



Personal Care Admission, from A to Z

Admission to Personal Care is not commonly an emergency. However, depending on room availability, your family's need, and prompt gathering of the necessary documents, **Admission from A to Z** can take as little as two weeks.

- **Family of future resident calls** to collect information about CKV, including detailed fees and a blank application form (can also be downloaded).
- **Family returns** completed application form, to be reviewed by CKV finance for approval.
- **CKV communicates** promptly about approval, and provides detail about waiting time (if any) and next steps.
- **Unless a significant wait is expected**, CKV will collect the necessary information for clinical review and approval. Family is asked to complete and return a resident assessment.
- **CKV provides ongoing updates** to family regarding room availability. When an appropriate room becomes available, CKV will review the resident assessment and medical records as the final step of the approval process.
- **CKV obtains a completed DME** (Documentation of Medical Evaluation) form from your physician if applicable. This will necessitate a quick physical unless you have visited your doctor during the last 60 days.
- **With medical approval, a tour** of the available room and Personal Care program is scheduled and admission details are finalized. An appointment to complete admission paperwork is set up prior to admission day and will include details such as furniture selections, laundry services and pharmacy choices.
- **Arrival and welcome** take place, usually in the later part of the morning.

Personal Care Admissions

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CROSS KEYS VILLAGE
The Brethren Home Community

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