



**FORT LAUDERDALE**  
15 S.E. 15<sup>th</sup> Street

**PHONE: 954-828-1822 FAX: 954-828-1824**

## **ADMISSION GUIDELINES AND REFERRAL INFORMATION**

The Ronald McDonald House of Fort Lauderdale provides a temporary lodging facility, a “home away from home” for the families of seriously ill children receiving treatment at Chris Evert Children’s Hospital at Broward General Medical Center or other area children’s medical facilities here in Broward County.

### **ELIGIBILITY**

1. Case Managers, social workers, nursing supervisors, and charge nurses are the only authorized persons that may refer a family.
2. The patient referred must be 21 years of age or younger and receiving treatment at Chris Evert Children’s Hospital at Broward General Medical Center and other area medical facilities in Broward County.
3. All patients must be accompanied by an adult 18 years or older.
4. A parent who is a minor, under age of 18, will not be given a room at the Ronald McDonald House unless he / she is accompanied by a parent/legal guardian or an adult who has been approved, with a written, notarized consent, by the minor’s parent/legal guardian who has accepted responsibility for the minor.
5. Any potential guest of the house may be refused admission to the house if they or a family member may have been exposed within three weeks of their check in date to any communicable diseases such as: chicken pox, measles, whooping cough, hepatitis, herpes, mumps, salmonella, shigellosis, tuberculosis, or acute diarrhea. All potential guests must complete an infectious disease form.
6. Admission to the house is on a first come, first serve basis. Families of pediatric patients are welcome to stay based on space availability. Space availability will be determined after 5pm and reviewed daily. Rooms cannot be reserved or guaranteed.
7. Families with substance or alcohol abuse problems, a recent history of domestic or anti-social behavior should not be referred by the hospital.
8. If a family needs to return to the RMH a new referral form will be coordinated through case managers, social workers, nursing supervisors or charge nurses. If the length of stay for a patient is extended beyond what was stated on the referral form the family will need an additional referral. If the patient is released from the hospital earlier than the length of stay stated on the referral form the RMH must be notified.

### **THERAPY CENTER ELIGIBILITY**

1. **Therapy Center maximum length of stay is thirty days.**  
A social worker and case manager is the only referral provider, not administration, unless centers only have administrators.
2. **If your child is a long term care patient, you may request to stay on weekends (depending on the child’s condition) or maximum length of stay of thirty days with a referral from a referring facility then must check out. Re-admittance will be based on availability and Manager’s, Director of House Operations or Executive Director’s approval**
3. **After thirty days, eligibility to continue stay at RMH will be reviewed by House Management on a “night by night” basis. Ronald McDonald House is not considered a permanent home.**

### **DAY PASS ELIGIBILITY**

1. Case Managers, social workers, nursing supervisors, and charge nurses are the only authorized persons that may refer a family for Day Pass.
2. The Day Pass entitles family members of sick children being treated at the hospital a break and ability to enjoy all the amenities of RMH – a private room (if available) to nap and bathe, use of computers with internet access, use of full service kitchen and accessibility to free food, use of laundry room, and a quiet place to find rest.
3. Day Pass users will be allowed on premises of RMH until 9pm. They will not be considered as House guests, however, must obey all the rules of the House while here. This option is ideal for families that are not eligible to stay at RMH as guests. For instance, families that do not have a permanent address or that reside within a 50-mile radius from the hospital.

4. Day Pass guests will **not** be asked to contribute to the \$20.00 overnight fee.
5. Case Managers, social workers and charge nurses will need to fax in a completed referral with all the appropriate information. Under the length of stay section you must clearly write Day Pass.
6. Families will need to complete a proper check-in and out like regular guests. They will be given a room to use during the day but are responsible to maintain its cleanliness and launder any used lines prior to checking out of the facility.

#### **ADMISSIONS**

1. Referrals may be made in advance, although rooms are assigned only 24 hours ahead.
2. Families with advance referrals must call 24 hours before their desired arrival date to confirm room availability.
3. Families are asked to donate \$20.00 per night toward the cost of their stay. No family will be turned away due to their inability to pay. There is a \$20.00 key card deposit, refundable upon return of the key card(s).
4. All special arrangements need to be taken of care prior to check in.
5. Check-ins will be Monday thru Friday between 8 a.m. – 11 p.m. Saturday and Sunday 8 a.m. – 11p.m.

#### **WHEN A REFERRAL IS MADE, THE RMH NEEDS THE FOLLOWING INFORMATION:**

- Completed referral form. This form includes:
  - Referrer's name, title and phone number.
  - Patient's name, birth date, permanent home address (no P.O. boxes)
  - Patient's diagnosis.
  - Admitting physician's name and phone number.
  - Date of arrival and estimated length of stay. (Please fill in even if it is an educated guess)
  - Name(s) of all family members planning to be guests (limit of 4 per room); one room per family.
- Infectious disease form completed.
- Any special need the family may have, i.e. handicapped accessible room.

**If you have any further questions, please call the Director of House Operations, Flora, at (954) 828-1822.**