

APPLICATION FOR ADMISSION TO AUTUMN GLEN LODGE
4045-50 AVENUE,
INNISFAIL, ALBERTA, T4G 1B2

This personal information is being collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act and is necessary for the operation and management of the Parkland Foundation Management Body. It is protected by the privacy provisions of the above act.

FULL NAME _____

ADDRESS _____

DATE OF BIRTH _____

APPLICANTS TELEPHONE NUMBER _____

Length of Residence (1) In Canada _____ (2) In Alberta _____

Religion: _____ Doctor _____

Marital Status _____

Name, Telephone and Address of Responsible Relative or Friend to be notified in case of emergency:

Other Relatives _____

Municipality in which residence established as a self supporting person for 12 months out of the preceding 24 months, prior to admission to the Lodge _____

Please state annual income as stated on line 150 of most recent notice of assessment form _____

Does Applicant receive funding through the Alberta Senior Benefit Program? Yes No

Personal Health Care Number _____

Social Insurance Number _____

An up to date medical certificate is required prior to admission.

I hereby, understand and agree that special care is not to be provided in the Lodge and that should I require special care; I will be willing to be moved to an institution providing the same.

Date _____ Signature _____

If a Resident becomes incapacitated or unable to function according to the admission rules, the family or responsible person will be asked to make arrangements for long term care or other suitable accommodation. If suitable accommodations are not available, then the family or responsible person will be asked to take him/her to their home.

Signature of Responsible Person _____

Does the applicant have a will? _____ If so, where is it at? _____

Who is the Executor? _____

ADMISSION CRITERIA

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above Act.

ADMISSION

1. It is normal policy of the Parkland Foundation to accept only seniors who are 65 years of age or older, except that a married couple with one spouse under 65 years of age will be accepted.
2. Applicants must be physically and mentally compatible with the purpose of seniors' Lodges. This purpose is to provide accommodation for senior citizens who are not suffering from chronic disease or disability that erodes their functional independence to the extent of requiring specialized care or supervision.
3. Applicants will be prioritized according to date of application, residency and need.
 - 1) Within the borders of the contracting municipalities which consist of:
 - a) County of Red Deer
 - b) Town of Innisfail
 - c) Village of Delburne
 - d) Village of Elnora
 - e) Town of Bowden
 - f) Town of Penhold
 - 2) Residents of Alberta outside of contracting municipalities.
 - 3) Residents from outside of province.
 - 4) Canadian citizens currently living outside Canada.
4. When an applicant is offered a room and declines to come in because he/she is not ready, his/her application will go to the bottom of the current list.

RESIDENT POLICIES

Administration of Medications:

It is the policy of the Parkland Foundation that we do not dispense medications of any kind (including over the counter medications) to our residents. This function is that of the resident, Homecare or the family. Residents going out for a period of time, will have to have a family member sign out their blister pack, as Lodge employees are not permitted to give the blister pack to the resident.

Alcohol:

Drug or alcohol abuse will not be tolerated. No alcohol beverages will be permitted in the common areas or Lodge grounds.

Bequests:

Bequests received by the Foundation shall be used by the Lodge for the betterment of the residents, and to the residents' life style.

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Cable TV:

Cable television is available at a nominal charge of \$20.00 per month.

Co-operation:

Residents must co-operate with the Lodge Manager. Residents must abide by such rules and regulations as are from time to time placed in effect by the Board of Directors.

Residents must advise the Manager or appropriate staff when leaving the lodge for an extended period.

Electrical Appliances:

Electrical appliances (toaster, electric blankets, irons, kettles, heating pads, etc.) are not permitted in the resident's room. Residents are permitted to have their own refrigerator and microwave.

The cleaning and defrosting of refrigerators and microwaves will be responsibility of the resident or their family. Lodge employees are required to clean and defrost them only during their annual spring cleaning.

Grievances:

The following has been proposed as the Grievance Format so all residents concerns, complaints and compliments. It is the desire of Autumn Glen Lodge to address such issues in a prompt and courteous manner.

Residents may voice their concerns in the following manner:

- 1) Through the suggestion boxes, which are situated at the main entrance and the office entrance. Suggestion(s) concern(s) placed in the suggestion boxes may be done so anonymously. All concern(s) will then be addressed at a general meeting with the residents and lodge Manager.
- 2) Contact a Resident Hospitality Committee member. Names of the committee members can be found posted on the main bulletin board. A general meeting with the residents, the Hospitality Committee and the Lodge Manager will be held once a month.
- 3) Concern(s) may also be addressed using a three tier system:

Concern(s) should go first to:

- 1) Lodge Manager/Acting Manager:

All communication must be in writing and signed by the resident. Concern(s) will be Addressed within 10 working days.

- 2) Marie Fredrickson, CAO, (Box 689, Bowden, AB., T0M 0K0. All communication must be signed by the resident(s).

- 3) The Board of Directors, Box 689, Bowden, AB., T0M 0K0. All communication must be signed by the resident(s). An opportunity to speak at one their meetings may be arranged.

Guest Meals:

Residents can invite two guests to dine with them at nominal fee. The Cook must be given Two hours notice for regular meals and one week notice for special occasions.

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Hearing Aids:

Residents are responsible for the operating their own hearing aids, replacing batteries and making arrangements for repairs. This is not a function of Lodge employees.

Housekeeping:

It is the policy of the Parkland Foundation that housekeeping services shall be provided to each resident on a cyclical basis. Resident washrooms will be cleaned twice weekly. Bedding will be changed once per week.. If the resident wishes to use their linens, 2 sets of sheets must be provided), housekeeping staff will launder the resident personal bedding and return it before the end of their shift. Residents using their own personal towels or face cloths will have to send them with their personal laundry to be washed as this is not a function of the housekeeping staff. Residents using area rugs or scatter mats in their rooms or bathrooms, do so at their own risk as they present a safety hazard(tripping, etc.). Residents bringing in area rugs/bathroom mats will be responsible for the cleaning of these items. Residents will be asked to remove their personal items from lodge furniture and windowsills. Employees will not be responsible for any articles not removed by the residents. Residents wishing their own furniture cleaned by lodge employee, again must remove their personal belongings from furniture. Residents will be asked to leave their room for one half hour period while employees are performing their duties, this is for safety of the resident (e.g. tripping over cleaning equipment and supplies). Residents will be notified upon moving in which day of the week their room will be cleaned. Residents must be able to keep their room tidy and make their own bed daily. Items which may be supplied by the lodge (e.g. towels, bedding, toilet tissue, hand soap, laundry soap) may be unsatisfactory to your personal preference, in which case you may purchase your own.

Laundry:

It is the policy of the Parkland Foundation that laundry services shall be provided to each resident on a cyclical basis, at a charge of \$20.00 per month.

Articles of clothing must be labelled with either the residents name or initials. Residents are responsible for bringing their laundry to the laundry room on their laundry day. Lodge employees will return resident laundry back to their room and hang it on the hook outside their room. A washer, dryer, ironing board, iron, laundry soap and bounce are provided for the residents wishing to do their own laundry.

Managed Risk:

If the Manager becomes aware of a safety risk to the resident related to their own actions, the resident will be asked to sign a Managed Risk Agreement form with themselves or have their representative present.

Parking:

It is the policy of the Parkland Foundation, that where applicable:

- 1) Parking is available first to all residents.

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2) A \$10.00 parking charge will be made to all residents using parking stalls.

Personal Care Provided Under the Homecare Program:

When the resident or their representative decide that the resident cannot meet the lodge criteria, they will notify the Lodge Manager. The Manager will contact Homecare to provide an assessment of what level of help the resident requires, medication assistance, bathing assistance. When it has been determined that a resident requires personal morning care or bedtime care, the family or responsible person will be notified that the resident must vacate within thirty days.

This service will be set up through the Homecare Coordinator.

If the resident becomes incontinent of feces or urine it is the responsibility of the family to come in and bathe the resident and collect their soiled clothing. Lodge employees will be responsible for changing the bed, cleaning the carpet and cleaning the bathroom as necessary.

If a resident requires or uses incontinent supplies; it is their responsibility to discard them in a sealed plastic bag and placed in their designated garbage receptacle. Family/resident must provide adult moist wipes, garbage bags, etc. to handle incontinent problems until placed in a Extended Care Facility, or be able to manage their incontinence on their own.

Personal Hygiene:

Residents must be able to take care of their personal hygiene and must be continent, or able to manage their incontinence on their own. Regular bathing and a clean appearance is required including laundered clothing.

Rate Increase:

A 60 day notice will be given for any rate increase.

Refund: Amended Min. of June 16/04 to read:

The policy of Parkland Foundation Management Body, Autumn Glen Lodge, is to reimburse a portion of the room and board fee if a resident has to move out to receive more care or for health reasons, upon the room being vacated and cleaned, ready for the next occupant.

In the event of death, no refund will be issued for any portion of the month's room and board charge

For any other reason for vacating, one month's notice must be given. Room and Board fees are due the first of each month, therefore, notice to vacate must be given on the first day of the month to vacate at the end of that month, otherwise another month's rent will be charged.

Resident's Furniture:

It is the policy of the Parkland Foundation that residents are allowed to furnish their rooms with additional furniture provided that:

- 1) The amount and size of the items do not constitute a fire hazard.
- 2) It does not create undue problems for the housekeeping staff.
- 3) Bed, dresser, night table, side chair and drapes are provided in each room.

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4) Bedding, towels, hand soap and toilet paper are provided.

Room Rates:

The policy of the Parkland Foundation is that:

- 1) Single room rates will apply to small single rooms.
- 2) Double room rates will apply to married couples occupying a double room.
- 3) Single room rates will apply to married couples occupying two special singles in the 1984 Addition.
- 4) Special single room rates will apply to the large rooms in the existing lodge and rooms With a bath in the 1984 addition.

Smoking:

Smoking will not be allowed in the residents' room. Designated areas have been set. Smokers must use care. Damage caused to the Lodge, by careless smoking habits will be charged back to the resident. Due to fire regulations, residents' smoking in their private room will be given a verbal warning, a written warning and then a letter of eviction.

Termination of Residency

By the Act, Parkland Foundation Management Body, has developed the Autumn Glen Lodge, which is classified as a Home for Senior Citizens and which provided care for the residents who need room, board and laundry services only. It is not designed, intended or equipped to care for those suffering from chronic disease or physical, mental or behavioural incapacity. If a resident becomes incapacitated or is otherwise unable to function in the Lodge environment, a family member or other responsible adult will be asked on behalf of the resident to make application for other more suitable accommodation. If suitable accommodations are not found and if the resident cannot function within the Lodge setting, then the family will be asked to assume responsibility for the care of the resident, and to make other arrangements for the care of the resident. To help the resident's family with decision making it is advised that each resident make a Personal Directive.

A resident may be asked to vacate the Lodge if he/she promotes a negative attitude or disrupts the continuity of the lodge setting.

Theft:

The policy of the Parkland Foundation is that we cannot be responsible for any items lost or stolen, from the resident of the Lodge under our administration. Residents are encouraged to lock their doors while they are out.

Transportation:

Residents are responsible for their own transportation. Lodge employees are not permitted to transport any resident for any reason.

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