pants	
				Underwear	
				Socks	
				Shoes	
Nylons					
Bra					
Removes Pants					
Removes Underwear					
Removes Socks					
Removes Shoes					
Removes Nylons					
Removes Bra					
Pullover shirt					
Blouse					
Ties shoes					

Domain	Subdomain	Skill	Rating
		Laces shoes	
		Buttons	
		Zips	
		Snaps	
		Velcro	
		Selects clothing	
		Changes clothes	
	<b>Toileting</b>	Pulls pants down	
		Pulls underwear down	
		Urinating in toilet	
		Bowel movement in toilet	
		Flushes toilet	
		Pulls underwear up	
		Pulls pants up	
		Cleans self following elimination	
		Washes hands	
		Remains dry through the night	
	<b>Bathing</b>	Enters tub/shower	
		Lathers soap	
		Washes hands/face	
		Washes body parts	
		Rinses body	
		Dries body	
		Regulates Temperature	
		Applies deodorant	
	<b>Oral Hygiene</b>	Applies toothpaste	
		Brushes teeth	
		Rinse mouth	
		Rinse toothbrush	
		Gargles water/mouth wash	
		Uses dental floss	
	<b>Nasal Hygiene</b>	Blows nose	
		Carries tissue	
		Wipes nose	
		Keeps Nose clean	
		Uses handkerchief	

Domain	Subdomain	Skill	Rating
	<b>Grooming</b>	Brushes hair	
		Combs hair	
		Washes hair with shampoo	
		Washes hair with water	
		Uses mirror during grooming	
		Uses hair dryer	
		Uses curlers	
		Applies makeup	
		Uses tweezers	
		Keeps nails clean	
		Trims nails	
		Files nails	
	<b>Shaving</b>	Applies shaving Soap	
		Applies shaving lotion	
		Insert blade	
		Shaves all surfaces	
		Cleans after shaving	
		Uses electric razor	
		Shaves legs	
		Shaves underarms	
		Trims sideburns	
	<b>Menstrual Cycle</b>	Recognizes onset of cycle	
		Applies napkin	
		Disposes of napkin	
		Changes napkin	
		Maintains proper hygiene	
<b>Domestic Skills</b>	<b>Kitchen Maintenance</b>	Empties trash can	
		Sweeps floor	
		Mops	
		Waxes floor	
		Washes and rinses dishes	
		Dries dishes	
		Operates dishwasher	
		Sorts utensils	
		Cleans sink	
		Clears counter	

Domain	Subdomain	Skill	Rating
		Cleans counter	
		Wipes off appliances	
		Operates disposal	
	<b>Bedroom Maintenance</b>	Makes bed	
		Changes linens	
		Empties wastepaper basket	
		Hangs up clothes	
		Places clothing in drawers	
		Picks up clothing	
	<b>Living Room Maintenance</b>	Vacuums rug/floor	
		Dust furniture	
		Polishes furniture	
		Empties ashtrays	
		Clears furniture	
		Cleans windows	
	<b>Bathroom Maintenance</b>	Cleans tub/shower	
		Cleans toilet	
		Replaces toilet paper as needed	
		Hangs up towels	
	<b>Outdoor Maintenance</b>	Waters lawn/plants with hose	
		Water with sprinkler	
		Cuts lawn with hand mower	
		Cuts lawn with power mower	
		Rakes lawn	
		Trims hedges and shrubs	
		Puts trash container out for collection	
		Hoses or sweeps driveway & sidewalk	
	<b>Laundry Skills</b>	Identifies dirty clothes	
		Sorts clothing	
		Loads machine	
		Selects proper washing cycle	
		Measures detergent	
		Starts washer	
		Transfers clothing from washer to dryer	
		Starts dryer	
		Removes clothes from dryer	



Domain	Subdomain	Skill	Rating
		Folds clothing	
		Stores clothing	
		Selects hand washables	
		Selects clothing for ironing	
		Sets up ironing board	
		Fills iron with water	
		Uses iron	
		Uses spray starch	
		Uses bleach when needed	
	<b>Meal Time Skills</b>	Uses oven	
		Sets oven temperature	
		Uses can opener	
		Uses knives safely	
		Prepares simple meals	
		Operates stove safely	
		Discerns perishable and nonperishable	
		Distinguishes frozen from non-frozen food	
		Follows simple recipes	
	<b>Appliances:</b>	Toaster	
		Mixer	
		Broiler	
		Coffee pot	
		Stove timer	
	<b>Utensils use:</b>	Frying pan	
		Cookie sheet	
		Grater	
		Ladle	
		Colander	
		Wine opener	
	<b>Mealtime Tasks:</b>	Sets table	
		Serves meals	
		Clears table	
		Scrapes plates	
		Rinses dishes	
		Stacks dishes after meal	
		Wipes table off	

Domain	Subdomain	Skill	Rating
		Stores food properly	
		Wraps food properly	
<b>Community Skills</b>	<b>Telephone Skills</b>	Reads telephone number	
		Dials number	
		Answers telephone	
		Knows telephone number	
		Recognizes busy signal	
		Makes local calls	
		Uses appropriate telephone language	
		Dials information	
		Uses pay phone	
		Makes long distance calls	
		Uses phone for social calls	
		Makes collect calls	
		Uses telephone for assistance	
		Uses phone for social calls	
	<b>Personal Identification</b>	Identifies self	
		Carries identification card	
		Carries bus pass	
		Carries social security card	
		Knows own address	
	<b>Walking</b>	Recognizes crosswalk	
		Looks both ways before crossing	
		Crosses with lights	
		Walks on sidewalk	
		Walks on shoulder of road	
		Finds way home	
	<b>Bus</b>	Catches bus on time	
		Walks to bus stop	
		Identifies bus stop	
		Identifies proper bus	
		Boards correct bus	
		Shows bus pass	
		Deposits correct amount	
		Request transfer	
		Acts properly on bus	

Domain	Subdomain	Skill	Rating
		Signals driver to stop at correct destination	
		Completes transfer to correct bus	
		Gets off of bus at correct destination	
	<b>Shopping Skills</b>	Expresses need	
		Buys simple items	
		Prepares shopping list	
		Uses shopping cart	
		Selects items on shopping list	
		Buys fresh food	
		Buys seasonal items	
		Buys healthful food	
		Shops for food for several days	
		Buys clothing	
		Shops for bargains	
		Makes purchases	
		Gives money	
		Waits for change	
		Receives correct change	
		Stays within limits of budget	
		Exchange items	
		Appropriate behavior in stores	
	<b>Money Management</b>	Endorse check	
		Cashes Checks	
		Identify amount of check	
		Opens bank account	
		Maintains saving account	
		Writes check	
		Records check in register	
		Computes balance	
		Fills out deposit slip	
		Balances monthly statement	
		Maintains charge account	
		Pays own bills on time	
		Keeps important receipts	
		Maintains budget	
		Knows value of money	

Domain	Subdomain	Skill	Rating
		Identifies currency	
		Identifies coins	
		Knows relative values of currency/coins	
		Reads price tags	
<b>Cognitive/Academic</b>	<b>Reading Skills</b>	Is the person able to read his/her first name?	
		Last name?	
		Does the person recognize safety words?	
		Does the person read the newspaper?	
		Want ads?	
		Recipes?	
		Simple instructions?	
		Does the person read as a leisure time activity?	
		Use public library?	
		Use dictionary?	
		Use telephone book?	
	<b>Writing</b>	Does the person copy own name?	
		Print own name?	
		Write own signature?	
		Copy own address?	
		Write own address?	
		Copy own telephone number?	
		Write own telephone number?	
		Write a simple sentence?	
		Write simple letters?	
		Write legibly?	
		Print?	
		Write cursive?	
		Use correct capitalization?	
		Spell correctly?	
	<b>Number Skill</b>	The person can count to	
		The person is able to add?	
		Subtract?	
		Multiply?	
		Divide?	
	<b>The person can name the following coins:</b>	Penny?	

Domain	Subdomain	Skill	Rating
		Nickel?	
		Dime?	
		Quarter?	
		Half dollar?	
	The person can name the following paper currency:	\$1	
		\$5	
		\$10	
		\$20	
		\$50	
		\$100	
		The person can make change?	
		The person uses calculator?	
		The person can count out amount equal to written price?	

**Vocational:**

- A. Past employment
- B. DRS status

**Financial:**

- A. Income Source/Amount
- B. Payee
- C. Past unpaid bills/obligations

**Legal:**

- A. Current Legal Issues
- B. Past Legal Issues

**Residential:**

A. Proposed location

B. Type residence

C. Residence modifications/requirements

**Client Interview:**

The following are expected to be completed through an interview or interviews with the prospective client. It is important that responses are indicated based on their stated wishes and desires, not an opinion or assumption about what they may think.

A. Vocational

1. Interest

\_\_\_\_\_ I would like a job

\_\_\_\_\_ I would like to have a career

\_\_\_\_\_ I would like to be a volunteer

\_\_\_\_\_ I am not interested in working or volunteering

\_\_\_\_\_ I don't know

2. Likes/Dislikes

Activity	Like	Somewhat Like	Don't Like
Working by myself			
Working with others			
Working in a small company			
Working in a large company			
Talking with people			
Using a computer			
Working outside			
Working inside			
Working with tools			
Organizing/keeping things in order			
Cleaning			
Using machines			
Drawing or painting			
Working with money			

Activity	Like	Somewhat Like	Don't Like
Reading			
Writing			
Working with children			
Working with animals			
Working with plants			
Waiting on customers			
Building things			
Attending school			
Arts and crafts			

B. Hobbies

1. Hobbies and Interests

Activity	Like	Somewhat Like	Don't Like
Cooking or baking			
Cake decorating			
Woodworking			
Gardening			
Landscaping yards			
Painting			
Reading			
Writing			
Flower arranging			
Fishing			
Hunting			
Hiking			
Boating			
Wood carving			
Making pottery			
Doing needlepoint, knitting, cross-stitch, or crocheting			
Going to movies			
Singing or playing an instrument			

Activity	Like	Somewhat Like	Don't Like
Acting			
Going to concerts or theater performances			
Traveling			
Playing games			
Decorating your home			
Working out			
Playing golf			
Playing softball or baseball			
Playing soccer			
Dancing			
Swimming			
Water skiing			
Running or jogging			
Walking			
Eating out with friends			
Going to museums			
Going to amusement parks			
Going to the beach			
Going to garage sales			
Other activities:			

2. Other hobbies/interests I would like to try?

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C. Living Situations

1. People

People	Like	Somewhat Like	Don't Like
Living by myself			
Living with a roommate			



People	Like	Somewhat Like	Don't Like
Living with a friend			
Living with family			
Living with a husband or wife			
Living with my children			
Living with people in a group home			
Living with other residents in an assisted living community			
Living with a roommate in a college residence hall			
Living in a home with an assistant			
Other ideas:			

2. Places

Type of Place	Like	Somewhat Like	Don't Like
Apartment			
Rental house			
Mobile home or trailer			
Buying a house of my own			
Townhouses or condominium			
College residence hall			
Group home			
Room in assisted living community			
Rented room in a house			
Other ideas:			

3. Location

Type of Location	Like	Somewhat Like	Don't Like
Big city			
Small town			
Medium size town			
In the country			
Close to a big city			
Close to a town			
In a college town			
In the mountains			
Close to the beach			
Close to parks and recreational facilities			
Close to my workplace			
Close to my family			
Close to my doctor			
Close to my friends			
Other ideas:			

D. Relationships

Relationship	Want	Some Interest	Don't Want
Friends			
Visitors			
Girlfriend/Boyfriend			
Dates			
Coworkers			
Family			
Staff			

**Other Considerations/Concerns:**

**PAIS Services Available:**

Type	Units Requested from PAIS by Referral		Unit Need determined by Adm Comm		Unit Amount in current Cost Estimate		Can need be met now (within 30 days)?	Comments
	Annual	Month	Annual	Month	Annual	Month		
TC: _____								
RN								
LPN/AMAP								
Day Hab								
Res Hab								
Adult Companion								
Respite								
Supp Employment								
Travel								

**Other Resources Available if accepted:**

Type	Requested	Needed	Available	Comments
Appropriate residence				
Medical facilities/doctors				
Appropriate social env				
Family contact				
Vocational				
Transportation				
Phone service				
Paging service				


**Decision:**

√	Decision	Comments/Reasons/Dates
	Accepted	
	Denied	
	Additional Info Requested	

Clinical Director Signature/Date

Waiver Coordinator Signature/Date