

# **OUR ASSISTED LIVING**



## **“8 STEP” ADMISSION PROCESS**

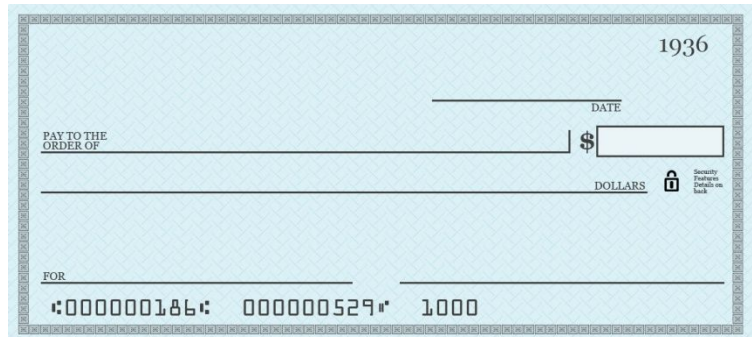
To comply with Washington Administrative Codes that regulate the Assisted Living industry in Washington State, we are required to accomplish a pre-admission assessment that will be performed by our Director of Nursing.

After you have had a tour of our facility you will then decide if this is the place for. Evergreen Estates has a deliberate and methodical admission process that we feel will ensure smooth and stressful admission to our facility. Below steps are listed so that you can follow our step-by-step process and reasons for these steps.

We find it best if you allow us to orchestrate this process and if we need help, we will ask. How long it takes depends on your healthcare provider to provide us with complete admission orders and with obtaining the needed medications from you or your pharmacy.

Due to the information that may be gathered during this process Evergreen Estates does not guarantee admission into our facility.

**Step 1 - “The Administrative Fee”:** Evergreen Estates requires an administrative fee. This administrative fee ensures that the apartment you desire is reserved during the admission process and that we don’t show it to another potential occupant.



If during the nursing assessment process, it is determined that Evergreen Estates is unable to admit you to our community, your administrative fee is returned to you in full.

Individuals using the COPES program to assist with paying for their stay at the facility will not be charged an Administrative Fee.

**Step 2 - “The Nursing Assessment”:** A pre-admission nursing assessment is required by law and Evergreen Estates will arrange for nursing assessment to be done by our Director of Nursing or a designated person. In most instances this assessment will be a face-to-face process. Our nurse has the option of performing this assessment in your home, local care facility, hospital, or request that you come

to the facility. We do not travel for than 50 miles from our facility to perform these assessments.

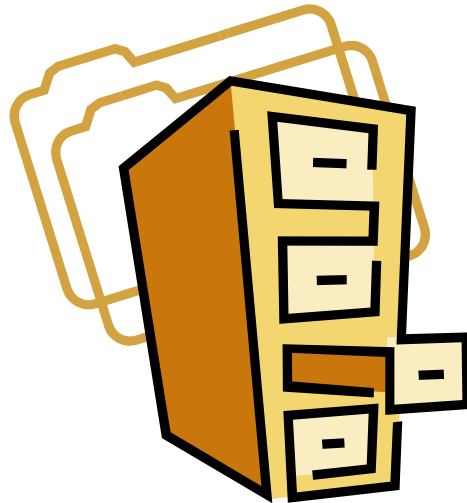


This assessment is designed to judge your abilities to live in our community safely. This process can be very lengthy, and we have seen these assessments take up to 2 hours. You may be required to demonstrate your physical abilities and will be asked some personal questions. It is important for you to answer the questions thoroughly and truthfully. The last thing you want to happen is that you are admitted to the community and later find that you will have to leave, as we are unable to care for you properly.

This assessment will determine the Assisted Living Add-on rate that when combined with your apartment's rent will be your total monthly rate at Evergreen Estates.

After you move in your assessment is then updated continually over a 14-day period as we adapt to your healthcare needs. This finalized assessment is used to build your Care Plan; thus, your add-on rate may decrease or increase with your actual healthcare needs.

Individuals using the COPES program to assist with paying for their stay at the facility must have an additional assessment completed by their assigned State Case Worker. This assessment must be reviewed and accepted by the Executive Director prior to the individual being accepted for admission into the facility.



**Step 3 - “The Paperwork Process”:** Based on our face-to-face assessment we will begin to gather information from those local healthcare agencies that we deem appropriate. This may mean that we request records from physicians, hospitals, nursing homes, state agencies and other similar types of communities. You may be requested to sign a document that allows us to obtain any needed information that we deem necessary. If we are not able to obtain the requested documents, your admission will be declined, and your administrative fee will be refunded as indicated above in Step 1.



**Step 4 - “The Gathering”:** Simply put, this is about you locating all your insurance cards, Social Security Cards, Guardianship and Power of Attorney paperwork, and any phone numbers and address of relatives you want contacted in an emergency. You will need to bring all of this with you prior to moving in day.

Unless a court has ruled the person being admitted to our facility as incompetent, they must participate in the admission process. This includes the nursing assessment and all paperwork associated with the admission process. Those with **Powers of Attorney may sign in addition with the person being admitted, but not just solely for the person.**

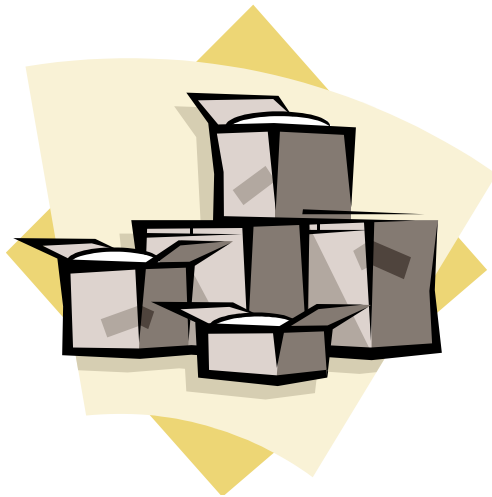
**Step 5 - “The Physician”:** One of the requirements is that each occupant be under the care of a licensed physician in the local area. Your physician must agree to follow your care while you are in Evergreen Estates.

If you or your loved one doesn't have a physician in the local area, you will have to obtain one prior to being admitted to Evergreen Estates. If this is the case, you need to know that in most instances the physician will require an office visit.

**STEP 6 - “Admission Orders”:** Evergreen Estates is required by law to have signed admission orders by your local physician. Most physicians in the area are familiar with the process and with the pre-printed forms we have in our facility; it typically is a very smooth process.

This process, however, can be slowed if your physician is on vacation or is out of the office for a period. There is nothing Evergreen Estates can do to speed this process up if this is the case.

Once we receive admission orders the administrative fee mentioned in STEP 1 is deposited and then the terms of the Administrative Fee document are adhered to.



**STEP 7 - “Front Office Meeting”:** By this step in the process, we should have a date for you to start moving things into your apartment. Someone from the front office will sit down with you and review our Admission Agreement that you will be required to sign. This is also the time we obtain copies of all the documents that you were gathering that we mentioned in Step 4. You will also be provided with a package containing information on the facility and its rules, along with other documents and

forms you may find useful.

**STEP 8 “Move in Day”:** This day can be stressful as things are being moved into your apartment and you are bombarded with questions and directions. All our current occupants are anxious to know who is moving in and you may be bombarded by folks trying to meet you.

Maintenance folks will be wanting to set up your televisions and all your WiFi needed equipment. Most televisions need to be reprogrammed to pick up the channels we offer to our residents.

You will be asked for payment on this day as well. Your rent is traditionally paid one month in advance, and you will receive a statement detailing any charges. You will be paying any pro-rated amount of the rent, based on the number of days

remaining in the month. Upon payment you will receive the keys to your apartment and mailbox.

**Step 8 - “The Care Plan”:** After you have moved in, the Care Planning process begins. We start by gathering information concerning you or your loved one from the minute you walk in the door. Based on this information we start building what is called a “Care Plan”. This plan describes in detail what services our staff will need to provide and what your physical and mental limitations may be. We appreciate your input.

The finished Care Plan will be reviewed with you, and you will be required to sign it. Consider the Care Plan a written agreement on what we will accomplish and what you will accomplish while you are living in our community.

