**\*\*For each referral, please print a copy of the Standardized RCM Referral and Functional Assessment Form from the website** [**http://www.bellwoodscentres.org**](http://www.bellwoodscentres.org) **under Programs and Services - Centralized Referral Management, as it may be revised. Thank you.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Patient First Name** |  | **Middle Name** |  | **Last Name** |  |

The **Reintegration Care Models (RCM)** being piloted in Toronto Central Local Health Integration Network (LHIN) are designed to support the transition of patients from hospital to the community who are ALC or who are at high risk of becoming ALC without additional resources and supports. These initiatives are needs based, time limited, and with no additional fee for the program (cost for incidentals will be reviewed per site/per program as appropriate).

**Referral Process**

1. **Complete** all sections of this form. Please note, if the form is not complete/missing information, there may be a delay in matching to a Health Service Provider partner.
2. **E-mail** crm.team@one-mail.on.ca (preferred) or **Fax 365-300-5758** (this is NOT long-distance but a new local area code) the referral to Centralized Referral Management (CRM) for the RCM.
3. CRM Team to review the referral to determine **eligibility** for general RCU/ReCharge programs. If patient is eligible and all the info. is complete and clear, the patient will be **matched** to a Health Service Provider (HSP) who may be able to best meet their needs. You will receive a **confirmation emai**l within 1 business day (usually within hours) of that initial match and the next steps involved for that provider. If further information is required for better matching, we will reach out. Please feel free to call or email if you do not receive such an email or call.
4. For the RCU, the HSP will review the form and then they will reach out to you to proceed with individual detailed **intake assessment** process (varies from provider to provider). You, the Referrer may still be asked to submit further documentation such as copies of notes, repatriation letters, signed orders (for wound care, IV, Meds etc.) and consent forms as per each individual RCUs requirements – this will be communicated to you directly by the HSP Provider - but no further detailed applications will be needed.  For ReCharge, the HSP will reach out directly to the family post-discharge unless you indicate otherwise.  It is the individual HSP partners who will confirm if patient is **accepted.**
5. If after the intake assessment, your patient is deemed not a fit to the HSP they were matched to initially, the HSP will alert CRM Team, and the CRM Team will again review the referral, as well as consider the HSP and your thoughts on the first broken match. If possible, the patient will be **re-matched**.
6. You will be alerted and provided with a detailed explanation if: your patient is ineligible; there are barriers to matching; if there is going to be any delays in matching; or your patient is going to be on a waitlist.

Please contact CRM at **416-859-4376** or **647-326-1424** for further information or if you wish to consult with us prior to completing this referral. Office hours are from 8:30 am to 4:30 pm Monday to Friday.

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| **SECTION 1: TORONTO CENTRAL LHIN HOSPITAL REFERRAL SOURCE INFORMATION** |
| **Referrer’s Name:** | \_ | **Referrer’s Title:** |  |
| **Organization:** |  | **Unit Patient is on:** |  |
| **Phone Number of Referring Contact:** |  | **E-mail Address of Referring Contact:** |  |
| **Date of Referral:****(dd/mm/yyyy)** |  | **Preferred communication method:** | [ ] Telephone[ ]  Email  |
| **SECTION 2: GENERAL PATIENT INFORMATION** |
| **Date of Birth:****(dd/mm/yyyy)** |  | **Gender Identity:** | [ ]  He/Him [ ]  She/Her [ ]  They/Them |
| **Gender** | [ ]  Male [ ]  Female [ ]  Other |
| **Ontario health card number** |  **Must include version code**  | **Planned Discharge Date:****(dd/mm/yyyy)** |  |
| **Telephone number:** |  | **E-mail Address:**  |  |
| **Pre-admit Address:** |  |
| **Did/does this patient live alone at this address:** [ ]  Yes [ ]  No |

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| **SECTION 3: INFORMATION SHARING, COMMUNICATION AND LANGUAGE** |
| **Does this person speak English?** | [ ]  Yes [ ]  No | **Is there First Language FRENCH?****\*\*There are sites specifically catering to French speaking patients\*\*** | [ ]  Yes [ ]  No |
| **Does the patient Speak another Language?** | [ ]  Yes [ ]  No**Language:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Is an Interpreter Needed?** | [ ]  Yes [ ]  No |
| **Has this patient been deemed incapable of making personal care decisions?** | [ ]  Yes, formally assessed[ ]  Yes, hospital team opinion[ ]  No |
| **Vision****Functional** [ ]  **Impaired** [ ]  | **Aids Used:**  | **Hearing****Functional** [ ]  **Impaired** [ ]   | **Aids Used:**  |
| **SECTION 4A: PRIMARY SUPPORT(S) – FAMILY/FRIENDS/OTHER** |
| **First Name:** |  | **Last Name:** |  |
| **Telephone Number:** |  | **E-mail Address:** |  |
| **Does this supporter live with the patient:** |  | **Relationship:** |  |
| **Emergency contacts other than primary support:**[ ]  **Yes** [ ]  **No** | **Name #1:****Phone:****Relationship:****Address:****Name #2:****Phone:****Relationship:****Address**: |   |
|  |    |
| **SECTION 4B: PROFESSIONAL CIRCLE OF CARE** |
| **Primary care doctor (GP):**  |  | **Telephone #:**  |  |
| **Psychiatrist:**  |  | **Telephone #:**  |  |
| **Other supports**[ ]  **BSS/BSTR**[ ]  **Case Management**[ ]  **Home & Community Care**[ ]  **Housing Worker**[ ]  **Other**[ ]  **Specialists Following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Contact information and any follow-up appointments scheduled:** |

|  |
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| **SECTION 5: REQUESTED SERVICES** |
| [x]  **Reintegration Care Units (RCU):**These are short-term transitional units in the community that allow patients a safe and supportive place to go post-hospital discharge to prepare/plan/await their next community transition (home, new community housing, more supportive housing, other supportive environment etc.). These sites are all time-limited (varies per program) thus a plan for a discharge destination post-RCU **is required** and discharge plan will commence upon admit. Every effort will be made to match your patient to the HSP based on their unique needs (see below) and unit availability, with consideration given to geography and personal preference, if possible.  |
|  **Personal Care Reintegration Units (PCRU):** Bellwoods, LOFT at White Squirrel Way, Reconnect Community Health Services, The Neighbourhood Group, Woodgreen Community Service and Centres D’Accueil Héritage |
| **Clinical Care Reintegration Units (CCRU):** Hillcrest Reactivation Centre, Pine Villa SPRINT, Pine Villa LOFT, St. Hilda’s and The Rekai Centres Transitional Care Unit |
| [ ]  **Caregiver ReCharge** |
| The focus for these programs is on caregiver relief to improve their capacity to transition their loved one home and continue to provide care for the patient in the community while promoting their own wellbeing. These specialized respite services include in- home day time respite, away from home overnight respite, and/or supervised programming in a group setting during the day (i.e. Adult Day Programs).The duration of these free services will be time limited (varies per program). Please select requested program(s) below and patients will be matched to the HSP by their unique needs, vacancies and with the In-home services, geography. |
| [ ]  **In-Home Respite** – West Toronto Support Services for Seniors, West Neighbourhood House, Storefront Humber Inc., The Neighbourhood Group and Bellwoods.  |
| [ ]  **Adult Day Program** – Reconnect Community Health Services and Providence Healthcare[ ]  **Overnight Respite Stays Out of the Home** – Bellwoods, Reconnect Community Health Services and Providence Healthcare |
| **SECTION 6: ALC DESIGNATION & DISCHARGE DESTINATION** |
| **Has the patient been designated ALC** | [ ]  Yes [ ]  NoDate: | **Has the patient been designated at high risk for ALC:** |  [ ]  Yes [ ]  No |
| **Why does the caregiver/patient need ReCharge services at this time:** |  |
| **Why does the patient need a Reintegration Care Unit (RCU) at this time/ what are the goals for the RCU stay:**  |  |
| **What is the post-RCU discharge destination and what steps are being taken for that destination to be ready for the patient (including need for cleaning, equipment etc.) - must be achievable within the duration of the RCU max admit or shorter:** |  |
| **Confirmed with supports:** [ ]  **Yes** [ ]  **No** |
| **Has Patient been in an RCU before and if yes, please provide details:**[ ]  **Yes** [ ]  **No** |  |
| **Are there any potential environmental barriers that may impact transition to this location:**[ ]  **Yes** [ ]  **No** | **If Yes, please explain (i.e. stairs, lip to doorway, bathroom on another floor) and provide any info. on plan to address these**.  |
| **Could income impact transition? Does the patient have funds for their Post-RCU housing, equipment rental and medications:**[ ]  **Yes** [ ]  **No** |  |
| **Has the patient applied to Long-Term Care and been accepted:**[ ]  **Yes** [ ]  **No** | **Date of LTC application:****\*Please provide a summary of choices and length of waiting for each** **Referral will not be processed if this info. is not included for patients going to LTC from RCU.** |  |
| **SECTION 7: HEALTH STATUS (PHYSICAL HEALTH, MENTAL HEALTH AND/OR SUBSTANCE ABUSE)** |
| **Date of this Hospital Admit:** |  | **Previous Admit Date(s) if known:** |  |
| **Reason for Hospital Admit/Visit:** |  |
| **Brief Past Medical, Cognitive and/or Mental History. Please include consult notes if available.** |  |
| **Weight:****\*\*Required for patient needing Hoyer/2 person transfers** |  | **Height:** |  |
| **Allergies:****\*\*Please include the reaction. May include summary from patient’s chart but do indicate if info. is separate.****None** [ ]  | **Food Allergies**: **Drug Allergies**: **Other Allergies:** |
| **Infectious Risks** | **Lice/Scabies** [ ] **MRSA + :** [ ]  **Yes** [ ]  **No Colonized? :** [ ]  **Yes** [ ]  **No****VRE** [ ] **TB** [ ] **C. Diff** [ ] **Recent Respiratory Infection** [ ] **Isolation Required:** [ ]  **Yes** [ ]  **No****Flu Shot :** [ ]  **Yes** [ ]  **No****None** [ ]  |
| **Falls Risk** | [ ]  **Yes** [ ]  **No****# of falls in last 2 weeks:** **Last Fall:****STRATIFY or Hendrich Score if available:** |
| **Any Active Addictions:**[ ]  **Yes** [ ]  **No** | **Please explain including substance and any current treatment.** \*\*\***Please note on-site use of alcohol and non-prescribed drugs are prohibited.** |
| **Smoker:** | [ ]  Yes [ ]  No | **Escort to smoke outside needed:** | [ ]  Yes [ ]  No |
| **Wounds:** | **Does patient need wound care:** [ ]  **Yes** [ ]  **No****\*\*Please include wound care orders from hospital and most recent wound care notes so we can ensure we can meet this need in RCU.****Does patient need any pressure relieving surfaces** [ ]  Yes [ ]  No**Please provide details of the surface:** **Can the patient/family/other fund the cost of these surfaces:** [ ]  **Yes** [ ]  **No** |
| **Planned follow-up post hospital discharge:**[ ]  **Yes** [ ]  **No** | **Chemotherapy – Details:** **Hemodyalisis – Details:** **Rehab – PT, OT etc.- Details:** **Other.:**\*\*RCUs do not provide transportation, assistance with arranging transport or portering for appointments |
| **Palliative Care** | **Does the patient have a palliative diagnosis:** [ ]  **Yes** [ ]  **No****If yes,**[ ] **Estimated prognosis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[ ] **Advanced Directives (please attach a copy of DNRs):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] **EMS Provincial Sheet done (please attach a copy)**[ ] **Resources and Supports who will follow:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­ |
| **Other Special Needs that may impact transitions:** | [ ] **Oxygen specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\*Funding and delivery to be arranged before transition**[ ]  **Bipap/cpap –patient self-managed and they have their own equipment**[ ]  **Tracheostomy –patient must be able to manage**[ ]  **Suctioning – long standing trach/suction – patient must be able to manage**[ ]  **Hemodialysis - patient/family must be able to arrange all transp** [ ]  **Peritoneal Dialysis – patient must be able to manage**[ ]  **Blood sugar testing**[ ]  **Methadone – Patient must be able to go out and get this on their own** |
| **Medications:** | **Please include a detailed current medication list/Medication Administration Record. Mark any recent medication changes (mark and date). A signed medication list just prior to discharge will be required**  |
|  |
| \*St. Hilda’s and Rekai do have pharmacies however patient must have at least 24 hours of meds and the final med list but be submitted by 3PM the day before admit. All other RCUs require the patient come with their own medication with a plan on how they will get more for the duration of the stay. |

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| **Cognitive Status** | **Please check one**  |  |
| **Able to direct their own care** |  [ ]  Yes [ ]  No |  |
| **Able to express their needs (i.e. hot, cold, tired)** |  [ ]  Yes [ ]  No |  |
| **Able to follow instructions** |  [ ]  Yes [ ]  No |  |
| **Memory challenges – short term** |  [ ]  Yes [ ]  No |  |
| **Memory challenges – long term**  |  [ ]  Yes [ ]  No |  |
| **Capable of new Learning/Carry-over of learning** |  [ ]  Yes [ ]  No |  |
| **Impaired Judgment impacting safety** |  [ ]  Yes [ ]  No |  |
| **Poor Insight into personal care needs** |  [ ]  Yes [ ]  No |  |
| **Needs assistance managing medication** |  [ ]  Yes [ ]  No |  |
| **Able to participate in group settings** |  [ ]  Yes [ ]  No |  |
| **Other cognitive issues that may impact transition** |  [ ]  Yes [ ]  No |  |
| **If cognitively impaired, please include any formal assessment scores such as MOCA/MMSE/RUDAS** |  |
| **Behavioural Status (patient safety & risk)****\*Note: Please include current and behaviours noted in the last 2 months** | **Please check one** | **Notes** |
| **History hoarding** |  [ ]  Yes [ ]  No |  |
| **Paranoid ideations** |  [ ]  Yes [ ]  No |  |
| **Wandering** |  [ ]  Yes [ ]  No |  |
| **Requires wander guard** |  [ ]  Yes [ ]  No |  |
| **Required locked unit for exit seeking** |  [ ]  Yes [ ]  No |  |
| **Requires 24/7 supervision/”sitter” for safety and risk** |  [ ]  Yes [ ]  No |  |
| **Requires private room due to behaviours** |  [ ]  Yes [ ]  No |  |
| **Requires bed alarms or wheelchair alarms in the community (as opposed to due to hospital policy)**  |  [ ]  Yes [ ]  No |  |
| **Requires full bed-rails due to unsafe bed exiting behaviours** |  [ ]  Yes [ ]  No |  |
| **Broda or Geri chair required for passive restraint** |  [ ]  Yes [ ]  No |  |
| **Suicide-threats** |  [ ]  Yes [ ]  No |  |
| **Suicide-attempts** |  [ ]  Yes [ ]  No |  |
| **Self-harm** |  [ ]  Yes [ ]  No |  |
| **Aggression – physical** |  [ ]  Yes [ ]  No |  |
| **Aggression – verbal**  |  [ ]  Yes [ ]  No |  |
| **Fire setting** |  [ ]  Yes [ ]  No |  |
| **Careless smoking** |  [ ]  Yes [ ]  No |  |
| **Assault – sexual**  |  [ ]  Yes [ ]  No |  |
| **Assault –physical**  |  [ ]  Yes [ ]  No |  |
| **Destruction of property** |  [ ]  Yes [ ]  No |  |
| **Sexual acting out** |  [ ]  Yes [ ]  No |  |
| **Other behaviours that may impact transition** |  [ ]  Yes [ ]  No |  |
| **Functional Status** | **Comments/Notes/Remarks** |
| **Bed Mobility** | [ ]  Independent[ ]  Requires supervision[ ]  One-person assistance [ ]  Two-person assistance[ ]  Able to identify need for repositionFrequency of Reposition: |  |
| **Weight-Bearing** |  Cannot weight bear: Right: [ ]  leg [ ]  arm Left: [ ]  leg [ ]  arm | (i.e., plan, appointments)  |
| **Transfer** | [ ]  Independent[ ]  Requires supervision only[ ]  One-person assistance[ ]  Two-person assistance[ ]  Mechanical Lift – Hoyer[ ]  Mechanical Lift – Sit to Stand Lift[ ]  Uses Saska-pole[ ]  Bed-bound  | **Does the patient have the equipment?**  |
| **Sitting Tolerance** | [ ]  No Limitations[ ]  Limited |  |
| **Mobility** | [ ]  Independent with no aid[ ]  Independent with mobility aid[ ]  Supervision with mobility aid[ ]  Light hands on assistance with or  without a mobility aid[ ]  Dependent with mobility aid**Mobility Aid Used by Patient:**[ ]  Cane[ ]  Crutches[ ]  2-wheeled Walker[ ]  Rollator Walker[ ]  Other walker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Manual wheelchair☐ Power wheelchairWidth of wheelchair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Stairs**☐Independent☐Supervision required☐Light assistance☐Unable**Stairs at discharge destination**: ☐Yes ☐No | **Does the patient have the equipment or any orthopedic devices? RCUs do not provide mobility equipment.**  |
| **Dressing/Grooming** | **Upper Extremity**[ ]  Independent[ ]  Requires supervision/assistance[ ]  Cueing[ ]  Reluctant[ ]  Dependent**Lower Extremity**[ ]  Independent[ ]  Requires supervision/assistance[ ]  Cueing[ ]  Reluctant[ ]  Dependent |   |
| **Bathing** | [ ]  Independent[ ]  Requires supervision/assistance[ ]  Cueing[ ]  Reluctant[ ]  Dependent | **Assistive Devices:** |
| **Toileting – Bladder**  | **Continent**[ ]  Independent[ ]  Assistance require due to transfer/mobility[ ]  Assistance with set-up (bed-pan, urinal, commode)**Incontinent**[ ]  Independent with brief changes[ ]  Dependent for brief changes**Catheter Use**[ ]  Independent[ ]  Dependent**Catheterization Needs**Please include size/type.[ ]  In/out catheter[ ]  Indwelling[ ]  Condom catheter[ ]  Leg-bag[ ]  Bladder Scans | **Incontinence status and plan at transfer (catheter in-situ, date needs to be changed etc.)**  |
|  |  | \*Please note, patient will need to have their own incontinence or catheter supplies |
| **Toileting – Bowels**  | **Continent**[ ]  Independent[ ]  Assistance required due to transfer/mobility/ reach challenges**Bowel Routine with:**[ ]  Digital Stimulation[ ]  Enema[ ]  Suppository**Incontinent**[ ]  Independent with brief changes[ ]  Dependent for brief changes**Ostomy**[ ]  Independent[ ]  Requires supervisions/assistance[ ]  Dependent | **Incontinence status and plan at transfer (day ostomy last changed etc.)**  |
| \*Please note, patient will need to have all their own incontinence or ostomy supplies. |
| **Nutrition – Eating and Diet (see cooking later in list for those details)** | **Feeding**[ ]  Independent eating[ ]  Requires cueing assistance/set up[ ]  Dependent[ ]  Can family feed dependent patient orfund outside staff to do feeding**Dentition**[ ]  Full [ ]  Partial[ ]  Difficulty chewing[ ]  Difficulty swallowing**Diet Type**[ ]  Low protein[ ]  High protein[ ]  Renal[ ]  Low Sodium[ ]  Other (please explain in notes)**Diet Texture**[ ]  Needs thickened liquids (please explain)[ ]  Needs modified textures for food (please explain)**Diet/Intake**[ ]  Gastronomy tubes (no NGs)[ ]  Dietary restrictions (please explain)Food Allergies[ ]  TPN [ ]  IV Fluids[ ]  Other (Please explain in notes)**Preferred diet** [ ]  Vegan[ ]  Vegetarian[ ]  Kosher[ ]  Gluten Free[ ]  Other (please explain in notes) | **Explain unique diet and feeding needs. Please note that not all diet needs can be met in every RCU**s: |
| \*Please note, patient will need to have all their own specialty feeding supplies and equipment. \*\*Patient may need to arrange their own foods at some sites. |
| **Medication** | [ ]  Independent[ ]  Requires medication reminders[ ]  Requires administration of oral meds[ ]  Requires administration of injections[ ]  Requires administration of IV meds[ ]  Requires PRN medications | **For injections and IV, please clarify what will be administered and route (IV line, butterfly catheter etc.).**  |
| \*Family will need to make arrangements for all medications and administration supplies before transition |
| **iADLs – House cleaning** | [ ]  Independent [ ]  Requires some assistance[ ]  Requires substantial assistance[ ]  Not a pre-admit responsibility |  |
| **iADLs – Cooking** | [ ]  Independent[ ]  Requires some assistance[ ]  Requires substantial assistance[ ]  Not a pre-admit responsibility[ ]  Supporters could provide meals if RCU does not provide meals[ ]  Willing to consider meals-on-wheels for meals  |  |
| **iADLs – Shopping** | [ ]  Independent[ ]  Requires some assistance[ ]  Requires substantial assistance[ ]  Not a pre-admit responsibility |  |
| **iADLS – Finance** | [ ]  Independent[ ]  Requires some assistance[ ]  Requires substantial assistance[ ]  Not a pre-admit responsibility |  |
| **iADLs – Transportation**  | [ ]  Independent[ ]  Requires some assistance[ ]  Requires substantial assistance[ ]  Accessible transportation set up | \***Please note, family will be responsible for transportation to and from appointment while in RCU for ReCharge, the need will need to be explored** |

**Comments/Other Details:**

**SECTION 8: CONSENT TO SHARE INFORMATION**

**\*\*Referral Source to review this with the patient or their designate (SDM, POA, PGT etc.)**

* Patient information contained within this form will be shared with the Health Service Providers (HSP) for the Reintegration Care Model (RCM) Program for the purpose of arranging and providing services only.
* Patient and caregiver privacy will be respected and be maintained within the legislation guiding the sharing of personal health information (PHI).

**Who is consenting to the sharing of Information (patient or other and their relationship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of consent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consent Completed by (staff): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form Completed by - list name and section completed if other then the Referrer:**

1.

2.

3.

4.

5.

**If you have any questions or concerns about this form, we welcome your feedback, please contact the CRM Team.**