REPUBLIC OF THE MARSHALL ISLANDS
CONFIDENTIAL
C.M. 074(2003)

FOR ACTION

Minister of Health

FOR INFORMATION

Minister In Assistance
Minister of Foreign Affairs

SUBJECT: RMI Honolulu Housing Complex Policies and Regulations

At its meeting on April 17, 2003 the Cabinet **approved** the Policies and Regulations (attached) developed for the RMI Housing Complex in Honolulu, Hawaii.

Phil Philippo
Clerk of the Cabinet

Kessai H. Note
President

[Reference – C.P. 4978 (2003)]
Signed by the President on April 21, 2003.

REPUBLIC OF THE MARSHALL ISLANDS
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RMI HOUSING COMPLEX

1888 Lusitana Street, Honolulu, Hawaii

Policies and Regulations

I. Purpose

The Ministry of Health established the housing complex at 1888 Lusitana Street, Honolulu, Hawaii to provide temporary housing for patients while they are receiving health care services in Honolulu under the Off Island Medical Referral Programs.

II. Policy

To ensure the availability of housing for eligible patients and to provide an atmosphere which supports the needs of these patients during their treatment and healing process, the Ministry of Health has established the following policies and regulations for the RMI Housing Complex.

III. Eligibility:

Housing space is limited and the need to ensure that there will be housing available to patients undergoing approved care requires that eligibility for housing be limited to:

- Patients (and their escort) approved for off island health care services under the Basic Off Island Medical Referral Program.
- Patients (and their escort) approved for health care services at Tripler Army Medical Center under the PIHCP Program.
- Patients (and their escort) approved for health care services at the Shriner Hospital under the Shriner Hospital for Children.
- Staff members approved by the MOH to reside on the premises to provide housing and patient services. Specifically immediate family are permitted, excluding married children and their families.

- RMI Supplemental Members upon availability may stay in the RMI housing complex for three (3) weeks only. Thus, if there is an approved medical referral patient and the room is needed then the Supplemental patient would have to move out regardless of the three (3) weeks stay. **Supplemental members are eligible for housing accommodations only.**

NOTE: Marshallese citizens who are receiving treatment under the State of Hawaii's Medicaid or Medicare programs are not eligible for stipends and housing at the RMI housing complex.

IV. Regulations:

Orientation: All patients (unless hospitalized) and escorts must attend an orientation session within 24 hours of their arrival. A MOH staff member must review the RMI housing complex policies and regulations with them and ensure they clearly understand these regulations and the consequences if they do not abide by them. The staff member, patient, and escort must sign an acknowledgement form of this orientation. The Manager of Patient Services will sign off on this acknowledgement and keep it on file in the Honolulu Medical Referral Office (HMRO). *Sample of the acknowledgement form is attached as Appendix A.*

Health Care Compliance: Housing in this complex is provided for patients receiving health care. Patients must comply with the doctors' orders by following their treatment plans and attend all their scheduled appointments in order to continue their residency in the RMI housing complex. Transportation to these appointments is available through the HMRO. Non-compliance may result in the loss of privileges under the Off Island Medical Referral Programs.

Length of Stay: Residency in the RMI housing complex is limited to the period covered under the Off Island Medical Referral Programs. Upon completion of treatment the HMRO will schedule the return on the first available flight.

Visiting Hours: For security purposes and to limit unnecessary exposure to health risks to all resident patients visiting hours are limited to between 9:am and 6: pm daily. No unauthorized person shall be on the premises during any other hours. **No over-night visitors** are allowed.

Quiet Times: To provide an atmosphere of rest and healing quiet hours will be enforced. All residents will be expected to respect the needs of others by observing quiet hours at all times. Common sense and common courtesy for noise levels must be observed during all other hours of the day.

Smoking: Smoking inside patient apartment **is not permitted.** Smoking is permitted in the designated area only.

Alcoholic Beverages: Alcoholic beverages are not allowed in any patient apartments or at the premises at all times. Failure to comply may result in immediate eviction.

Drugs: The possession or use of any illegal drugs or unauthorized controlled substances **is not permitted.** Use or possession will result in immediate termination of residency privileges.

Apartment Cleanliness: Residents are required to keep their apartments and areas clean at all times. Dumpster is provided on premises for residents use only. Littering **is not permitted.**

Apartment Maintenance: Furniture and appliances are provided for residents use. Residents are required to take good care of these items. If any item is broken or damaged the resident must notify the Honolulu Medical Referral Office (HMRO) or on-site HMRO staff immediately. Failure to do so may result in the resident being held liable for replacement or repairs.

Appliances: Basic appliances are provided by the MOH for all patient apartments. Patients may supply their own electrical fan(s) if they choose to. No other electrical appliances are allowed in these apartments: TVs, VCRs, DVD players, stereos, and sewing machines are considered appliances and are not allowed in the apartments.

Security: The complex is equipped with a gate to ensure the safety and security of all residents. This gate is to be kept locked from 10:00pm until 6:00am. Keys to the gate will be provided to all MOH staff members and staff residents. The gate will not be unlocked after hours for any reason other than an emergency.

The fence, which surrounds the RMI housing complex is there for safety and security. Climbing on or over this fence **is not permitted** at any time.

No firearms or weapons of any kind are permitted on the premises. Fighting, physical violence or physical and verbal abusive behavior **is not permitted**. Possession of weapons or these abusive behaviors will result in immediate termination of residency privileges.

Inspections: The Honolulu Medical Referral Office (HMRO) requires weekly inspection of the apartments for: The cleanliness of the room, condition of the furniture, appliances, plumbing and other items that belong to the RMI Housing Complex.

Services: Transportation will be provided to all scheduled patient appointments. Translation services will also be provided at the discretion of the Honolulu Medical Referral Office (HMRO).

Stipends: Will be issued on each Monday. Only the patient or their approved escort is allowed to pickup and sign for stipends.

Banking Services: The HMRO provides transportation for patients to the bank on Mondays and Thursdays.

Laundry Services: The HMRO will provide transportation to the local laundromat on Mondays, Wednesdays, and Fridays. Costs for doing laundry are the responsibility of the patient resident.

Groceries: The HMRO will provide transportation to a local grocery store on Mondays and Wednesdays.

NOTE: The Honolulu Medical Referral Office (HMRO) is not responsible for providing any non-medical transportation other than what is listed above.

Emergencies: **Fire:** Smoke Detectors are provided in each apartment for resident safety. All residents will be instructed on how these alarms work. Fire safety and evacuation instructions are posted in each apartment. Residents must clearly understand how to respond to a fire in the RMI housing complex. The Honolulu Medical Referral Office (HMRO) Staff will conduct fire drills at least once each month.

HMRO Staff residents must be aware at all times of any patient who is not ambulatory and must assume responsibility for their safe evacuation in case of fire.

Illness or Injury: If an illness or injury occurs during normal working hours, the resident should notify the Honolulu Medical Referral Office (HMRO) immediately. If an illness occurs after working hours or on weekends the resident should notify an onsite HMRO staff resident or call for the necessary emergency services themselves.

V. Non – Compliance

The RMI housing complex policies and regulations are intended to ensure the security of all residents and to provide an atmosphere which supports the healing process. Violation of these regulations will result in the following actions (unless otherwise listed under a specific regulation).

First Violation: A written warning will be issued to the offending resident (and any escort). The warning must be signed as acknowledged. Refusal to sign a written warning may result in termination of residency.

Additional Violation: Any second or additional violation of a regulation when the resident has already received a written warning will result in termination of residency and a written notification to vacate the premises. The offending resident will be returned home immediately.

NOTE: A copy of all written warnings must be immediately forwarded to the Director of RMI Medical Referral Programs, Majuro. The Director, RMI Medical Referral Programs, must approve all terminations of residency and notifications to vacate in writing before such action can be taken.

VI. Resident Staff (MOH and MOFA)

Residency by staff members at the complex **is a privilege not a right.** All staff residents are subject to termination of this privilege by the MOH at any time.

- One apartment will be allotted by the MOH for the use of the RMI Consulate, Honolulu for a designated staff member.
- The Ministry of Health has designated two employees to reside in the complex to provide patient and building services.

- On site housing provided to MOH staff is considered a benefit of employment. Salaries or COLA will be adjusted to reflect receipt of this benefit at the rate of $750 dollars per month.

- All MOH and MOFA staff residents of the RMI housing complex are responsible for payment of their own utilities.
- All MOH and MOFA staff residents are also required to abide by existing RMI Housing Complex policies and regulations.

VII. Review and Approval:

The above RMI Housing Complex, Policies and Regulations have been reviewed and approved by the MOH Health Services Board.

Approved:

_____ _____

Justina R. Langidrik
Secretary, MOH

Date

_____ _____

Alvin T. Jacklick
Minister, MOH

Date

REPUBLIC OF THE MARSHALL ISLANDS
MINISTRY OF HEALTH
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Acknowledgement of Attending Orientation Meeting

This is an acknowledgement of my attendance at the orientation meeting conducted by the Honolulu Medical Referral Office (HMRO). The policies of the RMI Housing Complex and the medical referral program were explained to me in detail and I fully understand that I need to comply with these policies until my medical treatment is completed and I am ready to return home. I also understand that failure on my part to comply with these policies will result in serious consequences, including eviction from the apartment.

Signed:_____ Date:_____
Patient/Escort

Signed:_____ Date:_____
HMRO Staff

Signed:_____ Date:_____
HMRO Manager