Prairie North Health Region **PRAIRIE NORTH REGIONAL HEALTH AUTHORITY**	**POLICIES & PROCEDURES** **Number:** **15564(P)** **Category:** **Continuing Care** **Title:** **Assessment & Approval Process Procedure**
Approved by: **VP Integrated Health Services**	**Source:** **Home Care Managers** **Date Effective:** **December 18, 2008**

Review Date:					
Initial:					

DEFINITIONS

APPI – Assessment tool approved by Alberta Health that is to be completed to determine client needs for either Home Care services or placement into long-term care for residents of Alberta and Lloydminster.

SCIP – Assessment tool approved by Saskatchewan Health that is to be completed to determine client needs for either Home Care services or placement into long-term care.

Assessor – Regional Health Authority health professional who is trained to perform the assessment and determine the risk rating and priority of risk by utilization of the risk screening tool.

Risk Screening Tool – Determines the risk to the client if the service or placement does not occur and determines the priority of need.

Assessment Committee – Regional Health Authority health professionals who determine what clients require Home Care services, based on assessed need and risk screening tool.

PROCEDURE

1. Upon receipt of the request for assessment for Home Care services, the Assessor will, within two (2) working days, contact the client and their family or advocate to set up an interview.

2. Home Care services can be requested by the client, client's family, client advocate, physician or agency, but the client must agree to the assessment and provision of service.

3. The Assessor will ensure that the client requesting service will be offered the opportunity to have either a family member or advocate present during the interview to ensure the client's interests are protected and to ensure all information regarding the client's needs is collected and verified.

4. The assessment should be conducted in a timely fashion in the recommended time limit of five (5) working days depending on priority of service.

5. During the assessment interview, the Assessor will take the opportunity to discuss advanced care directives, proxy for health care directives, power of attorney and guardianship.

6. A written consent will be obtained from the client applying for services or family/advocate if the client is unable to give consent to share information contained in the assessment.

7. The Assessor will update the current assessment of the client applying for home services to ensure that information is current.

8. The assessment will include assessment tool, mini-mental if needed or any other assessment that has been recently completed.

9. After completion of the assessment, the risk screening tool (RRIT) and a summary of care needs will be completed for presentation at the next meeting.