



NEW RESIDENT ADMISSION POLICY

Second Family is a licensed Assisted Living facility to care for elderly residents in a home like environment. Residents may need some assistance with activities of daily living and personal care, but do not require the level of care provided by nursing facilities. The facility provides protected living for residents including but not limited to:

- A. Safe and clean living accommodations. The facility will provide the resident with a furnished room (*including linens*) that may be shared or private. The resident may bring his or her own furnishings from home with the approval of the home administrator.
- B. Three nutritionally well balanced meals and snacks.
- C. Twenty-four hour, seven-day a week general monitoring of residents
- D. Housekeeping and laundry services provided daily.
- E. A chronological log of all facility residents will be maintained to monitor and record significant (*as defined by state code*) changes in the resident's physical and mental status. All such changes will be reported to a responsible person or to the resident's physician.
- F. The resident/guardian will receive a written copy of their rights. A copy will be posted at the facility for future reference.

Second Family will provide personal care. Personal care at this home may include but is not limited to:

- A. Assisting residents in bathing, dressing, grooming or other personal hygiene.
- B. Assisting residents in self-administration of medication.
- C. Assisting residents in arranging for transportation, medical or dental care.

Social care at Second Family may include:

- A. Providing residents opportunities for social interaction in the facility and in the community by keeping residents informed of community activities, arranging for transportation and by creating and fostering social functions within the facility.
- B. Providing services to promote the resident's independence and sense of self-direction, while monitoring pride and safety.
- C. Making available, either directly or indirectly through the provider agreement, at least the following: managing money, as necessary and by agreement; making telephone calls; arranging appointments and schedules; shopping; writing letters; recreational and leisure activities.

NOTE: Outside services are provided at a nominal fee set by the provider. These services could include, but are not limited to, pedicures, manicures, haircuts, set perms, etc. Activities could include, but are not limited to, going to the senior center for lunch, visiting a local park, attending special community activities, etc. Family / Community groups are encouraged to provide activities in the Second Family home. Activities can often be provided at no additional expense or at the least a minimal additional expense.

NOTE: A new admission will be expected to provide 1) results of a physical exam performed by a licensed physician/nurse practitioner prior to admission; 2) a list of medications and treatments prescribed for the resident, which is signed and dated by the physician; 3) a list of permissible over-the-counter PRN medication, also signed and dated by the physician; and 4) documentation that the resident is free from communicable tuberculosis, including the date the tuberculin test was read and the result.

Second Family will not admit or retain a resident for whom the facility does not have the capability to provide appropriate care:

- A. Residents admitted to a Type I (A) facility will meet the following criteria before being admitted:
 - 1. be ambulatory or mobile and be capable of taking life saving action in an emergency;
 - 2. have stable health;
 - 3. require no assistance or only limited assistance from facility staff in the activities of daily living; and
 - 4. require and receive regular or intermittent care or treatment in the facility from a licensed health professional either through contract or by the facility, if permitted by facility policy.
- B. Residents admitted to a Type II (B) facility may be independent and semi-independent, but will not be dependent.
- C. Type I (A) and Type II (B) assisted living facilities will not admit or retain a person who:
 - 1. manifests behavior that is suicidal, sexually or socially inappropriate, assaultive, or poses a danger to self or others; or
 - 2. has active tuberculosis or other chronic communicable diseases that cannot be treated in the facility or on an outpatient basis; or may be transmitted to other residents or guests through the normal course of activities; or
 - 3. requires inpatient hospital or long-term nursing care;
- D. In addition to the conditions a Type I (A) facility will not accept or retain a person who:
 - 1. requires significant assistance during night sleeping hours;
 - 2. is unable to take life saving action in an emergency without the assistance of another person; or
 - 3. requires close supervision and a controlled environment.

NOTE: Second Family reserves the right to evaluate and determine, with physician and input from other relevant sources, whether a potential resident will be permitted admission. Second Family Home will only admit geriatric residents as defined by state regulations. If Second Family Home changes the level or type of residents admitted to this home, current residents would be notified in advance.

Residents that are admitted during the month will be charged a pro-rated amount for the first month. Under no circumstances, including termination, discharge, transfer or eviction, will there be a refund for any period. Should a death occur, room charges will be pro rated to seven (7) days after personal items have been removed by the family.

_____ Resident or Responsible Party Initial

Other Considerations:

- Second Family can handle the residents' spending money, if requested, up to \$100.00 only. Any financial transaction between the resident and the facility or any of the facilities personnel will be documented at the time of the transaction. Separate transaction records will be maintained for each resident.
- Second Family will not admit any resident without a written recommendation by a licensed health care professional for admission to Second Family. This will include at the least: orders for medication, diet, treatments, and activity level. Second Family will comply with all state regulations regarding admission criteria. Information regarding the requirements for admission as a resident of Second Family will be provided in the Resident Admission Package. These requirements must be met. ***A written Admission Agreement must be reviewed, discussed and then signed by the resident (and/or the guardian, if applicable) and a representative of the facility.***
- Second Family can provide respite care providing there is space available, *and* providing potential resident meets the other regular admission requirements. This includes current Physician's orders for medication and treatment, social history and admission agreements.
- Second Family will not necessarily provide care of a personal nature from a member of the same sex.

NOTE: Second Family will strictly adhere to its Admission Policies. Each admission is subject to review after 30 days to confirm the original assessment and suitability of the resident to the home. Services offered, charges and information required of residents will be reviewed with the potential resident and his/her agent or guardian prior to admission. The resident and/or responsible family member will provide Advance Directive or Living Will to the facility or decline (in writing) as desired.

_____ We decline providing Advanced Directive or Living Wills.

Resident Signature (or signature of guardian)

Witness/Other Staff/Family of Resident

Second Family House Manager/ Administrator

Signature

Date