Referral, Admission and Discharge Log							
Client Initials	Medicaid (M) or Private Pay (PP)	CMA Name	Date Referred	Date Admitted	Date Discharged or Denied Admission	Reason Discharged or Denied Admission	Discharged to

Home should keep records of all contact and referrals to show all attempts to obtain Medicaid clients
Medicaid Pending clients are considered Private Pay clients until approved for Medicaid

CCFFHs do not have to use samples/examples provided by CTA. However, any CCFFH may use this sample policy/form to comply with current regulations. CCFFHs are not required by CTA to utilize this specific form and may develop their own. CCFFHs may develop their own policies, make their own forms or alter any CTA sample in order to meet their individual business needs.
CTA samples are not written to comply with any legal requirements as they pertain to liability or any other required Federal or State laws or regulations. They are written only to comply with current Hawaii Administrative Rules (HAR) under HAR §11-800 as of October 01, 2021.
CTA provided samples are not inclusive to any other legal needs a CCFFH may have in their operations. It is suggested CCFFHs seek legal consultation for any specific need, particular to their circumstance, to ensure any item is legal and binding and does not violate any federal or state laws.