



We welcome your interest in Leeway and are prepared to help ensure a successful admission to our facility. Please follow the steps outlined below to prepare the applicant and their paperwork for the admission. We look forward to hearing from you – feel free to contact us with any questions.

**STEP 1:** Complete the application below and fax copies of it and the required testing results for PPD and chest X-ray to Leeway 203-865-0399.

**STEP 2:** Please also fax to Leeway a list of all current medications and a copy of the applicant's MIMR form (see below).

**STEP 3:** When the applicant is admitted, we will also need a W10 form and, if coming from a hospital, a discharge summary. Title XIX participants should, for purposes of eligibility re-determination, bring **either** a US passport **or** a US birth record **and** a photo ID on admission.

Leeway Admissions staff:

Susan Molde, Director of Patient Care Services, [smolde@leeway.net](mailto:smolde@leeway.net)  
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40 Albert St., New Haven, CT 06511  
Email: [admissions@leeway.net](mailto:admissions@leeway.net)  
[www.leeway.net](http://www.leeway.net)

## Demographic Information

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

DOB: \_\_\_\_\_

Gender (circle one):            Male            Female            Transgendered

Marital Status (circle one):    Never Married            Married            Widowed  
   Significant Other            Divorced

U.S. Citizen (circle one): Yes    No            Place of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Connecticut Mental Health Center Services (circle one): Yes    No

Clinician: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Counseling Services:

Agency Name: \_\_\_\_\_

Counselor: \_\_\_\_\_

Phone: \_\_\_\_\_

Methadone Clinic: \_\_\_\_\_

Phone: \_\_\_\_\_

Case Manager(s): \_\_\_\_\_

Phone: \_\_\_\_\_

### **Emergency Contacts**

In case of emergency, contact (note relationship): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

POA: \_\_\_\_\_

Conservator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### **Insurance Information**

*Note: Leeway Inc. cannot accept applicants who are uninsured*

Applicant Seeking (*check one*):

Short Term Placement \_\_\_\_\_ Long Term Placement \_\_\_\_\_

Medicaid #: \_\_\_\_\_

Pending as of: \_\_\_\_\_

Is Client on a spend-down? (*circle one*):)      Yes      No

Medicare A: \_\_\_\_\_

Medicare B: \_\_\_\_\_

Medicare D: \_\_\_\_\_ (*policy number and coverage type, pharmacy*)

Private Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Veteran Status (*circle one*): Yes      No      Branch \_\_\_\_\_

### **Medical Information**

Why does the applicant need 24-hour nursing care?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attending Physician: \_\_\_\_\_

Physician available to discuss clinical issues of this applicant? Yes      No

Pager: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Admission Date: \_\_\_\_\_

Hospital: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of HIV diagnosis: \_\_\_\_\_

Other diagnoses (Including HIV-related, with dates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Most recent CD4: \_\_\_\_\_ Date: \_\_\_\_\_

Viral Load: \_\_\_\_\_ Date: \_\_\_\_\_

Advance Directives? (circle one): Yes No

Code Status: DNR/DNI FULL

MIMR done? (circle one): Yes No

Result: \_\_\_\_\_

A copy of MIMR is required at time of admission.

Mental Status (circle one): Alert Oriented Confused Forgetful Unresponsive

Chest X-ray done? Yes No Result: \_\_\_\_\_

A copy of X-ray report is required.

Most recent PPD test: Date: \_\_\_\_\_ Result: \_\_\_\_\_

Dates of any TB treatment, if applicable: \_\_\_\_\_

Sputum AFB smears required if positive chest X-ray

1) Date \_\_\_\_\_ Result \_\_\_\_\_

2) Date \_\_\_\_\_ Result \_\_\_\_\_

3) Date \_\_\_\_\_ Result \_\_\_\_\_

Other infection control issues: \_\_\_\_\_

\_\_\_\_\_

Special Diet: \_\_\_\_\_

## **Client History**

Psychiatric history:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

History of mental health problems:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

History of drug/alcohol use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the client ever hit/threatened another individual?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

History of verbal or any other type of aggression/inappropriate behavior:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other problem behaviors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Discharge Plans**

Discharge Plans: Where will patient go after completing treatment at Leeway?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Agency Information**

Name of person completing form: *(Please print)* \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Beeper: \_\_\_\_\_ Date: \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS

### ***Who can be admitted to Leeway?***

People who have a diagnosis of HIV or AIDS and who require 24-hr/day care for their HIV are eligible for admission.

### ***What kind of insurance is accepted?***

Most Leeway residents have Medicaid (Title 19)

Medicare (Title 18) is also accepted. However, Leeway has only 2 beds available for Medicare patients.

Private insurance sometimes will pay for a Leeway admission, if there is a need for short- term rehabilitation. Each insurer is different, and a rate is negotiated each time someone with private insurance applies for admission. We prefer to have privately insured residents pay just as T19 residents do – i.e. a daily bed rate, with meds, PT, labs, X-ray, transportation and consults billed to the insurer directly by the providers of these service

SAGA does not cover admissions to skilled nursing facilities such as Leeway.

CADAP will not cover medication costs at Leeway

Leeway cannot accept applicants who are uninsured.

### ***What testing is needed before admission?***

1. Both a skin test for tuberculosis (PPD) and a chest X-ray (CXR) are required. The state requires evidence that the applicant does not have tuberculosis.

If positive in the past, a PPD does not have to be repeated; but in this case we need to know whether the patient had active tuberculosis or if the applicant was treated for tuberculosis prophylactically, and if so, with what for how long, and if the therapy was supervised.

If the PPD was negative within the past 6 months, the applicant has not been living on the street or in shelters, has no symptoms suggestive of active disease, and if a current CXR is normal, a repeat PPD may not be needed.

A CXR is needed for every applicant, and should be done within 2 weeks of admission. If abnormal in a way that suggests TB, additional testing (3 separate AFB sputum smears and cultures) is needed.

### ***What is the MIMR?***

This screen for mental illness and mental retardation is required for all applicants to skilled nursing facilities by the state. The form must be completed by the referring clinician, and faxed to the state (860-424-5300). If all of the questions on pages 1 and 2 are answered “no”, then the applicant will automatically be approved for admission, no additional paperwork needs to be done, and no written approval from the state is needed. Leeway only needs a copy of the first two pages of the form.

If question A1 is answered yes, but the applicant has only a Group II diagnosis, with questions A2, A3, and B, and both C1 and C2 answered no, then approval by the state is also automatic, and Leeway simply needs a copy of the first two pages of the MIMR.

However, when any other questions on the first two pages of the MIMR are answered affirmatively, then the applicant needs to be evaluated by a psychiatrist, who will need to complete the remainder of the form, which is quite long, and admission to Leeway cannot occur until written permission by Advanced Behavioral Health, the agency contracted by the State to evaluate and follow people with mental health problems in nursing home, is granted. Questions about this form should be directed to the staff at Advanced Behavioral Health. Their phone number is 860-424-5188.

### ***Is psychiatric care available at Leeway?***

Leeway employs a part-time psychiatrist, who provides clinical care for residents and consultation for the behavioral health team. Leeway’s capacity to admit applicants with major mental illness is limited, but we can accept those who are stable. Leeway’s psychiatrist screens these applications, and often calls the applicant’s psychiatric clinicians for additional information. We cannot admit people who need to be on a locked unit, such as those with recent suicide attempts. Further, if the applicant’s need for inpatient treatment is on the basis of psychiatric needs, rather than HIV/AIDS care, then the applicant should be referred to an inpatient psychiatric facility.

### ***Can people on dialysis be admitted?***

Leeway nursing staffs are experienced with assisting those needing peritoneal dialysis, and monitoring those on hemodialysis. In New Haven, outpatient slots for hemodialysis are very scarce. Applicants to Leeway who receive hemodialysis outside of the greater New Haven area can be put on waiting lists for treatment in New Haven when they apply for Leeway admission, but the waits may be very long. Medicaid will authorize payment for residents to travel from Leeway to wherever the applicant receives hemodialysis, but our experience with transportation to dialysis programs at a distance has been that residents often arrive late, which has caused some to be incompletely

dialyzed. In addition, these residents need to be healthy enough to travel back and forth in the handy van without a caregiver escort.

***Is substance abuse treatment available at Leeway?***

We can admit applicants who are on methadone maintenance. The applicant's methadone program is required by the State to supply methadone for the resident during his or her treatment at Leeway. Most programs deliver methadone to Leeway every two weeks. Nursing staff at Leeway then administers the daily dose, save the bottles, and keep the proof of use sheet for the methadone program's records. Leeway can also admit people on buprenorphine, providing the original prescriber of buprenorphine is willing to resume responsibility for the applicant at the time of discharge from Leeway. Our license does not allow us to admit applicants who need acute detoxification from opiates or alcohol.

Leeway provides a number of relapse prevention and 12 step groups on site and takes residents nearing discharge to appropriate Alcoholics Anonymous and Narcotics Anonymous groups in the community. All people with substance abuse issues are strongly encouraged to participate fully in substance abuse treatment while inpatient at Leeway.

***What is Leeway's policy about leaves of absence?***

All those admitted to Leeway are asked to stay in our building for the first month, except for scheduled treatments elsewhere. This allows the entire multidisciplinary team to complete their assessments, make recommendations regarding treatment, and stabilize the complex medical problems most newly admitted residents have. This admission adjustment period also allows residents with addictions to receive appropriate treatment in a safe and supportive drug free environment.