

County: San Luis Obispo

Facility: T-MHA/ Adult Transitional Program

| | Pre-Admit | Admission/Intake | Services/Orders | Discharge |
|-----------------------------------|---|---|--|--|
| Administrative Tasks | <ul style="list-style-type: none"> • Client referral • Completed housing application • Schedule and conduct interview • Complete interview note • Schedule admission date • LIC 602 Physicians report • LIC 603 Pre placement appraisal • PRN Authorization • ATP Admit Summary • ATP Assessment • Permission to self-administer | <ul style="list-style-type: none"> • Admit client • ATP Admissions Agreement • ATP House Rules • LIC 601 Identification and Emergency Information • LIC 613 Personal Rights • LIC 9172 Functional Capabilities Assessment • LIC 625 Appraisal of Needs and Service • ROI's • Schedule TB test • Admit Note • Set up in MAR • Individual Current med list • Complete med sheets/verify Dr. orders • Schedule any needed medical or dental appointments • Set up in Yardi and rent log • Notify Social Security of move-in date • Update in and out list | <ul style="list-style-type: none"> • ATP 30-day Needs and Service Review • LIC 625 Appraisal of Needs and Service • Monthly med sheets • Facility Contact Sheets • Weekly Med Audit | <ul style="list-style-type: none"> • ATP discharge summary • Resident completed discharge summary • Permission to give medications upon discharge • Update Yardi • Discharge note • List of discharge medications, count, dose and instructions • Close from caseload |
| Other Direct Services Staff Tasks | | | <ul style="list-style-type: none"> • ATP daily progress notes • ATP weekly progress notes • Monthly facility/vehicle inspections • Fire/earthquake drills | |
| Billing Tasks | <ul style="list-style-type: none"> • Set up in rent log • • • • | <ul style="list-style-type: none"> • ATP Fee agreement • Letter to Social Security • Print out prorated rent statement • • | <ul style="list-style-type: none"> • Monthly rent deposits • • • • | <ul style="list-style-type: none"> • Prorated rent collection • • • • |
| Quality Assurance/Oversight Tasks | <ul style="list-style-type: none"> • Review manager check list • • • • | <ul style="list-style-type: none"> • Weekly med audit • • • • | <ul style="list-style-type: none"> • Review scheduled appointments • • • • | <ul style="list-style-type: none"> • Measures 1 &2 • • • • |