



How to refer clients to The Taft Home

1. The client needs to be eligible for services through SPD (Seniors and People with Disabilities). If the client that is being referred has not been screened for services an eligibility screening should be set up by the person making the referral. In Columbia County the number for eligibility screenings is (503) 397-5863 ask for the worker of the day. In Multnomah County the number for eligibility screenings is (503) 988-3771 Ext: 25115.
2. If the client is eligible for services for an ALF/RCF level of care the county case worker that is making the referral must contact one of the two SPD case workers that are assigned to The Taft Home (503) 988-5460 in order to transfer the case.
3. If the client that is being referred is under the age of 65 the contact person is Gary Sinnen at Ext: 28286. If the client that is being referred is over the age of 65 the contact person is Gunta Mets at Ext: 28292.
4. Now that we know the client is service eligible we will need some information on them (with their permission of course). History + physical and medication list are often enough but sometimes more info is needed. The Taft Home will fax an application form to be completed by the case worker or the referral source.
5. Once The Taft Home Application has been filled out and faxed along with the history and physical and medication list, the client should tour the facility and be evaluated by one of our RN's, Director, or Assistant Director. We will call to set up the tour after reviewing the client information.
6. Transportation for the tour will have to be set by the referral source. In Columbia County if the client is moving from a higher level of care to a lower level of care the transport can be provided by the client's SPD worker. Please refer to your local transportation resources for more information.
7. Once the client has toured and has been found appropriate for move in, please allow The Taft Home a few days to prepare for the client move in. Taking a same day move in isn't impossible but can be very difficult on clients and staff members.

If you have any further questions please feel free to call (503) 706-0844.