



March 3, 2010

AFRH Chief Operating Officer Fact Sheet 19

Subject: Gulfport Re-Occupancy Process

Attachment: (A) Timeline for Re-occupancy at Gulfport

This Fact Sheet provides guidance on the room selection process for Residents who plan to return to Gulfport.

There is only one official list which prioritizes the order in which Residents will be approved for return to Gulfport. The official prioritization list is maintained by the AFRH Public Affairs Office (PAO). Since return dates are based on personal information contained in the Residents' official files, the AFRH PAO will follow Privacy Act guidelines and not release or publish a composite priority list.

The AFRH PAO has developed a process to ensure an orderly re-occupancy of Residents back to Gulfport. The goal is to assign each Resident a *specific arrival date and time*, thus avoiding the chaos of all Residents arriving at the same time. **Residents and future Residents are cautioned not to arrive before their assigned report date as they will not be readmitted to Gulfport prior to their assigned report date nor will they have access to the facility or facility amenities.** This policy is in effect to respect reporting residents and to ensure each resident is afforded premier treatment upon their assigned arrival.

Attachment A provides a timeline for AFRH Gulfport re-occupancy. Prioritization categories have been established by AFRH Fact Sheet 17B dated March 19, 2008 (Subject: Determining Admissions Priority Categories for the Reopening of AFRH-Gulfport).

Process:

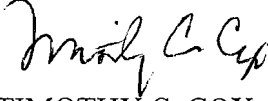
1. Publish a floor plan guide to be used by Category 1A/1B Residents when they select their rooms at Gulfport. Provide Residents with floor plans, which are posted in the Sheridan mailroom, AFRH website and outside the PAO (Sherman 3rd Floor, South) and set-up appointments to select room. Floor plan master copies will be updated weekly.
2. Starting the first week of May 2010, Category 1A/1B Residents will receive a letter with a scheduled appointment date and time to occur in August 2010 to select their room. An average of ten (10) appointments per day will be set-up for Category 1A/1B to come to PAO and select their room. At that time PAO will begin processing reporting packages. Priority for room selection will go first by Category (1A then 1B). Within each particular category Residents are selected chronologically by the last reporting date to the Gulfport facility (applicable to Residents with more than one reporting date to Gulfport). Room floor plans will be posted and

maintained at the Sheridan mailroom, AFRH website and outside the PAO (Sherman 3rd floor, South).

3. Residents unable to appear at their designated appointment time should submit, in writing, their top five (5) room choices to PAO. This will be documented electronically on a master spreadsheet as well as in the Residents personnel file.
4. Level of care determination must be completed by April 2010 for assisted living (AL) Residents in Category 1A/1B. AL Residents will be required to be medically released to travel. AL Residents will be assigned rooms to best support activities of daily living (ADL) and to ensure the best medical care is readily available in the new facility.
5. If a room previously selected becomes available, the room will revert to "open" status and will be open for reassignment.
6. Categories 2 and 3 Residents will have a fixed reporting date based upon the last chronological reporting date to Gulfport. Room selection will be done on site. Gulfport residents who moved to the Washington facility after the January 1, 2009 deadline will remain as a Category 2.
7. Category 1 through 3 Residents will be assigned fixed reporting dates. Rooms *will not* be held for individuals who are unable to report on their designated report date. As a result they will be required to reapply for admission into the AFRH.
8. Category 4 waiting transfer list report dates will be selected chronologically by the application approval date/transfer request. AFRH Agency Directive 8-9, dated October 16, 2007 (Subject: AFRH Resident Eligibility Prioritization Plan) will be implemented at this time. Room selection will be done on site.
9. A separate waiting list is being established for married couple rooms. Single Residents will not be approved to occupy a unit designed for a married couple. Any current Resident or future applicant who is married but their spouse does not qualify for residency at the AFRH will only be approved to select from rooms available for single Residents.

In the event an on-site married couple is scheduled to move into a married unit and a change in the level of care is required for one of the married couple prior to move-in, the remaining spouse will be offered a choice of available single rooms. If the change in level of care occurs after the married couple takes residency in a married unit and it is reasonably safe to assume that the spouse requiring the level of care change will not be able to return to original level of care, then the spouse who does not require a level of care change will be required to relocate to a single room upon availability.

Room selection for married couples in Category 1A/1B requesting separate rooms will be selected chronologically by the last reporting date to the Gulfport facility. Category 2 & 4 room selection will be selected chronologically by the application approval date/transfer request. Category 4 residents consist of Residents of AFRH-Washington who wish to transfer to AFRH-Gulfport and prospective residents who applied and were approved for entry into the AFRH as prescribed in AFRH Fact Sheet 17B dated March 19, 2008 (Subject: Determining Admissions Priority Categories for the Reopening of AFRH-Gulfport). Questions may be addressed to: AFRH PAO, 800-442-9988 (prompt 1).


TIMOTHY C. COX
Chief Operating Officer

Distribution:
All AFRH Residents
AFRH Managers and Supervisors

ATTACHMENT A
to
AFRH FACT SHEET NUMBER 19
dated March 3, 2010

TIMELINE FOR RE-OCCUPANCY OF GULFPORT

2009

September

- Develop Gulfport floor plan guide (to be used by Residents when deciding which room(s) they have an interest in). Floor plans are located in the Sherman 3rd floor South, Sheridan mail room and on the AFRH website.

2010

April

- Level of care determinations to be made.

May

- Provide Category 1A/1B Residents with appointment date and time in August for room selection.

June

- Medical and functional form mailed June 1, 2010 to Category 2 Delayed Reentry Residents (requesting that they submit completed documentation back to AFRH no later than August 31, 2010).
- If a Resident who has selected a room has a change in level of care or expires prior to taking occupancy of the room, the room they chose will go back into the "open" status within the pool of rooms that can be selected.
- Residents unable to appear at their designated appointment time should submit, in writing, their top five (5) room choices. If these rooms are occupied, they will make a selection upon their return.
- **There will be no room exchange once a room has been selected.** If a Category 1A/1B Resident selects a room and then later desires to select a different room, they will be required to wait until the end of the selection process and they will be afforded the opportunity to select from the remaining rooms within the room pool.
- Contact Category 4 applicants to initiate readiness notification.

August

- (PAO responsible for the following)
- Appointments for Category 1A/1B Residents to select rooms.
- 10 Residents per day will be scheduled for appointments.
- Report dates will be scheduled.
- Bed selection surveys matched up with room selection.
- Update the room list daily of the rooms that have been selected
- Process Resident reporting packets.
- Assemble delayed reentry packets and determine eligibility.

September

- Schedule reporting dates for delayed entry Residents (Category 2).
- Report dates will be set for (Category 3).
- Report dates for waiting/transfer list will be set (Category 4).
- Schedule reporting dates for Category 4 applicants/transfers in accordance with AFRH Agency Directive 8-9.

October/November/December

- Category 1A/1B Residents move in.
- Begin move in of Category 2/3 Residents.
- Begin move in of Category 4.