

## Reintegration Care Units (RCU)- Document Checklist

This “Document checklist” is a quick **reference tool**, created to aid our hospital partners with their transition planning and can be used as a guide to gain insight into what is required for RCU transition. This checklist includes documents that are typically requested by each Reintegration Care Unit (RCU) after a referral is submitted to CRM and the patient has been matched.

This document should be used for reference purposes only, as CRM matches referrals to the most appropriate RCU based on patient care needs, vacancies and other factors. Once the patient is matched with an RCU, an official document checklist along with the next steps in the process will be provided by that RCU. Additionally, patients are assessed on a case to case basis, thus, further documentation not reflected in this document may be requested by the RCUs.

[RCUs](#) (Click the RCU name below to be taken directly to that RCU’s checklist)

Bellwoods.....	2
UHN- Hillcrest & Queen’s Estate.....	2
Pine Villa LOFT & LOFT White Squirrel Way.....	2
The Neighbourhood Group (TNG).....	3
Reconnect .....	3
Pine Villa SPRINT .....	4
Les Centres d’Accueil Héritage (CAH) .....	4

## Bellwoods

1. Piece of ID (one of the following):
  - Birth Certificate
  - Canadian Citizenship Certificate or Card
  - Canadian Passports
  - Permanent Resident Cards
  - Refugee Status Claim/convention, H&C
  - Certificates of naturalization, birth abroad or retention
2. Proof of income from all possible sources
  - Example - Three months of bank statements, ODSP Stub
3. Notice of Assessment (NOA) from the most recent tax year
4. Valid OHIP- Copy of Health Card

## UHN- Hillcrest & Queen's Estate

1. Signed admission agreement.
2. Most recent copy of the Medication Administration Record (MAR).
3. All Applicable orders (e.g. weight bearing orders, wound care orders, catheter changes, Ostomy care, etc.)
4. Negative COVID-19 results 24 hours before admission.
5. COVID-19 vaccination status and dates.
6. Recent blood work/diagnostic results (i.e. MRSA, ECG, X-rays, etc.)
7. Documentation of POA/SDM for personal care and finances.
8. Patient's dietary requirements and preferences.
9. Relevant Medical notes – 48 hours (or more) of Nursing notes, MD Admission, Consult, Allied health, Specialists, Progress notes, Behavioural care plan if applicable, etc.).
10. Valid OHIP.

## Pine Villa LOFT & LOFT White Squirrel Way

1. Hospital Care Plan/ Behavioural Support Plan
2. Recent progress notes and blood work/diagnostic results (i.e. MRSA, ECG, X-rays, bloodwork, etc.)
3. List of current medications

4. Discharge prescription sent to affiliate pharmacy 24-48 hours before admission (if accepted into the program).
5. All Applicable orders (e.g. wound care orders, catheter changes, etc.)
6. For patients taking clozapine, lithium or long-acting antipsychotics, a psychiatrist for monitoring and renewal of those medications should be arranged.
7. For patients who have follow-up appointments/procedures, appointment dates, physician contact information and details regarding preparation for that appointment are required.
8. Documentation of POA/SDM for personal care and finances.
9. Documentation for patients that have a CTO or ORB
10. Patient's dietary requirements and preferences
11. Information on patient's hobbies or preferred activities
12. Negative COVID-19 results within 24 hours before admission.
13. Vaccination status and dates
14. Valid OHIP

## The Neighbourhood Group (TNG)

1. Discharge notes
2. Negative COVID-19 results within 24 hours before admission.
3. Wheel Trans application- for clients who are wheelchair bound and have follow-up appointments.
4. Banking /income information – for patients who require Meals on Wheels subsidy.
5. Valid OHIP

## Reconnect

1. Negative COVID-19 results or medical clearance letter for COVID.
2. Hospital to initiate any HCCSS referrals prior to hospital discharge (e.g. OT, PT, Nursing, Speech language therapist).
3. COVID-19 vaccination status and dates.
4. A copy of discharge prescriptions.
5. Discharge papers including any upcoming community appointments.
6. Additional occupational therapy or physiotherapy notes to assist with care planning (if applicable).
7. Copy of DNR or POA documentation
8. Valid OHIP
9. Patient's dietary requirements and preferences (group units only)

## Pine Villa SPRINT

1. Relevant Medical notes (admission, consult, allied health, specialists, Progress notes, Behavioural Support plan if applicable)
2. List of current medications; discharge prescription sent 24 hours in advance.
3. Orders for wound care, catheter changes, and any other procedures (nursing referral from HCCSS required for wound care and for additional nursing services in some cases)
4. HCCSS Referral for PT or SLP completed in hospital if follow up is needed.
5. For patients taking clozapine, lithium or long-acting antipsychotics, a psychiatrist for monitoring and renewal of those medications should be arranged.
6. For patients who have follow-up appointments/procedures, appointment dates, physician contact information and details regarding preparation for that appointment are required.
7. Documentation of POA/SDM for personal care and finances when available.
8. Negative COVID-19 results 24 hours before admission.
9. Vaccination status and dates
10. Valid OHIP

## Les Centres d'Accueil Héritage (CAH)

1. Negative COVID-19 results
2. Discharge notes
3. All relevant medical records
4. Valid OHIP