

Name: _____

Collinsville

Edwardsville

ST. JOHN'S ADULT DAY PROGRAM

A program of St. John's Healing Community Board
A division of St. John Evangelical United Church of Christ

222 GOETHE AVENUE,
COLLINSVILLE, IL 62234-3306
618-344-5008

1015B Century Dr.
Edwardsville, IL 62025-3772
618-656-7090

ENROLLMENT AGREEMENT AND POLICIES

Program Objectives: The goal of St. John's Adult Day Program is to enhance the quality and meaning of life for persons with dementia while providing respite and support for family caregivers. This program will create opportunities for participants to engage in social activities in supportive settings that utilize the skills and sensitivity of professional staff with the support of trained volunteers. The focus will be to offer flexible programming which will give participants choices on types of activity, enhance their sense of belonging and well-being, provide successful experiences, and emphasize their value as one of God's children.

Eligibility for Participation: St. John's Adult Day Program is designed to offer services to a wide range of individuals who should not or would rather not be home alone during the day. St. John's Adult Day Program serves individuals with Alzheimer's disease or other memory impairments, arthritis, Parkinson's disease and other diseases, as well as people who have brain or spinal injuries and conditions such as multiple sclerosis. We also serve those who would like more socialization. We serve such individuals and their caregivers regardless of race, color, national origin, ancestry, religion or sex and will make no determination regarding admission or discharge based upon such factors.

The program has the right to discharge or choose not to enroll a participant if:

- A. The participant presents a threat to him/herself, the staff, and/or another participant.
- B. The participant requires personal care beyond the capability of the staff and volunteers, as determined by the Program Director.
- C. The program guidelines are not followed (financial obligations, repeated late pick-up, provision of required information, etc.)

Payment of Fees/Billing Procedure: Fees are based on the hours of participation.

- \$9.50 an hour with a 4 hour minimum.

Checks should be made out to St. John's Community Care. Billing will be done on a bi-weekly basis. Payment is due upon receipt of the bill. Payment in advance is welcome and appreciated. St. John's has designed a Prepay Discount option for families. Please review the Prepay Discount Requirements and feel free to use the payment method that best suits your needs. Please refer your questions to the Program Director.

Prepay Discount Requirements

In order to receive pre-pay discount, payment must be received by St. John's before the end of the billing period (5:00 pm on alternate Fridays). St. John's will date-stamp each check on the day it is received. Statements will be sent out to document both the amount owed and paid. Over-payments

will be credited toward future services or refunded within 21 days if no additional services are anticipated.

PAYMENTS SHOULD BE MAILED OR DEPOSITED IN THE PAYMENT BOX OUTSIDE THE ENTRY TO THE ADULT DAY PROGRAM. ST. JOHN'S STAFF WILL EMPTY THE PAYMENT BOX DAILY. PLEASE DO NOT HAND PAYMENTS TO STAFF MEMBERS AS THERE IS A POSSIBILITY OF THE PAYMENT BEING MISPLACED.

If payment is not received before the end of the billing period, an invoice will be sent at the regular charge. Payment is due upon receipt.

Prepayment Discount:

- \$3.00 discount per day.

If a participant cannot afford to pay the full fee, his/her caregiver should discuss the situation with the Program Director and/or Executive Director. If scholarship funds are available, the caregiver will be asked to provide basic financial information so that the participant may be considered for a scholarship. Please ask the Program Director for an Application for Reduced Charges.

Late Pick-Up Charge: A late fee of \$9.50 will be charged if a participant is not picked up by the program's official closing time. Repeated late pick-ups may jeopardize a participant's enrollment in the program.

Attendance Policy: Caregivers of participants are required to call the center that they attend if the participant will not be attending on a day previously scheduled. Notification as early as possible will be appreciated. The receptionist's hours are 8:30 a.m. to 5:00 p.m. weekdays. Caregivers may leave a message for Collinsville by calling 344-5008 and for Edwardsville by calling 656-7090 anytime.

Authorization for Emergency Treatment: An authorization form must be completed and signed no later than the first day of participation. If the participant has a legal document which requests that some medical procedures be avoided (such as living will or "do not resuscitate" order), a copy must be provided to the program.

Physical Health Status: A medical form must be completed by the family caregiver and signed by the participant's physician. If the participant has not been examined by a physician within the past six months, he/she must schedule an exam as soon as possible and have the physician complete the form at that time. A TB test may be requested.

If a participant is ill, feels as if he/she is coming down with a cold or flu, or is known or suspected to have a contagious infection, the participant is expected to remain at home. The caregiver must notify the program in a timely manner as specified in the above attendance policy.

If a participant becomes ill after arriving at the program, the caregiver will be contacted as soon as possible and will be responsible to pick the participant up from the program. To the extent possible, the participant will be isolated from the rest of the group until the caregiver arrives. This is to protect the health of all participants, staff, volunteers, and caregivers involved with the program.

Medications: A list of medications will be requested during the initial assessment. It is of utmost importance that the family caregiver notifies the Program Nurse of any new medications or changes to medications, even if it is not to be administered by program staff. In an emergency, knowledge of medication status is extremely important to medical personnel. Whenever possible, family caregivers are expected to give participants medications before or after the session. If it is essential that a

medication be given during the session time, the medication should be given directly to the Program Nurse in a prescription bottle clearly marked with the participant's name. If more information is needed the Program Nurse or Program Coordinator will contact the family caregiver. The family is responsible for providing medication when needed and notifying the Program Nurse or Program Coordinator of all changes to the medication regimen.

Communication: Open communication between family and program staff is vital to assuring the program meets each participant's needs. Family members are encouraged to share concerns, observations, and/or suggestions with the Program Director or other staff members. If you need more than a few minutes to discuss your concern, please call the program Director at 344-5008 to set up an appointment. The more our staff understands about your family member's personality and preferences, the better we are able to make their experience with us a positive one.

Confidentiality: Information contained in the participant's records is confidential. Disclosure to unauthorized persons will not be made without written consent, except as required or permitted by law.

Holidays: The program will be closed on major holidays. The program will also close due to adverse weather conditions. The closing of the program will be at the discretion of the Program Director and Executive Director. Families will be notified to give adequate notice to make other arrangements for their participant. A message will also be left on the recorder at 344-5008.

Leaving the Premises/Wandering: Safety of each participant is of paramount concern to the program. We recommend that each participant with impaired memory wear an identification bracelet. (Such bracelets are available through the Alzheimer's Association Safe Return Program.) A photo will be taken of each participant and kept in our files in case of emergency. Participants will be supervised by staff and volunteers at all times. If a participant's wandering behavior compromises his/her safety while at the program, staff will contact the family to discuss alternatives.

Personal Property: Participants should not bring valuable personal belongings or unnecessary articles to the program. If a personal item is lost, staff will make every effort to find it and return it to the owner. However, St. John's cannot assume responsibility for lost belongings. Caregivers are advised to mark personal articles with the participant's name.

If a participant is incontinent, the family caregivers are asked to supply a change of clothes and appropriate incontinence products to be kept at the facility. An incontinent participant whose incontinence cannot be controlled by periodic trips to the bathroom will be required to use incontinence products to continue participation.

Photo Release: Photographs and videotape of all the participants in the program may be taken in the course of a session. Do you authorize St. John's to use and reproduce such photographs, videotape, etc. to promote the program by such means as inclusion in newsletters, television and other media, brochures, pamphlets, instructional materials, presentations, etc.?

Yes No Conditional _____

Smoking: Smoking is not allowed by participants, staff, volunteers, or family caregivers while in the facility.

