



Resident's Name: _____

Move in Date: _____ Apt. #: _____

Admission Agreement

- 1) Rent is due in advance on the first day of each month. Changes in charges or the admission agreement are only upon thirty (30) days written notice, with the exception of when there is a change in condition or level of service needed. Written notice of changes in charges or the admission agreement will be given to the person designated by the resident as the party responsible for payment upon admission.
- 2) Refund: The facility requires a thirty (30) day notice of intent to move to the Executive Director in writing. A refund of any unused advance payment will be made only if proper notice is given. If the resident moves at the last of the month and does not give proper notice, a statement will be sent for fifteen (15) days. Refunds will be mailed out on the fifteenth (15th) of the month following move-out. Refunds will be sent to the person responsible for payment on the Financial Agreement unless other arrangements are made by the resident or their responsible party.
- 3) Continual Charge: Charges are continued as long as the resident's belongings occupy the apartment.
- 4) Fees and Charges: Resident's monthly rent is based on the type of apartment they select and the level of care that they require. At the time the resident moves into their apartment, the first month's (prorated if coming in after the first of the month) rent and level of care charge and the last month's rent and level of care charge are due. See the Financial Agreement for specific monthly rental rate information. A resident may have a spouse occupy the apartment with them for an additional charge of \$_____ a month plus any additional level of care charge required by the spouse. For a list of services provided at each level of care see the level of care worksheet.

We offer basic apartment living as well as assistance with activities of daily living and related support services for our residents. Included in the monthly rent for all levels of care are nurse monitoring and assessment, most activities, utilities, three meals a day, a medical alert system, transportation and basic housekeeping. Refills of prescription medication, specialized activities and outings (fees will be disclosed in advance), transportation beyond two appointments a month, physician services, and beauty and barbershop fees are not included as part of the monthly rental fee.

- 5) Third Party Payments: Any moneys owed beyond third party payment are the responsibility of the resident.
- 6) Resident Accounts: Rent is due in advance on the first day of each month. Residents who have outstanding rent after the 10th of the month will be assessed a \$25 late fee. Residents who have outstanding balances following the tenth (10th) day of the month will be issued a statement reminding them of the past due account and asking for prompt payment. They will also receive notice to vacate the premises if this matter is not handled within thirty (30) days.

On the twentieth (20th) day of the month, an additional statement will be issued if arrangements to pay the account have not been made. The statement will state the past due amount and also remind them that they have until the tenth to pay the outstanding balance or to vacate the premises. All letters regarding non-payment will be sent to the person designated by the resident upon admission as the party responsible for payment.

Statements for resident accounts will be sent out on approximately the 25th of the month for the next month. Statements will be sent to the person designated by the resident as being responsible for payment on the Financial Agreement.

Payment of monthly rent will be accepted by check, money order or direct deposit only. Payments may be mailed to Autumn Pointe at 501 North 13th Street, Fort Calhoun, NE 68023 or dropped off in the Autumn Pointe office.

- 7) Resident Records: All information in the resident's records, regardless of form or storage method of records, will be kept confidential except when release is required by: transfer to another facility, law, third party payment contract, or resident or resident's legal representative.
- 8) Nurse Assessment: Prior to admission, Autumn Pointe's Director of Healthcare Services will complete an assessment of all residents including a physical assessment. This assessment provides Autumn Pointe with baseline information and helps to ensure the resident's appropriate placement in Assisted Living. The resident must provide the Director of Healthcare with a list of all medications, treatments and supplements taken including dosage instructions and instructions for use. This must be provided to the Director of Healthcare annually. Assessment will also be conducted upon change in the resident's condition, following a hospitalization and at least annually.

If the assessment find the resident's needs are beyond what Assisted Living services can provide, action must be taken. A resident may not remain in an Assisted Living Community when more specialized care is required. A family member may remain with the resident until arrangements for transfer of the resident can be made.

- 9) Staffing: Our staff consists of our Executive Director, Director of Healthcare Services, Life Enrichment Coordinator, Maintenance Staff, LPN, Certified Medication Aides, Certified Nurse's Aides, Dietary and Housekeeping staff. We are not qualified to make medical decisions. If you become ill, we will call your physician, family or responsible party. In the event of a severe medical emergency an ambulance will be called.

The Executive Director and Director of Healthcare Services will monitor the level of care of all the residents and will staff according to the level of assistance required by the residents residing in the facility. Autumn Pointe has certified care staff available on-site 24 hours a day to assist residents.

- 10) Apartment Damage: Each apartment is rented unfurnished, and clean. Normal wear and tear is expected and a resident is expected to pay for all damages. Your family is welcome to hang your pictures, being careful not to damage the walls. A \$500.00 damage deposit reserves your apartment and is required upon admission.

Resident's Name: _____

- 11) **Housekeeping:** Once each week our housekeeping staff will clean your apartment unless otherwise specified in your resident service agreement. During this time, they will also change and make your bed, wash, dry, and return linens. They will empty trash, vacuum, dust, and clean the bathroom(s). They do not make decisions on what to throw away. Your trash should contain all items that you want to discard. Old newspapers and magazines should not accumulate in your apartment. Additional housekeeping services are available for an hourly rate.
- 12) **Transportation:** Transportation to two scheduled physician or other appointments in the local areas will be provided each month free of charge to residents. The local area is defined as Fort Calhoun, Blair and a 30 mile radius of Fort Calhoun, including Omaha. Transportation for appointments beyond two appointments each month will be charged to the resident at a rate of \$25.00 per round trip. Transportation can be scheduled in the front office during business hours. Transportation is provided on an availability basis. Transportation for facility sponsored outings and activities is provided free of charge unless otherwise specified on the activity calendar.
- 13) **Personal Hygiene:** Hygiene is an important issue when many people live or work in close proximity. Frequent bathing and deodorant use are a necessary part of activities of daily living. If our staff mentions your hygiene to you, it is only after it has become offensive. Please pay special attention to your body care.
- 14) **Illness:** Any illness that incapacitates a resident to the point of needing continual daily assistance even if for a temporary period of time needs immediate action. A family member or friend may stay with a resident paying only for meals if staying in the resident's apartment to assist them through a difficult time. Arrangements for an outside service provider, if necessary should be coordinated through Autumn Pointe's Director of Healthcare Services.
- 15) **Resident's Rights:** State and Federal laws protect your rights as a citizen of the United States. You do not give up any of your rights by becoming a resident of an assisted living community. Specific Residents Rights can be found on the Residents Right Form in the resident's record.
- 16) **Smoking Policy:** Residents who choose to smoke may do so outside the facility in designated smoking areas only. Smoking is not permitted in resident apartments, dining area, lobby or other common areas in the facility. Residents will be allowed to use only Bic or Cricket style cigarette lighters to light their smoking materials, other styles of lighters and matches are not allowed. This policy is designed to ensure the safety of all residents who reside with us. Residents are expected to dispose of all smoking materials in the provided receptacles not on the ground or the landscaping.

If a resident fails to follow the smoking policy, or smokes in a careless manner which endangers the well being of themselves and other residents, we will take immediate action. Immediate action may include, but is not limited to, management of smoking materials by staff members or discharge from the facility.

- 17) Pets: Pets are not allowed to live at Autumn Pointe. Pets may visit resident but may not stay overnight. Pet's visiting must be on a leash and may not be allowed to roam free in the common areas of the building.
- 18) Emergency Alert System: Each resident will be issued an emergency alert device at the time of admission. The emergency alert device can be worn around the neck, placed in a resident's pocket or set beside them on a bedside table. Each emergency alert device has a button in the center which, when pressed by a resident, sends an alert to the pagers worn by health care staff members. The alert lets staff members know which resident needs assistance and where the resident is located. This system allows residents to receive assistance regardless of their location in the building. Daily repeated use of the emergency alert system may signify a need for care beyond what Assisted Living can offer.
- 19) Apartment Decorating: Residents will be allowed to decorate and furnish their apartments as they choose, as long as their possessions do not exceed the space provided or cause health and/or safety concerns for themselves, other residents or staff. Residents wishing to make alterations to the apartment (i.e. paint) must have prior approval of the Executive Director and must return the apartment to its original condition upon move-out.

Newspapers and magazines may not be allowed to accumulate in resident apartments for fire safety reasons. Fuels such as lighter fluid and matches may not be maintained in resident apartments. (See number 16 of this agreement for smoking policy regarding cigarette lighters.) Fire arms and other types of weapons may not be stored or brought onto the Autumn Pointe property.

- 20) Property & Insurance: Tenants are encouraged to obtain and maintain renters insurance to cover their personal property and furnishings in their apartment. Except as required by Medicaid Waiver the resident shall be responsible for obtaining, delivering, and installing in their apartment all desired furniture, and other items of personal property. Neither Owner nor Management shall be held liable for lost or stolen property or loss due to fire, windstorms, or any other hazard. Tenant shall be solely responsible for removing Tenant's personal property from the Residence upon expiration of this Agreement.
- 21) Upon admission and payment of the first and last months rent, a key will be issued to the resident for their apartment. This key is to be returned to the Executive Director when a resident moves their belongings out of the apartment and must be returned before a refund can be given.

Unless given permission by the resident, in writing, facility staff will not allow others access the resident's apartment in their absence. In their absence, a resident's apartment will remain locked unless permission is given to housekeeping staff to clean in the resident's absence. In case of sudden hospitalization, or other infirmity, only individuals listed as emergency contacts on the resident's Service Agreement will be given access to their apartment.

- 22) Fire Alarm System: The building is equipped with an automatic fire alarm system. When activated, the alarm sounds and the smoke doors leading to each hallway close. If you do not open the door to your apartment, it will provide 30 minutes of smoke protection. When the alarm sounds, residents should feel their apartment door to see if it is hot. If it is not hot exit

Resident's Name: _____

your apartment shutting the door behind you and proceeding to the nearest fire exit. Once outside, move away from the facility and follow the direction of facility staff.

If your apartment door is hot or you are unable to exit your apartment, remain in your apartment with the door closed. Move to an external window to signal emergency personnel or facility staff that you need. Wait for instructions.

Each fire alarm will be taken seriously by the staff. If an actual fire occurs and it is necessary for you to vacate your room, a staff member will guide you to a safe place away from harm. It is important that you listen and follow instructions given by staff members in the case of a fire. Fire drills will be conducted monthly at Autumn Pointe.

- 23) Complaints: Autumn Pointe values our residents and their opinions. Concerns or complaints can always be brought to the Executive Director for resolution. While we feel that complaints can always be handled at Autumn Pointe, if a resident feels the complaint cannot be addressed at Autumn Pointe they can contact Dimensions in Senior living, the management company for Autumn Pointe at (402) 898-1079. Dimensions will then ensure that the resident's complaint is reviewed and addressed.

Complaints that cannot be addressed at Autumn Pointe or dealt with by the management company may be directed to the Nebraska Department of Health and Human Services. The number is posted by the resident mailboxes.

Autumn Pointe will not discriminate or retaliate in any way against a resident, or resident's representative or family who has initiated or participated in the filing of a complaint or concern.

- 24) Managed Risk: Maintaining the independence, dignity and quality of life of each resident who calls Autumn Pointe home is important. However, when a resident's actions or behaviors endanger their own or another's well being, they must be addressed. If the resident chooses to continue the actions or behavior, Autumn Pointe will ask the resident and/or resident representative to complete a Managed Risk Agreement. The Managed Risk Agreement will outline the actions(s) in question and potential negative outcomes related to the action or behavior. The agreement will be signed by the resident and/or resident representative and by Autumn Pointe. A copy of the completed agreement will be given to the resident a copy will be included in the resident's record. If the resident or resident representative refuse(s) to sign the Managed Risk Agreement, Autumn Pointe may request the resident seek alternative housing and care to better meet their needs.

- 25) Transfer and Discharge Policy: The following are the criteria for discharge and transfer from Autumn Pointe:

- a) Incontinence, where the resident cannot participate in the management of the problem, i.e. wearing Depends, bathroom reminders, etc.;
- b) Immobility, where the resident requires total assistance in exiting the building;
- c) Ongoing need of transfer assistance by more than one person;

- d) Behavioral symptoms which exceed manageability;
- e) The use of physical restraints is required to manage a medical condition;
- f) There is a need for complex nursing intervention or an unstable condition exists;
- g) Endangering the health and/or safety of themselves or other residents;
- h) Have been given appropriate notice to pay the rates and charges assessed and have failed to do so.

Residents who meet the discharge criteria will be provided with written notice of the need for transfer and the reason for the transfer/discharge. Thirty (30) days written notice will be provided for in the written notice, unless:

- i) The resident's health stats or behavior constitutes a substantial threat to the health or safety of the resident, other residents or others, including when the resident refuses to consent to a transfer.
- ii) When an emergency or significant change in the resident's condition results in the need for provision of services that exceeds the type or level of services provided in Assisted Living and the necessary services cannot be safely provided by Autumn Pointe.

I have read the Admission Agreement and understand the contents. A copy of this Admission Agreement will be kept in the resident's record and a copy provided to the resident or responsible party.

Resident/Legal Representative Signature

Date

Executive Director's Signature

Date