



## Sojourn at Seneca Behavioral Health Hospital Community Information Sheet

**Sojourn at Seneca Address:** 50 St Lawrence Dr. Tiffin, Ohio 44883

**Facility Phone:** 567-207-2230

**Sojourn at Seneca Fax:** 567-245-4587

**Rehab Director:** Jill Sheaffer PT, Cell: 419-310-1452

**Sojourn at Seneca is a 24 bed Senior Behavioral Health acute care hospital, primarily serving persons 65 years of age or older who have primary mental illness diagnosis.**

**ALL REHAB STAFF covering treatment or evaluations MUST be oriented to site directly by RD.**

**In Case of Emergency:** Notify Sojourn Staff Immediately with any suspicions of potential threat or of escalating behaviors. Sojourn Staff is fully trained in Safety Care and will initiate the Safety Care Team to intervene as necessary, giving you information or instruction about your needed involvement.

**Parking:** Sojourn at Seneca and Tiffin Rehab share parking and entry to the Tiffin Rehab Facility for therapy staff. Use unmarked parking spots, avoid use of "Visitor" marked spots if able to keep available for families. Use main front door entrance (covered carport entrance) of the Tiffin Rehab facility.

**COVID-19 Procedures:** Mask wear is currently determined by county reported levels of active COVID-19 cases. There will be signs posted at entrance of facility to notify if mask use is currently in place and masks are provided at entrance for use.

**To enter Sojourn at Seneca from Tiffin Rehab-** Sojourn at Seneca is a high secured and locked site. Key Fob for facility entry from the Tiffin Rehab site is available in RD office hanging on wall file boxes adjacent to door. Entry to facility is accessible from the Tiffin Rehab site through back hallway opposite from the maintenance door/back kitchen access. Key fob must be used to access hallway then to back "pharmacy" entrance connecting into Sojourn at Seneca facility.

**Rehab Gym Location:** There is no designated Rehab Gym within the Sojourn at Seneca Hospital. See staff for private treatment in "Quiet Room" or "Activity Room" as deemed necessary.

**Blood Pressure Cuffs and Oximeter:** Multiple Floor upright ROSIE units can be found in the hallway or nursing station of the Sojourn Unit.

**Copy Machine and Fax Machine** is available for use in Sojourn nursing unit. Single copies and computer printing available through copy machine by desktop computer in the Tiffin Rehab Therapy Gym.

**Wheelchairs/Walkers/Cane/Mobility DME:** See Sojourn nursing staff for all DME needs. Discuss issue of FWW to patient prior with nursing staff to ensure behavior safety with device. Canes/Quad Canes are not permitted in unit. Gait Belts and all needed therapy equipment for treatment must be kept in possession of Therapist before and after use on patient.

**Meal Times:** Time does vary with facility day to day operations with "typical" time as follows:

Breakfast - 8 AM

Lunch - 12 PM

Supper - 5 PM



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#### **ALL FURTHER INFORMATION IS SHARED WITH TIFFIN REHAB SITE -**

**Schedules:** Found in the Rehab Gym at the Tiffin Rehab Site. Pre-Printed clinician schedule available on high table against wall at end of parallel bars in Tiffin Rehab Gym. If schedule is not printed, it is available to print from Net Health Reports "Care Provider Daily Schedule"

**On-Call Laptop computers:** Located adjacent desktop computer in rack. Please return laptop and plug in to charger when use is complete for day. Login information will be posted near laptop storage rack.

**ST and OT Assessment Materials:** SLUMS and Barthel Testing papers found in bottom drawer of the center desk unit in Therapy Gym with label "OT Resources."

**PT Assessment Materials:** Found in the bottom drawer of third desk unit in Therapy Gym with label "PT Resources."

**Forms:** Forms for faxing and communication sheets are all found in the Tiffin Rehab Gym at the bottom drawers of office desks as labeled.

**Nursing Mothers:** Open available patient room on Tiffin Rehab side, see DON for further instructions as to available location as needed.

#### **Therapist Completing Evaluations:**

- All admissions to Sojourn of Seneca will be as a skilled status and are scheduled 5x/wk for OT and PT. ST frequency as appropriate with communication to RD.
- Primary Medical Diagnosis code should be A00.00
- To complete chart review, use Point Click Care or paper charting is available for review at nursing station in back chart room.
- Complete GG Codes in Net Health with Evaluation completion.
- Communicate with shift Nurse patient needs for DME use and level of assistance needed following evaluation.
- **Discharges:** (Please do not discharge a resident unless specifies by the primary therapist.)
- If discharge is assigned or indicated, complete discharge summary and GG Codes in NetHealth.

#### **At the end of the day therapist must:**

- During the week contact the RD/designee, or on the weekend contact the RD/designee if required minutes are not achieved for patients you were assigned to see.
- Complete billing and daily treatment encounter notes in NetHealth.
- Complete the weekly summary on progress note if it is due for your scheduled patient and assign to supervising therapist.
- Punch out of Kronos before leaving site if not shifting in to travel for need to change to another site.