GRANDVUE
Charlevoix County Medical Care Facility

Patient: _____ DOB _____

☑ Physician Checklist for Admission Application

In accordance with state and federal guidelines for skilled nursing facility admission please provide the following documentation. Applications are reviewed when all documentation is received.

☐ **Medical History & Physical**	Updated in past 3 months
☐ **Signed Physician's orders**	Include 1) Statement of need for 24-hour care 2) Diagnoses, including dementia diagnosis if appropriate 3) Current medications, diet, treatments, allergies
☐ **Immunization Records**	
☐ **Screening Form DCH 3877/3878**	Federal law mandates completion of forms (see attached) prior to admission
☐ **Physician Statement re: Decision-Making Capacity**	If indicated, primary physician to provide first signature (see attached)
☐ **Lab & Diagnostic Reports**	All results from the past 12 months

Grandvue fax: 231-536-2476

GRANDVUE
Charlevoix County Medical Care Facility

Decision-Making Capacity – Physician Statement

Based on my evaluation, I have determined

_____ DOB _____
name

is unable to make sound decisions for him/herself.

My signature affirms the resident is incompetent to make decisions and supports activation of the Durable Power of Attorney.

In conjunction with a physician/psychologist's endorsement, this record activates the Durable Power of Attorney effective the date of the second signature.

Primary Physician: _____ Date: _____

Secondary
Physician/Psychologist: _____ Date: _____

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Patients Rights Michigan Act 312 December 18, 1990
Subsection (8)-Requirement

That the patient's inability to make medical decisions must be determined by the patient's attending physician and another physician or licensed psychologist.

The law requires that the physician or psychologist put the determination in writing, make the written determination a part of the patient's medical record, and review the determination not less than annually.

DCH-3877, PREADMISSION SCREENING (PAS)/ ANNUAL RESIDENT REVIEW (ARR)

(Mental Illness/Intellectual Developmental Disability/Related Conditions Identification)
Michigan Department of Health and Human Services
Level I Screening
(Revised 3-22)

SECTION 1 – LEVEL I SCREENING

☐ **PAS** ☐ **ARR** ☐ **Change in Condition** ☐ **Hospital Exempted Discharge**

SECTION 2 – PATIENT, LEGAL REPRESENTATIVE AND AGENCY INFORMATION

Patient Name (First, MI, Last) | Date of Birth (MM/DD/YY) | Gender ☐ Male ☐ Female

Address (number, street, apt., or lot #) | City | State | Zip Code

County of Residence | Social Security Number | Medicaid Beneficiary ID Number | Medicare ID Number

Does this patient have a court-appointed guardian or other legal representative? ☐ No ☐ Yes | If yes, give Name of Legal Representative

County in which the legal representative was appointed | Legal Representative Telephone Number

Address (number, street, apt., or lot #) | City | State | Zip Code

Referring Agency Name | Telephone Number | Admission Date (actual or proposed)

Nursing Facility Name (proposed or actual) | County Name

Nursing Facility Address (number and street) | City | State | Zip Code

Sections 3 and 4 of this form must be completed by a registered nurse, licensed bachelor, or master social worker, licensed professional counselor, psychologist, physician's assistant, nurse practitioner or a physician.

SECTION 3 – SCREENING CRITERIA (All 6 items must be completed.)

1. The person has a current diagnosis of ☐ **Mental Illness** or ☐ **Dementia** (Check one or both)	☐ No	☐ Yes
2. The person has received treatment for ☐ **Mental Illness** or ☐ **Dementia** (within the past 24 months) (Check one or both)	☐ No	☐ Yes
3. The person has routinely received one or more prescribed antipsychotic or antidepressant medications within the last 14 days.	☐ No	☐ Yes
4. There is presenting evidence of mental illness or dementia, including significant disturbances in thought, conduct, emotions, or judgment. Presenting evidence may include, but is not limited to, suicidal ideations, hallucinations, delusions, serious difficulty completing tasks, or serious difficulty interacting with others.	☐ No	☐ Yes

5. The person has a diagnosis of an intellectual/developmental disability or a related condition including, but not limited to, epilepsy, autism, or cerebral palsy and this diagnosis manifested before the age of 22. ☐ No ☐ Yes

6. There is presenting evidence of deficits in intellectual functioning or adaptive behavior which suggests that the person may have an intellectual/developmental disability or a related condition. These deficits appear to have manifested before the age of 22. ☐ No ☐ Yes

Note: If you checked "Yes" to items 1 and/or 2, checked the word "**Mental Illness**" and/or "**Dementia**."

If yes, please explain

Note: The person screened shall be determined to require a comprehensive Level II OBRA evaluation if any of the above items are "Yes" UNLESS a physician, nurse practitioner or physician's assistant certifies on form DCH-3878 that the person meets at least one of the exemption criteria.

SECTION 4 - CLINICIAN'S STATEMENT: I certify to the best of my knowledge that the above information is accurate.

Clinician Signature	Date	Name (type or print)
Degree/License		Telephone Number

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

AUTHORITY: Title XIX of the Social Security Act

COMPLETION: Is voluntary, however, if NOT completed, Medicaid will not reimburse the nursing facility.

DISTRIBUTION: If any answer to items 1 – 6 in SECTION 3 is "Yes", send ONE copy to the local Community Mental Health Services Program (CMHSP), **with a copy of form DCH-3878** if an exemption is requested. The nursing facility must retain the original in the patient record and provide a copy to the patient or legal representative.

PREADMISSION SCREENING (PAS)/ANNUAL RESIDENT REVIEW (ARR)

Mental Illness/Intellectual Developmental Disability/Related Conditions Identification

Instructions for Completing Level I Screening

This form is used to identify prospective and current nursing facility residents who meet the criteria for possible mental illness or intellectual/developmental disability, or a related condition and who may be in need of mental health services.

Sections II and III must be completed by a registered nurse, licensed bachelor, or master social worker, licensed professional counselor, psychologist, physician's assistant, nurse practitioner or physician.

Preadmission Screening or Hospital Exempted Discharge: The referral source completing the Level I Screening (DCH-3877), must complete and provide a copy to the proposed nursing facility **prior to admission. Check the appropriate box in the upper right-hand corner.**

Annual Resident Review or Change in Condition: This form must be completed by the nursing facility. **Check the appropriate box in the upper right-hand corner.**

Section II – Screening Criteria – All 6 items in this section must be completed. The following provides additional explanation of the items.

1. **Mental Illness:** A current primary diagnosis of a mental disorder as defined in the American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders.

   Current Diagnosis means that a clinician has established a diagnosis of a mental disorder within the past 24 months. Do NOT mark "Yes" for an individual cited as having a diagnosis "by history" only.

2. **Receipt of treatment for mental illness or dementia within the past 24 months** means any of the following: inpatient psychiatric hospitalization; outpatient services such as psychotherapy, day program, or mental health case management; or referral for psychiatric consultation, evaluation, or prescription of psychopharmacological medications.

3. **Antidepressant and antipsychotic medications** mean any currently prescribed medication classified as an antidepressant or antipsychotic, plus Lithium Carbonate and Lithium Citrate.

4. **Presenting evidence** means the individual currently manifests symptoms of mental illness or dementia, which suggests the need for further evaluation to establish causal factors, diagnosis, and treatment recommendations. Further evaluation may need to be completed if evidence of suicidal ideation, hallucinations, delusion, serious difficulty completing tasks or serious difficulty interacting with others.

5. **Intellectual/Developmental Disability/Related Condition:** An individual is considered to have a severe, chronic disability that meets ALL 4 of the following conditions:

   a. It is manifested before the person reaches **age 22**.

   b. It is likely to continue indefinitely.

   c. It results in substantial functional limitations in **3 or more** of the following areas of major life activity: self-care, understanding and use of language, learning, mobility, self-direction, and capacity for independent living.

   d. It is attributable to:

      - Intellectual/Developmental Disability such that the person has significant subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period;

      - cerebral palsy, epilepsy, autism; or

- any condition other than mental illness found to be closely related to Intellectual/ Developmental Disability because this condition results in impairment in general intellectual functioning OR adaptive behavior similar to that of persons with Intellectual/Developmental Disability and requires treatment or services similar to those required for these persons.

6. **Presenting evidence** means the individual manifests deficits in intellectual functioning or adaptive behavior, which suggests the need for further evaluation to determine the presence of a developmental disability, causal factors, and treatment recommendations. These deficits appear to have manifested before the age of 22.

Note: When there are one or more "Yes" answers to items 1 – 6 under SECTION II, complete form DCH-3878, Mental Illness/Intellectual/Developmental Disability/Related Condition Exemption Criteria Certification only if the referring agency is seeking to establish exemption criteria for a dementia, state of coma, or hospital exempted discharge.

DCH-3878, MENTAL ILLNESS/INTELLECTUAL/DEVELOPMENTAL DISABILITY/RELATED CONDITION EXEMPTION CRITERIA CERTIFICATION

(For Use in Claiming Exemption Only)

Michigan Department of Health and Human Services

Level II Screening

(Revised 3-22)

SECTION 1 - INSTRUCTIONS

- Must be completed, signed, and dated by a nurse practitioner, physician's assistant, or physician.
- The patient being screened shall require a comprehensive LEVEL II evaluation UNLESS any of the exemption criteria below is met and certified by a physician's assistant, nurse practitioner or physician. Indicate which exemption applies.

SECTION 2 – GENERAL INFORMATION

Patient Name | Date of Birth

Name of Referring Agency | Referring Agency Telephone Number

Referring Agency Address (Number, Street, Building, Suite Number, etc.)

City | State | Zip Code

SECTION 3 – EXEMPTION CRITERIA

☐ **COMA**

Yes, I certify the patient under consideration is in a coma/persistent vegetative state.

☐ **DEMENTIA**

Yes, I certify the patient under consideration has dementia as established by clinical examination and evidence of meeting ALL 5 criteria below.

Yes, I certify the patient under consideration does not have another primary psychiatric diagnosis of a serious mental illness.

Yes, I certify the patient under consideration does not have an intellectual disability, developmental disability, or a related condition.

Specify the type of dementia

1. Has demonstrable evidence of impairment in short-term or long-term memory as indicated by the inability to learn new information or remember three objects after five minutes, and the inability to remember past personal information or facts of common knowledge.
2. Exhibits at least one of the following:
   - Impairment of abstract thinking, as indicated by the inability to find similarities and differences between related words; has difficulty defining words, concepts, and similar tasks.
   - Impaired judgment, as indicated by inability to make reasonable plans to deal with interpersonal, family, and job-related issues.
   - Other disturbances of higher cortical function, i.e., aphasia, apraxia, and constructional difficulty.
   - Personality change: altered or accentuated premorbid traits.

3. Disturbances in items 1 or 2 above significantly interfere with work, usual activities, or relationships with others.
4. The disturbance has NOT occurred exclusively during the course of delirium.
5. **EITHER**
   a. Medical history, physical exam and/or lab tests show evidence of a specific organic factor judged to be etiologically related to the disturbance, **OR**
   b. An etiologic organic factor is presumed in the absence of such evidence if the disturbance cannot be accounted for by any non-organic mental disorder.

☐ **HOSPITAL EXEMPTED DISCHARGE**

Yes, I certify that the patient under consideration:

1. is being admitted after an inpatient medical hospital stay, AND
2. requires nursing facility services for the condition for which he/she received hospital care, AND
3. is likely to require less than 30 days of nursing services.

Physician/Physician Assistant/Nurse Practitioner Signature and Credentials Date

Name (Typed or Printed) Telephone Number

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

AUTHORITY: Title XIX of the Social Security Act
COMPLETION: Is voluntary, however, if NOT completed, Medicaid will not reimburse the nursing facility.

COPY DISTRIBUTION:

ORIGINAL- Nursing Facility retains in patient file
COPY - Attach to form DCH-3877 and send to Local Community Mental Health Services Program (CMHSP)
COPY - Patient Copy or Legal Representative

INSTRUCTIONS FOR COMPLETING LEVEL II SCREENING

The **DCH-3878** is to be used ONLY when the individual identified on a **DCH-3877, Preadmission Screening (PAS)/Annual Resident Review (ARR)** as needing a LEVEL II evaluation meets one of the specified exemptions from LEVEL II screening. If the individual under consideration meets one of the following exemptions, he/she may be admitted or retained at a nursing facility without additional evaluation. However, a completed copy of the DCH-3878 must be attached to the **DCH-3877** and sent to the local Community Mental Health Services Program (CMHSP).

Must be completed, signed, and dated by a nurse practitioner, physician's assistant, or physician.

Complete the following information to match the **DCH-3877**: Patient Name, DOB, and Referring Agency (including agency address and telephone number).

Use an **"X"** to indicate which exemption applies to the individual under consideration.

DEMENTIA:

- Review the 5 criteria listed under the dementia exemption category. Do NOT check this exemption unless the individual meets all 5 criteria. Any individual who meets some, but not all 5 criteria will be subject to a LEVEL II evaluation. If the individual under consideration meets this exemption category, specify the type of dementia.
- Do not mark the Dementia Exemption if there is a primary diagnosis of a serious mental illness. Do not mark Dementia Exemption if there is a diagnosis of intellectual disability, developmental disability, or a related condition.

Dementia diagnoses include the following:

1. Dementia of the Alzheimer's Type
2. Vascular Dementia
3. Dementia due to Other General Medical Conditions
4. Substance - Induced Persisting Dementia
5. Dementia Not Otherwise Specified
6. Lewy Body Dementia