# STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS



# **RESIDENT STANDARD APPLICATION PACKET**

Emory L. Bennett Veteran's Nursing Home 1920 Mason Ave. Daytona Beach, FL 32117 386-274-3460

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## STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

## APPLICATION FOR CONSIDERATION FOR ADMISSION GENERAL INFORMATION

This facility is a 120-bed skilled nursing facility. Additionally, we offer rehabilitation services such as: Physical, Occupational & Speech therapy and Restorative Programs, all under the direct supervision of trained qualified therapists. Hospice and Respite Services are also available.

#### There is a four-step applicant qualifying process that is as follows:

- <u>All documents required by the home must be completed before the application can</u> <u>be processed</u>. Most of these documents are VA, Financial and Medical.
- The completed application will be reviewed by our admission team.
- If on our waiting list, a reassessment will be scheduled before actually admitting the resident.
- Whether your application is approved or disapproved for our waiting list or direct admission, you will be notified by telephone or mail.

#### The basic requirements for Admission to the Nursing Home are as follows:

- A signed and complete application packet must be returned to the facility by mail or in person.
- Veteran as determined under Chapter 1.01 (14), Florida Statutes (Honorably Discharged from Active Duty).
- Resident of Florida at time of application.
- In need of nursing home care for a medical condition that requires services which fall within the level of care the home has resources and functional ability to provide.
- Complete Application for Admission (notarized page 2: Form 54).
- Complete CF-MED 3008 dated within 30 days of admission.
- History and Physical (if applicant is currently hospitalized) stating the applicant is free of communicable diseases.
- Results of a Chest x-ray taken within the 12 months.

Room and board monthly payments are calculated based on each resident's personal income (SS, VA benefits, pensions, interest, required minimum distribution(s), etc.), minus \$105.00 monthly allowance for personal needs. The maximum cost per day is \$\_\_\_191.03\_\_\_\_ for a semi-private room and \$\_\_\_192.56\_\_\_\_ for a private room. Should the resident's income exceed the maximum cost per day, other charges may ensue (medications). We require the resident to apply for Medicaid upon admission to help defray the cost of care. The daily rate will include:

- Room and Board
- 24-hour RN Nursing Services
- Licensed Clinical and BSW Social Services
- Certified and Therapeutic Activities
- Restorative Nursing Care
- Daily meals and snacks designed by a Registered Dietician
- Housekeeping and Laundry Services

- Maintenance and free limited television programming
- Free local private phone calls
- Durable and Medical Supplies
- Unit Dose Prescription Medication
- Nutritional Supplements

# Non-routine services, which are not covered in the daily room rate, include but not limited to:

- Dental Care at any level
- Hearing Aide repair / replacements
- X-ray Services
- Laboratory Charges
- Physical, Occupational and Speech Therapy
- Physician visits such as attending, Podiatrist, Ophthalmologist
- Private Sitters or Personal Care Attendants
- Transportation or non-emergency ambulance travel
- Beauty / Barber charges (Cash or Resident Trust Fund needed)

# If over the daily maximum monetary limit, then the following services are not covered in the daily room rate:

• Unit Dose Prescription Medication

#### **MEDICAID**

Medicaid pays the Nursing Home an established daily room rate per day minus the resident's gross income and \$105.00 monthly allowance for personal needs.

#### **ELIGIBILITY FOR THE PERSON IN THE NURSING HOME:**

For an individual to be eligible for ICP Medicaid assistance, there are four requirements considered, which are: an assessment by the Department of Elder Affairs, income limits, asset limits, and a five-year "look back" period.

The income limit to determine eligibility changes yearly and changes are made per Medicaid guidelines as established by the Department of Children and Families.

#### FOR YOUR SPOUSE AT HOME:

When an individual qualifies for Medicaid, the spouse gets to keep his or her own income regardless of the amount. To find out if you qualify for this benefit, you must check with the Medicaid program office handling your application.

#### HOW DO I APPLY FOR BENEFITS?

If we feel as though the resident meets the above criteria, or will meet the criteria soon after entering a skilled nursing home, we will assist with the Medicaid application within 10 days of admission. If criteria are met before admission to a skilled nursing home, an application can be filed with Department of Children and Families Services 30 days prior to admission.

#### **MEDICARE**

While it is true that Medicare will pay for up to 100 days of skilled nursing home care, the resident must first have a three day hospital qualifying stay and the care received must not be primarily for custodial purposes.

For days	Medicare pays for covered services	You pay for covered services
1–20	Full cost	Nothing
21–100	All but a daily coinsurance*	A daily coinsurance*
Beyond 100	Nothing	Full cost

#### Summary of Medicare Benefits – up to 100 Days

\* There is a Medicare Part A co-insurance daily rate due from the resident while under a Medicare Part A stay beginning with the 21st day of covered services, and this rate changes annually based on Medicare. Your supplemental insurance or Medicaid (if applicable) may pay this co-insurance. Please be sure to give the Admission Coordinator your supplemental insurance information at time of admission. If there are any changes to your primary or supplemental insurance policies after admission, the Business Office must be contacted within 10 calendar days of any change(s). Failure to do so may result in the resident incurring any and/or all incurred charges for services.

You must also remember that as resident progresses in their recovery, a determination will be made as to the level of care still required. At some point during recovery, skilled nursing or rehabilitative care may no longer be needed and Medicare payments will cease.

## **CHECKLIST FOR FORMS AND INFORMATION REQUIRED**

All forms and information required unless noted IF APPLICABLE

#### **REQUIRED FORMS INCLUDED WITH APPLICATION PACKET**

- "FORM 54" APPLICATION FOR ADMISSION MUST BE NOTARIZED
- "10 10 EZ" APPLICATION FOR HEALTH BENEFITS
- \_\_\_\_ FINANCIAL INFORMATION RELEASE MUST BE NOTARIZED
- \_\_\_\_ VETERAN'S CONTACT INFO, MORTUARY, AND PRIMARY CONTACT INFORMATION
- \_\_\_\_ FAMILY QUESTIONNAIRE
- \_\_\_ CUSTOMARY ROUTINES
- \_\_\_\_ PERSONAL PROFILE
- \_\_\_\_ INCOME TAX STATEMENT FORM IF APPLICABLE
- \_\_\_\_ REQUEST FOR COPY OF TAX STATEMENT IF APPLICABLE
- AUTHORIZATION TO RELEASE MEDICAL RECORDS AND HEALTH INFORMATION
- AGENCY FOR HEALTH CARE ADMINISTRATION / DEPT OF ELDER AFFAIRS INFORMED CONSENT
- \_\_\_\_ COPY OF CURRENT NOCA (IF APPLICABLE)

#### **REQUIRED FORMS FOR PHYSICIAN TO COMPLETE (included in application packet)**

- \_\_\_\_\_ "3008" MEDICAL CERTIFICATION FOR MEDICAID LONG-TERM CARE SERVICES AND PATIENT TRANSFER FORM
- \_\_\_\_ MEDICAL VERIFICATION OF CAPACITY OR INCAPACITY

#### MEDICAL INFORMATION AND OTHER RECORDS REQUIRED

- \_\_\_\_ MOST RECENT HISTORY AND PHYSICAL
- \_\_\_\_ CURRENT MEDICATION LIST
- \_\_\_\_ CARE PLAN (IF VETERAN IS CURRENTLY LIVING IN SKILLED NURSING)
- \_\_\_\_ MOST RECENT 30 DAYS NURSING PROGRESS NOTES (IF VETERAN IS CURRENTLY LIVING IN SKILLED NURSING)
- \_\_\_\_ MOST RECENT LAB REPORT
- \_\_\_\_ MOST RECENT CXR REPORT OR PPD RESULTS (FROM PREVIOUS 12 MONTHS)
- \_\_\_\_ORGAN DONOR (IF APPLICABLE)
- \_\_\_\_ COPY OF SERVICE CONNECTED AWARD LETTER (IF APPLICABLE)

#### ADDITIONAL DOCUMENTS AND INFORMATION REQUIRED (do not include original documents)

PROOF OF MILITARY HONORABLE DISCHARGE DOCUMENTS – <u>ONLY ONE FORM IS NECESSARY</u> \_\_\_\_\_DD214 \_\_\_\_\_WD ADGO 53

\_\_\_\_ VA ELECTRONIC RECORD (SHARE) \_\_\_\_ CERTIFIED STATEMENT OF MILITARY SERVICE

#### ADVANCED DIRECTIVES

- \_\_\_\_ DURABLE POWER OF ATTORNEY AS FINANCIAL ADVOCATE OR GUARDIANSHIP
- \_\_\_\_ DURABLE POWER OF ATTORNEY AS MEDICAL ADVOCATE OR HEALTH CARE SURROGATE
- \_\_\_\_ LIVING WILL (IF APPLICABLE)
- \_\_\_\_ DNR (IF APPLICABLE)
- PROOF OF FLORIDA RESIDENCY (i.e. COPY OF FL ID, DRIVERS LICENSE, OR VOTER ID CARD)
- \_\_\_\_ MEDICARE CARD (copy of FRONT and BACK of card)
- \_\_\_\_\_ SOCIAL SECURITY CARD (copy of FRONT and BACK of card)
- \_\_\_\_OTHER MEDICAL INSURANCE CARDS (copy of FRONT and BACK of card) (IF APPLICABLE)
- \_\_\_\_ BIRTH CERTIFICATE
- \_\_\_\_ MARRIAGE LICENSE (IF APPLICABLE)

#### FINANCIAL INFORMATION REQUIRED

Proof of all income is required to determine Cost of Care

#### TO DETERMINE COST OF CARE FOR ANY VETERAN WITH A SERVICE CONNECTED DISABILITY OF LESS THAN 70% PLEASE PROVIDE THE FOLLOWING:

- □Yes □No Does the veteran have a service connected disability less than 70%? If yes, please provide a copy of the veteran's current VA Summary of Benefits.
- □Yes □No Does the veteran currently receive Social Security benefits? If yes, please provide a copy of the veteran's most recent Social Security Benefit Letter (not the Social Security tax statement)
- ☐ Yes ☐ No Does the veteran currently receive Aid & Attendance? If yes, please provide a copy of the veteran's most recent Aid & Attendance Benefit Letter.
- $\Box$  Yes  $\Box$  No Does the veteran receive a pension? If yes, please provide a copy of the veteran's most recent pension statement.
- □Yes □No Does the veteran have any investment accounts or received a Required Minimum Distribution? If yes, please provide copies of the most recent 3 months statements for each account. Please include ALL pages of each statement.
- $\Box$  Yes  $\Box$  No Does the veteran receive any income from rental property? If yes, please provide a copy of the current rental agreement for each property.
- □Yes □No Does the veteran currently have a Medicare supplemental insurance? If yes, please provide a copy of the veteran's most recent statement from the supplemental insurance company that states the cost of the monthly premium for the Medicare supplemental insurance.
- □Yes □No Does the veteran have any bank accounts (savings, checking)? If yes, please provide copies of the most recent 3 months statements for each account. Please include ALL pages of each statement and make sure the veteran's name is printed on each statement. Some statements printed from a home computer do not have the veteran's name.
- □Yes □No Did the veteran file a tax return for the last year? If yes, please provide a copy of the tax return. If the veteran did not file or will not file for the most recent year, please complete the **INCOME TAX STATEMENT** form (page 23 of application packet). If the resident completed a tax return and needs to request a copy form the IRS, please complete the **REQUEST FOR COPY OF TAX RETURN**.



#### Honoring those who served U.S.

## STATE OF FLORIDA DEPARTMENT OF VETERANS' AFFAIRS STATE VETERANS NURSING HOME PROGRAM



#### **APPLICATION FOR ADMISSION**

NO INDIVIDUAL WILL, ON THE GROUNDS OF RACE, COLOR, RELIGIOUS BELIEFS, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, OR NATIONAL ORIGIN, BE DENIED ADMISSION, CARE OR ANY OTHER BENEFIT PROVIDED BY THE STATE HOME

#### INSTRUCTIONS

a) Print or type and answer all items. PAGE 2 MUST BE NOTARIZED

b) Individuals must meet the criteria required by the U.S. Department of Veterans Affairs for veteran status.

c) Must be resident of Florida immediately preceding this application.

d) Must be in need of institutional long term health care services.

#### A. PERSONAL INFORMATION

VETERAN'S LAST NAME	FIRST NAME	MIDDLE NAME	*SOCIAL SECUR	ITY # VA CLAIM #	
SPOUSE NAME:	SPOUSE'S SSN/DATE OF BIRTH VETERAN'S MEDICARE #				
MAILING ADDRESS:		 Zip Code nber:			
RESIDENCE ADDRESS: (if different)		_ Zip Code ıber:		Spouse Address (if different)	
PLACE OF RESIDENCE:		Hosp		Nursing Home	
PHONE NUMBERS	Home:	Home D Boar Work:		Other	
Date of Birth	Birthplace		Sex: Male	□ Female □	
Marital Status: Single $\Box$	Married  Se	parated Dive	orced  Widow	ed 🗆	
Date of Marriage:			e of Divorce:		
Have you been a patient or r					
YES $\Box$ NO $\Box$	1	Name of Facility:			
Harra man haan tuaatad in a I					
Have you been treated in a r	rederat VA facility befor				
Have you ever been convict	ed of a Felony? Yes $\Box$		-		
B. MILITARY INFORM				<b>APERS (DD-214)</b>	
BRANCH OF SERVICE			DATE DISCHARGED	CHARACTER OF SERVICE	

\*The State of Florida Department of Veterans' Affairs (FDVA) is asking you to provide your Social Security Number. If you give FDVA your Social Security Number, we will use it to verify honorable Veteran status, for billing purposes or for other purposes as authorized or required by law. The information you supply may be verified through a computer-matching program. FDVA may disclose the information you put on this form as permitted by law. You do not have to provide the information to FDVA, but if you do not, we will be unable to process your application for admission and serve your medical needs.

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#### C. GROSS MONTHLY INCOME INFORMATION

MONTHLY INCOME	APPLICANT	SPOUSE		
MONTHET INCOME	Gross Net	Gross Net		
VA Pension/VA Compensation				
Social Security				
U.S. Civil Service				
U.S. Railroad Retirement				
Military Retirement				
Employment				
Other Retirement, or Income	ASSET VALUE/MONTHLY INCOME	ASSET VALUE/MONTHLY INCOME		
Source:				
Attach extra page if more space is needed				
<b>D.</b> Legal Representative for Health Care a	nd Financial Authority:			
Provide name, address, and phone numbe	r of designated authority			
Name:				
Address:				
•	Phone number:			
THIS SECTION MUST	<u>BE SIGNED BY THE VETERAN OR D</u>	POA AND NOTARIZED		
<b>E. AFFIDAVIT</b> : I am applying for admission to the State Veterans Nursing Home. I have been a resident of the State of Florida immediately preceding the date of this application. All of the statements on this application are true and complete to the best of my knowledge. If admitted, I understand that all of my income, regardless of source, may be contributed toward the cost of my care. I will be allowed to retain \$105.00 for my own personal use. If my income is above the calculated cost of care, I will be required to pay the full amount. I agree to follow the rules of conduct and policies and procedures of the Department of Veterans' Affairs and the State Veterans' Nursing Home. I AGREE TO APPLY FOR ALL FINANCIAL ASSISTANCE AVAILABLE TO ME INCLUDING MEDICAID. I agree to the release of all medical and financial information needed to complete this application process.				
Applicant's Signature, or person authorized	ed to sign for applicant	Date signed		
	HISDAY OFYEAR_			
NOTARY PUBLIC		OR TYPE OF ID)		
COUNTYSTATE	(PERSONALLY KNOWN	OR TYPE OF ID)		

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## **APPLICATION FOR BENEFITS VA FORM 10-10-EZ**

OMB Approved No. 2900-0091 Estimated Burden Avg. 30 min.

Department of Veterans Affairs APPLICATION FOR HEALTH BENEFITS											
	SECTION I - GENERAL INFORMATION										
Federal law provides criminal penalties, including a fine and/or imprisonment for up to 5 years, for concealing a material fact or making a materially false statement. (See 18 U.S.C. 1001)											
1A. VETERAN'S NAME (Last, First, Middle Name)       1B. PREFERRED NAME       2. MOTHER'S MAIDEN NAME											
3A. BIRTH SEX 3B. SELF-IDENTIFIED GENDER IDENTITY MALE MALE FEMALE FEMALE	4. ARE YOU HISPANIC YES	J SPANISH, C,OR LATINO?						URITY	NO.		
7. VA CLAIM NUMBER     8A. DATE OF BIRTH (mm/dd/yyyy)     8B. PLACE OF BIRTH (City and State)     9. RELIGION											
10A. PERMANENT ADDRESS (Street)		10B. CITY				10C. STATE	10D. ZIP C	ODE	10E.COUNTY		
10F. HOME TELEPHONE NO. (Include area c	ode) 10G	. MOBILE TELEF	PHONE	NO. (In	clude d	<i>rrea code)</i> 10H	I. E-MAIL ADI	DRESS			
11A. RESIDENTIAL ADDRESS (Street)		11B. CITY				11C. STATE	11D. ZIP C	ODE	11E.COUNTY		
12. TYPE OF BENEFIT(S) APPLYING FOR (You may check more than one)		13. CURRE	ENT MAI	RTIAL S	STATUS	6					
ENROLLMENT/HEALTH SERVICES											
14A. NEXT OF KIN NAME	14B. NE	EXT OF KIN ADD	RESS				14	IC. NEX	T OF KIN RELATIONSH	IP	
14D. NEXT OF KIN TELEPHONE NO. (Include Area Code)	NEXT OF KI (Include Are	IN WORK TELEF ea Code)	PHONE	NO.	PR DE	OPERTY LEFT O	N PREMISES THE TIME O	UNDER	DSSESSION OF YOUR VA CONTROL AFTER H ( <i>Note: This does not</i>	YOUR	
16. I AM ENROLLING TO OBTAIN MINIMUM ESSENTIAL COVERAGE UNDER THE AFFORDABLE CARE ACT		H VA MEDICAL ( sting of facilities				IENT CLINIC DO <u>ectory</u> )	YOU PREFE	R? 1	8. WOULD YOU LIKE F CONTACT YOU TO YOUR FIRST APPO	SCHED	ULE
	s	SECTION II - M	IILITAF	RY SEF	RVICE	INFORMATION	ı				
1A. LAST BRANCH OF SERVICE		1B. LAST ENTRY	Y DATE			1C. FUTURE DIS	CHARGE DA	ATE	1D. LAST DISCHARGI	DATE	
1E. DISCHARGE TYPE	I				I		1F. MIL	ITARY S	ERVICE NUMBER		
2. MILITARY HISTORY (Check yes or no)			YES	NO						YES	NO
A. ARE YOU A PURPLE HEART AWARD REC	IPIENT?				G. D	O YOU HAVE A V	A SERVICE-C	ONNEC	TED RATING?		
B. ARE YOU A FORMER PRISONER OF WAR	??				16	"YES", WHAT IS	YOUR RATE	D PERC	ENTAGE %		
C. DID YOU SERVE IN A COMBAT THEATER 11/11/1998?	OF OPERAT	TIONS AFTER									
D. WERE YOU DISCHARGED OR RETIRED FROM MILITARY FOR A DISABILITY INCURRED IN THE LINE OF DUTY?											
E. ARE YOU RECEIVING DISABILITY RETIRE VA COMPENSATION?	EMENT PAY I	INSTEAD OF				O YOU RECEIVE REATMENTS WHI					
F. DID YOU SERVE IN SW ASIA DURING THE AUGUST 2, 1990 AND NOVEMBER 11, 199		BETWEEN			CA	D YOU SERVE O MP LEJEUNE FR CEMBER 31, 198	ROM AUGUST		EAST 30 DAYS AT THROUGH		
VA Form 10-10 EZ APR 2017	PREV	IOUS EDITIO	NS OF	THIS		M ARE NOT TO		)	Page 1		

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APPLICATION FOR HE		BENEFITS	S VETER	AN'S NAME (Las	t, First, Middle)		SO	CIAL SECURITY NUMBER
SECTION III - INSURANCE INFORMATION (Use a separate sheet for additional information)								
1. ENTER YOUR HEALTH INSURANCE	COMPANY	NAME, ADDRESS	S AND TELE	PHONE NUMBEF	R (include coverage th	ough spous	e or other p	person)
2. NAME OF POLICY HOLDER	3. POLIC	CY NUMBER	4. GROUP	CODE	5. ARE YOU ELIGIBLE FOR MEDICAID?	НО НО 6В. ЕFF	SPITAL INS	ROLLED IN MEDICARE SURANCE PART A?   NO ATE
SECTIO	ON IV - DE	PENDENT INFO	ORMATION	(Use a separa	te sheet for additio	`		
1. SPOUSE'S NAME (Last, First, Middle	e Name)			2. CHILD'S N	AME (Last, First, Mid	dle Name)		
1A. SPOUSE'S SOCIAL SECURITY NUN	1BER			2A. CHILD'S	DATE OF BIRTH (mm)	/dd/yyyy)	2B. CHILI	D'S SOCIAL SECURITY NO.
1B. SPOUSE'S DATE OF BIRTH (mm/dd/yyyy)		E SELF-IDENTIFIE R IDENTITY	D	2C. DATE CH	HILD BECAME YOUR I	DEPENDEN	T (mm/dd/y	<i>yyy)</i>
1D. DATE OF MARRIAGE (mm/dd/yyyy)				2D. CHILD'S	RELATIONSHIP TO Y	_	one) PSON	STEPDAUGHTER
1E. SPOUSE'S ADDRESS AND TELEPHONE NUMBER (Street, City, State, ZIP if different from Veteran's)       2E. WAS CHILD PERMANENTLY AND TOTALLY DISABLED BEFORE THE AGE OF 18?         YES       NO         2F. IF CHILD IS BETWEEN 18 AND 23 YEARS OF AGE, DID CHILD ATTEND SCHOOL LAST CALENDAR YEAR?         YES       NO         3. IF YOUR SPOUSE OR DEPENDENT CHILD DID NOT LIVE WITH YOU LAST YEAR, DID YOU PROVIDE SUPPORT?       2G. EXPENSES PAID BY YOUR DEPENDENT CHILD FOR COLLEGE, VOCATIONAL REHABILITATION OR TRAINING (e.g., tuition, books, materials)								
		SECTIO	N V - EMPI					
1A. VETERAN'S EMPLOYMENT STATU	S (Check or	ne).			1B. DATE O	F RETIREME	ENT	
	ME		OYED					
1C. COMPANY NAME. (Complete if employed or retired)		1D. COMPANY (Complete i		or retired -Street,	City, State, ZIP)		(Comp	PANY PHONE NUMBER olete if employed or retired) de area code)
SECTION VI - PREVIOU	S CALENI			AL INCOME OF		SE AND D	EPENDEN	IT CHILDREN
GROSS ANNUAL INCOME FROM EI etc.) EXCLUDING INCOME FROM YC BUSINESS     2. NET INCOME FROM YOUR FARM, R	UR FARM,	RANCH, PROPER	RTY OR \$	VETER/	AN \$\$	SPOUSE	:	CHILD 1 \$ \$
3. LIST OTHER INCOME AMOUNTS (e.g., Social Security, compensation, pension interest, dividends) EXCLUDING WELFARE.				\$			\$	
SECTION VII - PREVIOUS CALENDAR YEAR DEDUCTIBLE EXPENSES								
1. TOTAL NON-REIMBURSED MEDICA Medicare, health insurance, hospital								\$
2. AMOUNT YOU PAID LAST CALENDAR YEAR FOR FUNERAL AND BURIAL EXPENSES (INCLUDING PREPAID BURIAL EXPENSES) FOR YOUR DECEASED SPOUSE OR DEPENDENT CHILD ( <i>Also enter spouse or child's information in Section VI.</i> )					ENSES)	\$		
3. AMOUNT YOU PAID LAST CALENDA fees, materials) DO NOT LIST YOUR					TIONAL EXPENSES (	e.g., tuition,	books,	\$
VA Form 10-10 EZ APR 2017	Р	REVIOUS EDI	TIONS OF	THIS FORM A	ARE NOT TO BE U	ISED	Pa	age 2

#### **APPLICATION FOR HEALTH BENEFITS**

Continued

#### SECTION VII - CONSENT TO COPAYS AND TO RECEIVE COMMUNICATIONS

VETERAN'S NAME (Last, First, Middle)

By submitting this application you are agreeing to pay the applicable VA copays for treatment or services of your NSC conditions as required by law. You also agree to receive communications from VA to your supplied email or mobile number.

#### ASSIGNMENT OF BENEFITS

I understand that pursuant to 38 U.S.C. Section 1729 and 42 U.S.C. 2651, the Department of Veterans Affairs (VA) is authorized to recover or collect from my health plan (HP) or any other legally responsible third party for the reasonable charges of nonservice-connected VA medical care or services furnished or provided to me. I hereby authorize payment directly to VA from any HP under which I am covered (including coverage provided under my spouse's HP) that is responsible for payment of the charges for my medical care, including benefits otherwise payable to me or my spouse. Furthermore, I hereby assign to the VA any claim I may have against any person or entity who is or may be legally responsible for the payment of the cost of medical services provided to me by the VA. I understand that this assignment shall not limit or prejudice my right to recover for my own benefit any amount in excess of the cost of medical services provided to me by the VA or any other amount to which I may be entitled. I hereby appoint the Attorney General of the United States and the Secretary of Veterans' Affairs and their designees as my Attorneys-in-fact to take all necessary and appropriate actions in order to recover and receive all or part of the amount herein assigned. I hereby authorize the VA to disclose, to my attorney and to any third party or administrative agency who may be responsible for payment of the cost of medical services provided to me, information from my medical records as necessary to verify my claim. Further, I hereby authorize any such third party or administrative agency to disclose to the VA any information regarding my claim.

ALL APPLICANTS MUST SIGN AND DATE THIS FORM. REFER TO INSTRUCTIONS WHICH DEFINE WHO CAN SIGN ON BEHALF OF THE VETERAN.

#### SIGNATURE OF APPLICANT

(Sign in ink)

VA Form 10-10 EZ APR 2017

PREVIOUS EDITIONS OF THIS FORM ARE NOT TO BE USED

Page 3

SOCIAL SECURITY NUMBER

DATE

#### APPOINTMENT OF VETERANS SERVICE ORGANIZATION AS CLAIMANT'S REPRESENTATIVE

				OMB Control No. 2900-0321 Respondent Burden: 5 minutes Expiration Date: 08/31/2018		
Department of Veterans Affairs	/	AS CLAIMANT'S	REPRESENT			
Note - If you would prefer to have an individual assist you with your claim, you may use VA Form 21-22a, " Appointment of Individual as Claimant's Representative." VA Forms are available at <u>www.va.gov/vaforms</u> .						
IMPORTANT - PLEASE READ THE PRIVACY ACT AND	RESPONDENT BURI	DEN ON REVERSE BEI	FORE COMPLETING	THE FORM		
1. LAST-FIRST-MIDDLE NAME OF VETERAN		2. VA FILE NUME	BER (Include prefix)			
3A. NAME OF SERVICE ORGANIZATION RECOGNIZED BY TH	E DEPARTMENT OF VE	TERANS AFFAIRS (See 1	ist on reverse side before	selecting organization)		
3B. NAME AND JOB TITLE OF OFFICIAL REPRESENTATIVE A organization and does not indicate the designation of only to	CTING ON BEHALF OF 1 his specific individual to	THE ORGANIZATION NA act on behalf of the orgo	MED IN ITEM 3A (Thi: mization)	s is an appointment of the entire		
3C. EMAIL ADDRESS OF THE ORGANIZATION NAMED IN ITEM	M 3A					
INSTRUC	TIONS - TYPE OF	R PRINT ALL ENT	RIES			
4. SOCIAL SECURITY NUMBER (OR SERVICE NUMBER, IF NO			IUMBER(S) (Include let	ter prefix)		
6. NAME OF CLAIMANT (If other than veteran)		7. RELATIONSHI	P TO VETERAN			
8. ADDRESS OF CLAIMANT (No. and street or nural route, city or P.C	)., State and ZIP Code)	9. CLAIM	ANT'S TELEPHONE N	UMBERS (Include Area Code)		
		A. DAYTIME		B. EVENING		
		10. EMAIL ADDRE	ESS (If applicable)			
12. AUTHORIZATION FOR REPRESENTATIVE'S ACCE		11. DATE OF THIS				
treatment for drug abuse, alcoholism or alcohol abuse, infection I authorize the VA facility having custody of my VA claim drug abuse, alcoholism or alcohol abuse, infection with the service organization representative, other than to VA or the authorization will remain in effect until the earlier of the full the appointment of the service organization named above,	mant records to disclose he human immunodefici he Court of Appeals for following events: (1) I re either by explicit revoca	to the service organizati iency virus (HIV), or sic r Veterans Claims, is no woke this authorization b tion or the appointment of	on named in Item 3A kle cell anemia. Redi t authorized without r by filing a written revo of another representati	all treatment records relating to sclosure of these records by my my further written consent. This ocation with VA; or (2) I revoke		
<ol> <li>LIMITATION OF CONSENT - I authorize disclosure of rec</li> </ol>	ords related to treatment	t for all conditions listed	in Item 12 except:			
	IFECTION WITH THE HI	JMAN IMMUNODEFICIE	NCY VIRUS (HIV)			
14. AUTHORIZATION TO CHANGE CLAIMANT'S ADDR	ESS - By checking the b	ox below, I authorize the	e organization named i	in Item 3A to act on my behalf		
to change my address in my VA records. I authorize any official representative of the organization in not extend to any other organization without my further w a written revocation with VA; or (2) I appoint another reporganization named in Item 3A is not my appointed fiduci	ritten consent. This auth presentative, or (3) I hav	orization will remain in (	effect until the earlier	of the following events: (1) I file		
I, the claimant named in Items 1 or 6, hereby appoint the service organization named in Item 3A as my representative to prepare, present and prosecute my claim(s) for any and all benefits from the Department of Veterans Affairs (VA) based on the service of the veteran named in Item 1. I authorize VA to release any and all of my records, to include disclosure of my Federal tax information (other than as provided in Items 12 and 13), to my appointed service organization. I understand that my appointed representative will not charge any fee or compensation for service rendered pursuant to this appointment. I understand that the service organization I have appointed as my representative may revoke this appointment at any time, subject to 38 CFR 20.608. Additionally, in some cases a veteran's income is developed because a match with the Internal Revenue Service necessitated income verification. In such cases, the assignment of the service organization as the veteran's representative is valid for only five years from the date the claimant signs this form for purposes restricted to the verification match. Signed and accepted subject to the foregoing conditions.						
THIS POWER OF ATTORNEY DO	ES NOT REQUIR		SEFORE A NOT	ARY PUBLIC		
15. SIGNATURE OF VETERAN OR CLAIMANT (Do Not Print)			16. DATE SIGNED			
17. SIGNATURE OF VETERANS SERVICE ORGANIZATION REP	RESENTATIVE NAMED	IN ITEM 3B (Do Not Print)	18. DATE SIGNED			
VA COPY OF VA FORM 21-22 SENT TO: USE VR&E FILEEDU FILE ONLYLG FILEINSURANCE FILE	DATE SENT	ACKNOWLEDGED (Date)	REVOKED (Reason an	d date)		
NOTE: As long as this appointment is in effect, the org						
presentation and prosecution of your claim before the D VA FORM 24.22	epartment of Veterans PERSEDES VA FORM 2		with your claim or	any portion thereof.		
	HICH WILL NOT BE USE			•		



Glenn W. Sutphin Jr. Executive Director Connie Tolley Division Director Gray Kilpatrick Administrator

## State of Florida DEPARTMENT OF VETERANS' AFFAIRS Emory L. Bennett Veteran's Nursing Home

1920 Mason Ave. Daytona Beach, FL 32117 Phone: (386) 274-3460 Fax: (386) 274-3487 www.floridavets.org Rick Scott Governor Pam Bondi Attorney General Jimmy Patronis Chief Financial Officer Adam Putnam Commissioner of Agriculture

## FINANCIAL INFORMATION RELEASE

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

To Whom It May Concern:

I hereby grant permission and authorize any bank, building association, employer, insurance company, real estate company, government agency or any financial institution of any kind or character to disclose to any agent of the Florida Department of Veterans' Affairs full information as to my bank accounts, earnings, insurance policies, property or benefits for the time period listed below.

This release is valid from Admission to Discharge.

Applicant's signature or person authorized to sign for the applicant:

	Veteran o	or DPOA
SUBSCRIBED AND SWORN TO ME THISD	AY OF	YEAR
NOTARY PUBLIC		
COUNTYSTATE		
Name(s) on Account:		
Documents Requested:		
Signed:		
Florida Department of Veterans' Affairs		



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## MEDICAL RECORDS AND HEALTH INFORMATION RELEASE

I, authorize,	(Name of facility making disclosure) to disclose to
at (Name of person and/or facility to which disclosure is to be made)	(Address of person or facility)
the above individual's health information as des	cribed below.

The purpose of the disclosure is to \_\_\_\_\_

Note: Records may be shared with other Florida State Veterans' Homes for placement and/or continuum of care.

#### Initial below for release of information

<u>1</u>. The undersigned hereby authorizes the release of copies of all medical records included but not limited to the following:

Physician's orders Discharge summary History & physical X-ray/Lab/EKG reports MDS Physician's progress notes Nursing notes Care plans Medication list Dietary notes Activity notes Social Services assessment

Consultations-specify: \_\_\_\_\_\_Other-specify:

2. I understand and hereby authorize the release of information in my medical record, which may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV).

\_\_\_\_\_\_ 3. I understand and hereby authorize the release of information in my medical record, which may also include information about behavioral or mental health services and treatment for alcohol and drug abuse. (Note: Release of psychiatric or substance abuse progress notes require a separate authorization.)

I understand that I have a right to revoke this authorization at any time. I understand that if I revoke the authorization I must do so in writing and present my written revocation to the health information management department.

I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. Unless otherwise revoked, this authorization will expire if my application is denied, or if accepted, upon my permanent transfer or discharge from the facility.

I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to obtain treatment. I understand the potential for the information disclosed pursuant to this authorization may be subject to redisclosure by the recipient, and may no longer be protected by the Federal privacy laws

Signature of Resident or Legal Representative	Date	
If signed by Legal Representative, relationship to Resident	Date	
Signature of Witness	Date	

## **VETERAN'S CONTACT INFORMATION**

Veteran's Name:		
Does the veteran live:		
$\Box$ At home		
$\Box$ In an Assisted Living Facility N	ame of facility:	
$\Box$ In a Skilled Nursing Facility Na	ame of facility:	
Street Address:		
City, State, & Zip Code:		
Telephone:		Fax:
Name of Mortuary/Funeral Home: Street Address:		
City:		
Telephone Number:		-
EMERGENCY	CONTACT II	NFORMATION
Contact Name:		
Relationship to Veteran:		
Telephone:	Email:	

## FAMILY QUESTIONNAIRE

We request that you complete this form to the best of your ability in order to information to care for your loved one. Our sincere intent in asking you to which may help us to enhance the quality of his/her life to the greatest exter	answer these questi					
VETERAN'S NAME:	NICKNAME: _					
DATE OF BIRTH:/ AGE: PLACE	E OF BIRTH:					
CURRENT MARITAL STATUS: Single Married Wido	wed Divorced		d			
HIGHEST LEVEL OF EDUCATION COMPLETED:						
FORMER OCCUPATION(S):						
NAME OF DURABLE POWER OF ATTORNEY (DPOA) or GUA	ARDIAN:					
WHAT IS THE RELATIONSHIP OF DPOA OR GUARDIAN TO	THE VETERAN	?				
NAME(S) OF CHILDREN OR OTHER RELATIVES RELATIONSHIP (CHOOSE ONE)						
	DISTANT	□POOR	□GOOD			
		□POOR	GOOD			
	DISTANT	□POOR	□GOOD			
	DISTANT	□POOR	□GOOD			
WITH WHOM DOES THE VETERAN HAVE THE BEST RELAT	TIONSHIP?					
WHY?						
PRIOR LIVING SITUATION (HOME, ANOTHER FACILITY, LI	VING WITH FAI	MILY MEMBE	ER):			
ADMITTED TO STATE VETERANS' HOME FROM:						
DOES THE VETERAN HAVE A MEMORY PROBLEM?	$\Box$ YES	□ NO				
HOW LONG HAS THE VETERAN HAD A MEMORY PROBLEM	$\frac{1}{2} \frac{1}{5} \frac{1}{2} \frac{1}$	R MORE				
WAS THE ONSET OF THE PROBLEM:	□ GRADUAL					
HAVE THERE BEEN ANY CHANGES IN THE VETERAN'S MO MONTHS (I.E., FALLING, INCREASED CONFUSION, MOOD ( NO VES, EXPLAIN:	CHANGES)?		AST 6 -			
DOES THE VETERAN HAVE A HISTORY OF PSYCHIATRIC F DEPRESSION, NEEDED PSYCHIATRIC HOSPITALIZATION, N	· · ·					

#### MOOD AND BEHAVIOR

Check ( $$	) all behaviors that apply and check ( $$ ) the appropriate code number.				
Codes: $1 =$ Behavior occurs less than daily					
	2 = Behavior occurs daily or more frequently				
		1	2		
	Wandering				
	Continuous pacing				
	Repetitive behaviors (words, actions)				
	Withdrawn/depressed (long periods of time inactive)				
	Appears anxious, worried				
	Crying, tearful				
	Comments about death of self or others				
	Sleep disturbances (insomnia or frequent napping)				
	Mood swings (sudden changes in mood)				
	Over-eating				
	Under-eating				
	Clinging (to caregiver, can't leave sight)/needs reassurance				
	Verbally abusive (curses, screams, threatens)				
	Physically abusive (strikes out, grabs)				
	Rummaging or hording (goes through garbage or hides things)				
	Inappropriate toileting habits				
	Inappropriate sexual behavior				
	Sun-downing behavior (difficult behaviors or increased confusion				
	occurs in late afternoon)				
	Hallucinations (hears or sees things that are not there)				
	Delusions (tells stories that are not fact based)				
	Suspiciousness, paranoia				
	Resistant to care, stiffening, rigidity, refusal				
	Repetitive verbalizations or behaviors				
	Catastrophic reactions (overacts to stressful situations)				

#### DOES THE VETERAN HAVE A HISTORY OF: SMOKING 🛛 YES 🗆 NO 🗆 UNKNOWN

#### (IF YES, SPECIFY CIGARETTES, CIGARS, PIPE, ETC., AND AVERAGE DAILY USE:

ALCOHOL USE	$\Box$ YES	$\Box$ NO	□ UNKNOWN	

EXPLAIN:

DRUG USE □ YES □ NO □ UNKNOWN IF YES, SPECIFY TYPE AND QUANTITY: \_\_\_\_\_

#### DESCRIBE BEHAVIOR OF THE VETERAN THAT REFLECTS THEIR:

(A) ANGER: \_\_\_\_\_

(B) DEPRESSION/SADNESS: \_\_\_\_\_

WHAT TRAUMATIC EVENTS HAS THE VETERAN EXPERIENCED IN THE PAST 10 YEARS (I.E. DEATH OF A LOVED ONE, DIAGNOSED WITH TERMINAL ILLNESS, ETC.) AND HOW DID HE/SHE HANDLE THIS? WHAT COPING SKILLS OR RESOURCES DID THEY UTILIZE (I.E. HELP FROM FAMILY, FRIENDS, COMMUNITY SUPPORT, SPIRITUAL FAITH, ETC.)? WHAT IS AN EFFECTIVE INTERVENTION THAT OUR STAFF MIGHT USE DURING DIFFICULT TIMES?

IS THERE A PARTICULAR ANNIVERSARY, HOLIDAY, EVENT OF THE PAST OR SITUATION THAT MAY TRIGGER SADNESS, WITHDRAWAL, AGITATION, OR IN ANY WAY AFFECT THEIR BEHAVIOR IN THEIR NEW ENVIRONMENT?

IDENTIFY A PLEASANT/FUN ACTIVITY FOR THE VETERAN WHICH COULD BE IMPLEMENTED RIGHT NOW (I.E. SINGING A FAVORITE SONG, WATCHING SPECIAL TV PROGRAM, LISTENING TO HYMNS, ETC.).

## WHAT METHOD OF REINFORCEMENT IS THE MOST SATISFYING FOR THE VETERAN? (IE: SOCIAL, TOUCHING, HUGGING, PATS ON THE BACK, PRAISE, COMPLIMENT)

TANGIBLE—PRIZES, FOOD, ETC: \_\_\_\_\_

IN YOUR OPINION, HOW WILL THE VETERAN ADJUST/ADAPT TO LIFE IN THIS FACILITY?

WHAT CAN OUR STAFF DO TO MAKE THIS TRANSITION EASIER FOR THEM?

IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT THIS PERSON?

#### PERSONAL INFORMATION TO INDIVIDUALIZE CARE

#### 1. WHAT TYPE OF LEISURE ACTIVITIES HAS YOUR RELATIVE ENJOYED IN THE PAST 6 MONTHS?

2. WHAT TYPE OF LEISURE ACTIVITIES CAN/DOES YOUR FAMILY MEMBER STILL ENJOY DOING?

3.	ARE THERE SITUATION	ONS THAT UPSET YOUR RELATI	VE?
	$\Box$ CAR RIDES	□ BEING ALONE	UNFAMILIAR SURROUNDINGS
	DEMANDS (PERSO	NAL CARE)	HED
	$\Box$ OTHER:		

4. DO YOU HAVE APPROACHES YOU USE TO HELP CALM YOUR RELATIVE? □ HUMOR □ AFFECTION □ FOOD (SNACK) □ GOING FOR A WALK 8.

- 5. DOES YOUR RELATIVE EXPERIENCE ROUTINE OR OCCASIONAL DISCOMFORT DUE TO PHYSICAL CONDITIONS (HEADACHES, JOINT PAIN, ETC.)?
- 6. CLUES THAT MAY INDICATE YOUR RELATIVE IS EXPERIENCING PAIN OR ILLNESS (VERBAL OR NON-VERBAL).
- 7. ARE THERE LIFE EXPERIENCES OR ACCOMPLISHMENTS YOUR RELATIVE ENJOYS RECALLING?

CHILDHOOD
MIDDLE YEARS
RETIREMENT
WERE THERE UNPLEASANT OR SENSITIVE LIFE EXPERIENCES WHICH THE VETERAN STILL RECALLS AND WHICH STAFF NEEDS TO BE AWARE? PLEASE INDICATE HOW TO RESPOND.
CHILDHOOD
MIDDLE YEARS
RETIREMENT
Signature of individual completing this form:
Relationship to Veteran: Date:

## CUSTOMARY ROUTINES

#### VETERAN'S NAME:

#### **Cycle of Daily Events (Check all that apply)**

- $\Box$  Stays up late at night (after 9 PM)
- $\Box$  Goes out 1+days a week
- $\Box$  Spends most of time alone/watching TV
- $\Box$  Moves independently indoors
- $\Box$  Use of tobacco products at least daily
- $\Box$  Use of OTC drugs at least daily

#### **Eating Patterns (Check all that apply)**

- $\Box$  Distinct food preferences
- $\Box$  Eats between meals all or most days
- □ Diet Restrictions
- □ Eating disorders (bulimia, anorexia)
- $\Box$  Hoards food

#### **ADL Patterns (Check all that apply)**

- $\Box$  In bed clothes much of the day
- $\Box$  Wakens to toilet all or most nights
- $\Box$  Has irregular bowel movement pattern
- $\Box$  Showers for bathing
- □ Baths in PM

#### **Involvement Patterns (Check all that apply)**

- $\Box$  Finds strength in faith
- □ Daily animal companion presence
- $\Box$  Involved in group activities
- $\Box$  Loner, prefers seclusion
- □ Territorial, draws boundaries

#### **Bed Mobility and Transfer (Check only one)**

- Applicant is independent with getting in and out of bed
- Applicant needs one person to assist getting in and out of bed
- Applicant needs two people to assist getting in and out of bed

#### Eating (Check only one)

- Applicant is independent when eating, and needs no assistance
- Applicant needs some assistance with eating (set-up of food, cueing)
- $\Box$  Applicant needs to be fed

Does resident have a history of dysphagia?  $\Box$  No  $\Box$  Yes If so, explain: \_\_\_\_\_

Is resident on a special diet involving variance in food and liquid consistency?  $\Box$ No  $\Box$ Yes If so, explain: \_\_\_\_\_

- $\Box$  Early riser (before 7 AM)
- □ Frequent insomnia/other sleep disruptions
- □ Naps regularly during day (at least one hour)

 $\Box$  Stays busy with hobbies, reading or fixed daily routine

- □ Ignores dietary precautions
- □ Skips Meals
- $\Box$  Prefers sweets
- $\Box$  Use of alcoholic beverages at least weekly
- $\Box$  Practices good hygiene
- $\Box$  Prefers grooming in AM
- $\Box$  Reluctant to change clothing
- ☐ Fear of water
- $\Box$  Many friends and companions
- $\Box$  Visits per phone
- $\Box$  Daily close contacts with relatives or friends
- Usually attends church, temple, etc. (TV Services)

## PERSONAL PROFILE / RESIDENT INFORMATION

Veteran's Name:	Date of Birth:			
Birthplace:	Primary Language:			
DIRECTIONS: Please provide a Social History of Applicant from birth to present that includes but not limited to the following:				
Family History- List of Siblings in birth order	r, Parents names with relationships and experiences.			
Parent's Occupations				
Family Pets				
Mental Health History				
Number of Marriages, Children, Etc.				
Things Loved and Hated				
Former Lifetime Occupations				
Places Traveled				
Foods Liked and Disliked				
Musical Tastes				
Hobbies				
Clubs and Organizations belonged to				
Church Preferences and Holidays Celebrated				
· · · · · ·	and Awards received in life)			
Highest Level of Education				
Personality				
Traumas and/or Tragedies in Life				

### ASSISTIVE DEVICES USED FOR DAY-TO-DAY FUNCTIONING OR MOBILITY/WALKING

Please check below for any applicable assistive devices used for day-to-day functioning or mobility/walking:

- □ Glasses
- □ Hearing Aids
- □ Dentures

□ Cane

- $\Box$  Artificial limbs
- □ Crutches
- □ Walker

□ Wheelchair

□ Motorized Conveyance

 $\Box$  Wheel chair cushion,

Who Provided?

□ Other: \_\_\_\_\_

Please describe any checked items above in detail, and explain how long they have been in use:

How many feet has the applicant been able to walk in the last 60 days (with or without assistive device(s))?

Does the applicant have a history of falls or balance issues in the last year?  $\Box$  No  $\Box$  Yes If so, please describe history.

Has the applicant received any physical, occupational, or speech therapy in the past?  $\Box$  No  $\Box$ Yes If so, please describe history.

Name of Applicant: \_\_\_\_\_

Name and Phone Number of Contact:

Date:

Note: ALL MOTORIZED/ELECTRICAL EQUIPMENT MUST BE CERTIFIED BY OUR MAINTANANCE DEPARTMENT BEFORE BEING PLACED IN RESIDENT'S ROOM.

Individual Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_



Glenn W. Sutphin Jr. Executive Director Connie Tolley Division Director Gray Kilpatrick Administrator

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## **INCOME TAX STATEMENT FORM**

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

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

This is to certify that the above named Veteran and applicant for admission did not file Federal Taxes for the preceding year(s) of

Reason Federal Taxes not filed:

Signature: \_\_\_\_\_

Relationship to Veteran:

## **REQUEST FOR COPY OF TAX RETURN**



#### Request for Transcript of Tax Return

Do not sign this form unless all applicable lines have been completed.

Request may be rejected if the form is incomplete or illegible.

OMB No. 1545-1872

-	For more informa	ation about Fo	orm 4506-T. vi	isit www.irs.o	ov/form4506t

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)			
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return			
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)				
4 Previous address shown on the last return filed if different from line 3	3 (see instructions)			

If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, 5 and telephone number.

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.

а	Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days			
b	Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days			
с	Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days			
7	Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days .			
8	Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days .			
Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.				
9	Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than f years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must erech quarter or tax period separately.			
Cautio	n: Do not sign this form unless all applicable lines have been completed.			

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.			Phone number of taxpayer on line 1a or 2a	
		Signature (see instructions)	Date	
Sign				
Here		Title (if line 1a above is a corporation, partnership, estate, or trust)	_	
	×			
	_	Spouse's signature	Date	
For P	rivacy.	Act and Paperwork Reduction Act Notice, see page 2.	Cat. No. 37667N	Form 4506-T (Rev. 7-2017)

Section references are to the internal Revenue Code unless otherwise noted.

#### Future Developments

For the latest information about Form 4506-T and its Instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

#### General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return Information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or cal 1-800-908-9946.

Where to file, Mall or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for Individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return

#### Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed on

individual return and lived in:	Mail or fax to:	
Alabama, Kentucky, Louislana, Mississippl, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301	
Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	855-587-9604	
Alaska, Artzona, Arkansas, California, Colorado, Hawali, Idaho, Ilinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93988 855-800-8105	
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missourt, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999	
Island, South Carolina, Vermont, Virginia, West Virginia	855-821-0094	

#### С

Chart for all other transcripts				
If you lived in or your business was in:	Mail or fax to:			
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, New Mexico, North Dakota, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145			
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia,	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 855-800-8015			

Line 1b. Enter your employer identification number (EIN) If your request relates to a business return. Otherwise, enter the first social security number (SSN) or your Individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than Individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an Individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax Information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing faise or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia. and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty. to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and Intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying assembling, and sending the form to the IRS, 20 min

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service

Tax Forms and Publications Division 1111 Constitution Ave. NW, IR-6526 Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.

#### MEDICAL CERTIFICATION MEDICAID LONG-TERM CARE AND PATIENT TRANSFER FORM

#### MEDICAL CERTIFICATION FOR MEDICAID LONG-TERM CARE SERVICES AND PATIENT TRANSFER FORM

*Patient Name:	*Last 4 SSN:	*DOB:	
*A. PATIENT INFORMATION	I. TRANSFERRED FROM		
*Gender: Male Female	Facility Name:		
*Hispanic Ethnicity: Yes No	Date:	Unit:	
*Race: White Black Other:	Phone:	Fax:	
*Language: English Other:	Discharge		
*B. SIGHT HEARING	Nurse:	Phone:	
Normal Impaired Deaf Normal Impaired Blind Hearing Aid I R	Admit Date:	Discharge Date: Discharge Time: AM_PM_	
_	Admit Time: AM PM J. TRANSFERRED TO	Discharge Time. AM_FM_	
C. DECISION MAKING CAPACITY (PATIENT) Capable to make healthcare decisions  Requires a surrogate			
*D. EMERGENCY CONTACT	Address 1:		
	Address 2:		
	Phone:	Fax:	
Phone: Phone:	K. PHYSICIAN CONTACTS	Fax.	
*E. MEDICAL CONDITION	Primary Care Name:		
*Primary diagnosis: *Other diagnoses:	Phone:		
Chief diagnoses.	Hospitalist Name:		
If Hospitalized:	Phone:		
Primary diagnosis at discharge:	L. TIME SENSITIVE CONDITION	IN SPECIFIC INFORMATION	
Reason for transfer:		nsfer / list last time administered	
Surgical procedures performed:	Script sent for controlled subst	ances (attached): 🗌 Yes 🗖 No	
F. INFECTION CONTROL ISSUES	Anticoagulants Date:	Time: AM PM	
PPD Status: Positive Negative Not known	Antibiotics Date:	Time: AM PM	
Screening date:	Insulin Date:	Time: AM D PM D	
Associated Infections/resistant organisms:	Other: Date:	Time: AM PM	
MRSA Site:	Has CHF diagnosis: 🗆 Yes 🗌	No	
VRE Site:	If yes; new/worsened CHF pres	ent on admission?	
ESBL Site:	□ Yes □ No		
MDRO Site:	Last echocardiogram: Date:	LVEF %	
C-Diff Site:	On a proton pump inhibitor?	Yes No	
Isolation Precautions: None	If yes, was it for: 🗖 In-hospital p		
Contact Droplet Airborne	discontinued	-	
*G. PATIENT RISK ALERTS	Specific diag	gnosis:	
■*None Known ■*Harm to self ■*Difficulty swallowing	On one or more antibiotics?	Yes 🛛 No	
Elopement "Harm to others "Seizures	If yes, specify reason(s):		
Pressure Ulcers Falls Other:	Any critical lab or diagnostic tes	t pending	
RESTRAINTS: _Yes D No	at the time of discharge?  Yes  No		
Types:	If yes, please list:		
Reasons for use:	M. PAIN ASSESSMENT:		
	Pain Level (between 0 - 10):	AM 🗖	
ALLERGIES: None Known Yes, List below:	Last administered: Date:	Time: PM	
	*N. FOLLOWING REPORTS A	TTACHED	
Latex Allergy: Yes No Dye Allergy/Reaction: Yes No	La ritysiolaris orders	Treatment Orders	
H. ADVANCE CARE PLANNING	Discharge Summary	Includes Wound Care	
Please ATTACH any relevant documentation:	Medication Reconciliation	Lab reports	
Advance Directive  Yes No	Discharge Medication List     PASRR Forms	□X-ray □EKG □CTScan □MRI	
Living Will I Yes No	Social and Behavioral Histor		
DO NOT Resuscitate (DNR)  Yes No			
DO NOT Intubate Ves No	*ALL MEDICATIONS: (MUST A	TACH LIST)	
DO NOT Hospitalize Ves No			
No Artificial Feeding  Yes No			
Hospice 🛛 Yes 🗆 No			

AHCA Form 5000-3008, (JUN 2016)

\_\_\_\_, incorporated by reference in Rule 59G-1.045, F.A.C.

\*Data required for Medicald

#### MEDICAL CERTIFICATION FOR MEDICAID LONG-TERM CARE SERVICES AND PATIENT TRANSFER FORM

*Patient Name:		*Last 4 SSN:	*DOB:	
O. VITAL SIGNS		T. SKIN CARE - STAGE &	ASSESSMENT	
Date: Time Taken:	AM D PM D		ressure Ulcers	
HT: FEET INCHES WT:			ndicate stage and location(s) of	
Temp: BP:	1		sions using corresponding number:	
HR: RR:	Sp02:	$+ (\lambda - 1) + (\lambda + 1)$		
*P. PATIENT HEALTH STATUS	Spuz.			
*Bladder: Continent Incontinent		4(1-1) + 4(1-1) + 4(1-1)		
Ostomy Catheter Type:date Inserted:		<b>4</b> (		
Foley Catheter: 🗆 Yes 🗆 No 🛛 If yes, data inserted:		1 /11/ /11/ 0	ist any other lesions or wounds:	
Indications for use:				
Urinary retention due to:		00 06		
Monitoring intake and output		*U. MENTAL / COGNITIVE	STATUS AT TRANSFER	
Skin Condition:		Alert, oriented, follows instructions		
Other:		Alert, disoriented, but can follow simple instructions		
Attempt to remove catheter made in hospital?  Yes No		Alert, discriented, and cannot follow simple instructions		
Date Removed:		Not Alert	,	
*Bowel: Continent Incontinent Ostomy		V. TREATMENT DEVICES		
Date of Last BM:			aod:	
Immunization status:		Heparin Lock - Date changed: IV / PICC / Portacath Access - Date inserted:		
Influenza:		Type:		
Pneumococcal:  Yes  No Date	c	Internal Cardiac Defibrillator		
*Q. NUTRITION / HYDRATION		Wound Vac		
*Dietary Instructions:		Other:		
Tube Feeding: G-tube J-tube PEG		Respiratory - Delivery Device: CPAP BiPAP		
Insertion Date:		Nebulizer      Other:      Nasal Cannula		
Supplements (type): TPN Other Supplements:		Mask: Type		
		Oxygen - liters:%	PRN Continuous	
Eating: Self Assistance Difficulty Swallowing		Trach Size:		
R. TREATMENTS AND FREQUENCY		Ventilator Settings:		
PT - Frequency:		□ Suction		
		W. PERSONAL ITEMS		
OT - Frequency:			Prosthetic Walker	
Speech - Frequency:			Cane Other	
Dialysis - Frequency:		_		
*S. PHYSICAL FUNCTION			Hearing Aids	
	*Transfer:	U L Partial		
Not ambulatory	Self	X. COMMENTS (Optional)		
Ambulates independently	Assistance	A. Commento (optional)		
Ambulates with assistance	1 Assistant     2 Assistants			
Ambulates with assistive device		4		
Devices: Wheelchair (type):	Weight-bearing: Left:			
Appliances:	Full      Partial      None			
Prosthesis:	Right	Signature:		
Lifting Device:	Full     Partial     None	Printed Name:		
<b>*Y.PHYSICIAN CERTIFICATION</b>		1		
I certify the individual requires nursing face				
The Individual received care for this condition			Rehab Potential (check one)	
"I certify the individual is in need of Medica			Good Fair Poor	
*Effective date of medical condition: *Physician/ARNP/PA License #.				
*Physician/ARNP/PA Signature:			"Date:	
*Printed Physician/ARNP/PA Name & Title: *Phone Number:				
Z.PERSON COMPLETING FORM		Dhone Mumher	Date	
Name:		Phone Number:	Date:	
AHCA Form 5000-3008, (JUN 2016)	incorporated by reference in Rule	59G-1.045, F.A.C.	* Sections required for Medicald	



Glenn W. Sutphin Jr. Executive Director Connie Tolley Division Director Gray Kilpatrick Administrator

## State of Florida DEPARTMENT OF VETERANS' AFFAIRS Emory L. Bennett Veteran's Nursing Home

1920 Mason Ave. Daytona Beach, FL 32117 Phone: (386) 274-3460 Fax: (386) 274-3487 www.floridavets.org Rick Scott Governor Pam Bondi Attorney General Jimmy Patronis Chief Financial Officer Adam Putnam Commissioner of Agriculture

#### MEDICAL VERIFICATION OF CAPACITY OR INCAPACITY TO GIVE INFORMED CONSENT AND / OR MAKE MEDICAL DECISIONS UPON ADMISSION OR FROM A CHANGE IN CONDITION

I, Dr. \_\_\_\_\_, the attending / referring physician for

\_\_\_\_\_, a potential or current resident at

(Patient name)

Facility Name have evaluated my patient on \_\_\_\_/\_\_\_, and determined that he/she

\_\_\_\_\_HAS or \_\_\_\_\_LACKS capacity to make informed consent and/or medical

decisions due to the following conditions:

Attending/Referring Physician Signature

Date

This determination is being made as part of the medical record for the purpose of:

- 1. Initiating the resident's Living Will
- 2. Commencing and delegating the authority of the resident's Health Care Surrogate
- 3. Designating a Health Care Proxy for the resident
- 4. Signing Admission documents to a skilled nursing facility





## **STATE OF FLORIDA**

## AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA) DEPARTMENT OF ELDER AFFAIRS (DOEA)

#### **INFORMED CONSENT FORM**

CLIENT'S NAME:		
DATE OF BIRTH:		

An assessment is required for all persons applying for or receiving assistance for long-term care. This includes the Institutional Care Program (ICP) and Home and Community-Based Services (HCBS) waiver programs.

In order to evaluate my needs, I am giving my consent to the following:

- I agree to an assessment to identify my need for long-term care, and to determine if my needs can be met in the community instead of a nursing facility.
- I authorize DOEA staff to access my medical records. I understand and agree that DOEA may need to talk to my doctor and other health professionals. I also understand that they may need to interview my family members, close friends and social services professionals about my situation.

**Individual or Representative** 

**Relationship** (if representative signs)

Date

AHCA--Med Serv 2040, May 2008

Important!

In order to be legally valid this form MUST be printed on yellow paper prior to being completed. EMS and medical personnel are only required to honor the form if it is printed on yellow paper.

This box will not show up when the form is printed.



# **State of Florida DO NOT RESUSCITATE ORDER**

(please use ink)

Patient's Full Legal Name: \_\_\_\_

Date:

(Print or Type Name)

#### **PATIENT'S STATEMENT**

Based upon informed consent, I, the undersigned, hereby direct that CPR be withheld or withdrawn. (If not signed by patient, check applicable box):

□ Surrogate

 $\Box$  Proxy (both as defined in Chapter 765, F.S.)

□ Court appointed guardian □ Durable power of attorney (pursuant to Chapter 709, F.S.)

(Applicable Signature)

(Print or Type Name)

#### PHYSICIAN'S STATEMENT

I, the undersigned, a physician licensed pursuant to Chapter 458 or 459, F.S., am the physician of the patient named above. I hereby direct the withholding or withdrawing of cardiopulmonary resuscitation (artificial ventilation, cardiac compression, endotracheal intubation and defibrillation) from the patient in the event of the patient's cardiac or respiratory arrest.

(Signature of Physician)

(Date)

Telephone Number (Emergency)

(Print or Type Name)

(Physician's Medical License Number)

DH Form 1896, Revised December 2002

## HEALTH CARE ADVANCED DIRECTIVES

#### The Patient's Right to Decide

The following information is being provided from the Agency for Healthcare Administration:

#### www:ahca.myflorida.com/mchq

#### **Introduction**

Every competent adult has the right to make decisions concerning his or her own health, including the right to choose or refuse medical treatment.

When a person becomes unable to make decisions due to a physical or mental change, such as being in a coma or developing dementia (like Alzheimer's disease), they are considered incapacitated. To make sure that an incapacitated person's decisions about health care will still be respected, the Florida legislature enacted legislation pertaining to health care advance directives (Chapter 765, Florida Statutes). The law recognizes the right of a competent adult to make an advance directive instructing his or her physician to provide, withhold or withdraw life-prolonging procedures, to designate another individual to make treatment decisions if the person becomes unable to make his or her own decisions and/or to indicate the desire to make an anatomical donation after death.

By law hospitals, nursing homes, home health agencies, hospices and health maintenance organizations (HMOs) are required to provide their patients with written information, such as this pamphlet, concerning health care advance directives. The state rules that require this include 58A-2.0232, 59A-3.254, 59A-4.106, 59A-8.0245 and 59A-12.013, Florida Administrative Code.

#### **Questions About Health Care Advance Directives**

#### What is an advance directive?

It is a written or oral statement about how you want medical decisions made should you not be able to make them yourself. It can also express your wish to make an anatomical donation after death. Some people make advance directives when they are diagnosed with a life-threatening illness and others put their wishes into writing while they are healthy, often as part of their estate planning.

Three types of advance directives are:

- A Living Will
- A Health Care Surrogate Designation
- An Anatomical Donation

You might choose to complete one, two or all three of these forms. This pamphlet provides information to help you decide what will best serve your needs.

#### What is a living will?

It is a written or oral statement of the kind of medical care you want or do not want if you become unable to make your own decisions. It is called a living will because it takes effect while you are still living. You may wish to speak to your health care provider or attorney to be certain you have completed the living will in a way that your wishes will be understood.

#### What is a health care surrogate designation?

It is a document naming another person as your representative to make medical decisions for you if you are unable to make them yourself. You can include instructions about any treatment you want or do not want, similar to a living will. You can also designate an alternate surrogate.

#### Which is best?

Depending on your individual needs you may wish to complete any one or a combination of the three types of advance directives.

#### What is an anatomical donation?

It is a document that indicates your wish to donate at death, all or part of your body. This can be an organ and tissue donation to persons in need, or donation of your body for training of health care workers. You can indicate your choice to be an organ donor by designating it on your driver's license or state identification card (at your nearest driver's license office), signing a uniform donor form (seen elsewhere in this pamphlet) or expressing your wish in a living will.

#### Am I required to have an advance directive under Florida law?

No, there is no legal requirement to complete an advance directive. However, if you have not made an advance directive, decisions about your health care or an anatomical donation may be made for you by a court-appointed guardian, your wife or husband, your adult child, your parent, your adult sibling, an adult relative or a close friend. The person making decisions for you may or may not be aware of your wishes. When you make an advance directive and discuss it with the significant people in your life, it will better assure that your wishes will be carried out the way you want.

#### Must an attorney prepare the advance directive?

No, the procedures are simple and do not require an attorney, though you may choose to consult one. However, an advance directive, whether it is a written document or an oral statement, needs to be witnessed by two individuals. At least one of the witnesses cannot be a spouse or a blood relative.

#### Where can I find advance directive forms?

Florida law provides a sample of each of the following forms: a living will, a health care surrogate and an anatomical donation. Elsewhere in this pamphlet are included sample forms as well as resources where you may find more information and other types of advance directive forms.

#### Can I change my mind after I write an advance directive?

Yes, you may change or cancel an advance directive at any time. Any changes should be written, signed and dated. However, you may also change an advance directive by oral statement; physical destruction of the advance directive or by writing a new advance directive. If your driver's license or state identification card indicates you are an organ donor but you no longer want this designation, contact the nearest driver's license office to cancel the donor designation and a new license or card will be issued to you.

#### What if I have filled out an advance directive in another state and need treatment in Florida?

An advance directive completed in another state, as described in that state's law, may be honored in Florida.

#### What should I do with my advance directive if I choose to have one?

- If you designate a health care surrogate and an alternate surrogate be sure to ask them if they agree to take this responsibility, discuss how you would like matters handled and give them a copy of the document.
- Make sure that your health care provider, attorney, and the significant persons in your life know that you have an advance directive and where it is located. You also may want to give them a copy.
- Set up a file where you keep a copy of your advance directive (and other important paperwork). Some people keep original papers in a bank safety deposit box. If you do, you may want to keep copies at your house or information concerning the location of your safety deposit box.
- Keep a card or note in your purse or wallet that states that you have an advance directive and where it is located.
- If you change your advance directive, make sure your health care provider, attorney and the significant persons in your life have the latest copy.

If you have questions about your advance directive you may want to discuss these with your health care provider, attorney or the significant persons in your life.

#### **Additional Information Regarding Health Care Advance Directives**

Before making a decision about advance directives you might want to consider additional options and other sources of information, including the following:

• As an alternative or in addition to a health care surrogate, you might want to designate a durable power of attorney. Through a written document you can name another person to act on your behalf. It is similar to a health care surrogate, but the person can be designated to perform a variety of activities (financial, legal, medical, etc.). You may consult an attorney for further information or read Chapter 709, Florida Statutes.

If you choose someone as your durable power of attorney be sure to ask the person if he or she will agree to take this responsibility, discuss how you would like matters handled, and give the person a copy of the document.

• If you are terminally ill (or if you have a loved one who is in a persistent vegetative state) you may want to consider having a pre-hospital Do Not Resuscitate Order (DNRO). A DNRO identifies people who do not wish to be resuscitated from respiratory or cardiac arrest. The pre-hospital DNRO is a specific yellow form available from the Florida Department of Health (DOH). Your attorney, health care provider or an ambulance service may also have copies available for your use. You, or your legal representative and your physician sign the DNRO form. More information is available on the DOH website, www.doh.state.fl.us or www.MyFlorida.com (type DNRO in these website search engines) or call (850) 245-4440.

If you are admitted to a hospital the pre-hospital DNRO may be used during your hospital stay or the hospital may have its own form and procedure for documenting a Do Not Resuscitate Order.

- If a person chooses to donate, after death, his or her body for medical training and research the donation will be coordinated by the Anatomical Board of the State of Florida. You, or your survivors must arrange with a local funeral home and pay for a preliminary embalming and transportation of the body to the Anatomical Board located in Gainesville, Florida. After being used for medical education or research, the body will ordinarily be cremated. The remains will be returned to the loved ones, if requested at the time of donation or the Anatomical Board will spread the remains over the Gulf of Mexico. For further information contact the Anatomical Board of the State of Florida at (800) 628-2594 or visit their website at www.med.ufl.edu/anatbd.
- If you would like to read more about organ and tissue donation to persons in need you can view the Agency for Health Care Administration's website at www.fdhc.state.fl.us (Click on "Site Index," then scroll down to "Organ Donors") or the federal government site www.organdonor.gov. If you have further questions you may want to talk with your health care provider.
- Various organizations also make advance directive forms available. One such document is "Five Wishes" that includes a living will and a health care surrogate designation. "Five Wishes" gives you the opportunity to specify if you want tube feeding, assistance with breathing, pain medication and other details that might bring you comfort such as what kind of music you might like to hear, among other things. You can find out more at:

Aging with Dignity www.agingwithdignity.org (888) 594-7437

Other resources include:

American Association of Retired Persons (AARP) www.aarp.org (Type "advance directives" in the website's search engine) Partnership for Caring www.partnershipforcaring.org (800) 989-9455

Your local hospital, nursing home, hospice, home health agency and your attorney or health care provider may be able to assist you with forms or further information.

Brochure: End of Life Issues www.FloridaHealthStat.com (Under Reports and Guides) (888) 419-3456

## FACILITY CHARACTERISTICS/LIMITATIONS

#### **Special Characteristics:**

This facility has no special characteristics.

#### **Service Limitations:**

This facility will assess all potential and current residents, and determine admission or continued residency based on the facility's ability to accommodate the needs of the resident.