



### **Room Assignment**

<b>Department Responsible: Operations</b>	<b>Manual: Operations</b>
<b>Approved/Origination Date: 9/6/16</b> <b>Reviewed Date: 10/14/21</b> <b>Revised Date: 9/17</b>	<b>Approved by: Compliance Committee</b>

### **Policy Statement**

In an effort to provide for the comfort of each Resident, the following process will be followed for room assignments in the Community.

### **Procedure**

#### **General Admission**

1. Room assignments are made without regard to race, color, creed, gender, sexual orientation, gender identity and/or expression, familial status, disability, age, national origin, religion, genetic information or ancestry.
2. Consideration will be made for gender/sex, gender identity and/or expression and disability as applicable and appropriate for the comfort of the resident.
3. A resident will be admitted to the first available room that meets his/her/their needs.
4. A roommate will be informed of any new transfer to his/her/their room. Such information will include any information that will assist the roommate in learning about the new roommate excluding personal health information. Documentation of notification of the roommate will be maintained in the medical record.
5. Whenever possible, residents will be accommodated to room together as requested.
6. Documentation of the admission will be documented in the record along with the date of admission, the room number, and orientation to the new room and roommate.
7. All departments affected by the admission will be notified.

## **Transfer/Room Change**

1. The Community reserves the right to make room to room transfers/changes when necessary and as may be requested by the resident, and/or his/her/their representative (sponsor) when feasible and subject to applicable state and federal resident rights laws.
2. The Community will review and assess the potential need for a room change including but not limited to the following:
  - a. Roommate incompatibility
  - b. Necessary to promote resident well being
  - c. Temporary need due to repairs or renovations
  - d. Potential admission to permit the admission of a resident of the opposite sex
  - e. Resident no longer needs specialized services or programming in the focus area and transfer would improve resident well being
  - f. Request for the resident or resident representative
3. Resident Rights will be considered in all room transfer requests. Those requests based on race, ancestry, religion or other forms of discrimination must be approved by the attending physician and Administrator.
4. Requests by the resident or resident representative for a transfer or room change will be discussed in the Interdisciplinary Team Meeting (IDT).
5. Unless medically necessary or for the safety and well-being of the resident(s), a resident will be provided with notice of the room transfer. Such notice will include the reason why the move is recommended.
6. Prior to room transfer, the resident, his/her/their roommate (if any) and the resident's representative/sponsor will be provided with information concerning the decision to make the transfer.
7. A roommate will be informed promptly upon knowledge of any new transfer to his/her/their room. Such information will include any information that will assist the roommate in learning about the new roommate excluding personal health information.
8. Documentation must be filed in the resident's medical record detailing the circumstances for any transfer or room change and the medical reasons clearly stated. Also, documented will be the effective date of the change, the new room number, orientation of the resident to the room and new roommate introductions.
9. Denial of a request for room change and reasonable alternatives will also be documented in the medical record
10. All departments affected by the room change will be notified.