

WESTVIEW LODGE
5427 – 52 AVENUE,
ROCKY MOUNTAIN HOUSE,
ALBERTA T4T 1S9
(403) 845-3588 FAX: (403) 845-2228
wvlodge@telusplanet.net
www.rockyseniors.com

All information submitted in this application is kept strictly confidential and will be retained only for the purpose of processing this application or as long as the applicant is a resident. We require a medical to assess your suitability for Westview Lodge. By providing contact information, it is implied that you have obtained permission from them to give us their personal contact information and permission for us to contact them as deemed necessary. You can contact us at 403-845-3588.

APPLICATION FOR OCCUPANCY

FULL NAME _____
Surname (PLEASE PRINT) First Name

PRESENT ADDRESS _____

POSTAL CODE: _____ TELEPHONE: _____ BIRTH DATE: _____

LENGTH OF RESIDENCE IN CANADA: _____ IN ALBERTA _____

IN COUNTY _____ SPECIFY _____

NAME, ADDRESS, PHONE NUMBER AND RELATIONSHIP OF RESPONSIBLE RELATIVE OR FRIEND TO BE NOTIFIED IN CASE OF EMERGENCY.

NAME: _____ RELATIONSHIP _____

ADDRESS _____ TELEPHONE _____

NAME: _____ RELATIONSHIP _____

ADDRESS _____ TELEPHONE _____

EXECUTOR:

NAME: _____ TELEPHONE _____

ADDRESS _____

Do you have a living will/ and does it include a "Do Not Resuscitate" order?

COMMENTS: _____

PAYMENT OF ROOM AND BOARD:

Is applicant able to meet cost of room and board from own resources?

Yes _____ No _____

If no, state arrangements for payment of room and board, hospital, medical and other expenses:

INCOME: Check any of the following that you receive:

OLD AGE SECURITY _____ GUARANTEED INCOME SUPPLEMENT _____

CANADA PENSION _____ ALBERTA ASSURED INCOME _____

ALBERTA HEALTH CARE INSURANCE NUMBER _____

ALBERTA BLUE CROSS _____

OLD AGE SECURITY _____ SOCIAL INSURANCE _____

AN UP TO DATE MEDICAL CERTIFICATE IS REQUIRED BEFORE ADMISSION.

I hereby understand and agree that special care shall not be provided in Westview Lodge and that should I require special care in the future, I shall move to a facility providing same, upon request.

IMPORTANT NOTICE TO APPLICANTS: Once your applicant has been given approval in principle, and you accept the accommodation offered, you will be provided with a lodge resident's Terms of Occupancy, which together with this Application for Occupancy shall form the basis of your occupancy at Westview Lodge.

Signature of Applicant

Witness

Date _____

PLEASE RETURN COMPLETED QUESTIONNAIRE TO:

WESTVIEW LODGE
5427 52ND AVENUE
ROCKY MOUNTAIN HOUSE, AB
T4T 1S9

NAME: _____ TELEPHONE: _____

DATE OF BIRTH: _____

ADDRESS: _____

ALTERNATE CONTACT:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

FAMILY DOCTOR:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

1. DO YOU COOK YOUR OWN MEALS? ____ YES ____ NO

❖ If no, what other arrangements have you made to provide for your nutritional needs? _____

❖ How many meals do you eat each day? _____

- ❖ Which ones? ____Breakfast ____Dinner ____Supper
 - ❖ Who do you eat your meals with? _____
 - ❖ Do you have well balanced and nutritious meals? ____Yes ____No
 - ❖ What do you consider a well balanced meal? _____
-

- ❖ Do you have food allergies or require a special diet?
____Yes ____No
- ❖ Do you have difficulty swallowing or chewing? ____Yes ____No

2. How often do you visit with friends? _____

- ❖ What activities do you enjoy? _____
-
- ❖ What functions in the community do you attend? _____
-

3. Do you drive? ____Yes ____No

- ❖ If not, what arrangements do you make for transportation? _____
-
- ❖ Is your residence located in town or country? _____
 - ❖ How far are you from the nearest town? _____ km
 - ❖ How far are you from the nearest hospital? _____ km

4. Do you have a "Help" line installed? ____Yes ____No

- ❖ Who responds in case of an emergency? _____
 - ❖ What equipment do you have in your home for your personal safety, i.e. bath rails, etc.? _____
-

5. Do you manage your personal care and hygiene? Yes No
❖ If not, what assistance do you receive and who assists you? _____

❖ Do you wear glasses? Yes No

❖ Are you able to read or watch television? Yes No

❖ Do you wear a hearing aid? Yes No

6. Has your health changed in the last six months? Yes No
❖ What were the changes and what has been done about them? _____

❖ Have you been hospitalized or required medical attention in the last six months? Yes No

❖ How many times have you visited the doctor's office in the past year?

❖ Please list medical conditions you have been diagnosed with. _____

❖ Do you require oxygen? Yes No

❖ Do you have problems with bladder control? Yes No

❖ Do you have problems with bowel control? Yes No

7. Are you able to climb stairs? Yes No
❖ Do you use a cane, walker, and /or a wheelchair for mobility assistance?
 Yes No

8. List all services received through community support services, i.e. Home Care, West Country Family Services, etc. _____

9. What other housing options are you considering? _____

10. Does existing housing structure provide accessibility for your mobility needs?

___ Yes ___ No

❖ That is, if in a wheelchair, is the home wheelchair accessible?

___ Yes ___ No

11. Do you own or rent your present accommodation? ___ Own ___ Rent

❖ If renting, name of your present landlord: _____

Telephone: _____ Address: _____

❖ Is your present accommodation: ___ House ___ Apartment

❖ Elevator ___ Yes ___ No

❖ Rooming House ___ Motel/ Hotel ___ Other ___

❖ Details:

❖ Rooms in present accommodation: ___ Kitchen ___ Living Room

___ Dining Room ___ Bathroom # of Bedrooms ___

❖ Number of person(s) sharing your present accommodation:

___ Adults ___ Children

12. Do you receive Alberta Senior Benefits? ___ Yes ___ No

13. How long have you lived in the Clearwater County? _____

❖ How long have you lived in Rocky Mountain House? _____

❖ How long have you lived in the Village of Caroline? _____

❖ How long have you lived in Alberta? _____

14. Do you have family in the area? ___ Yes ___ No

WHEN YOU BOOK
THE
APPOINTMENT
PLEASE LET
THEM KNOW
THAT IT IS FOR A
“MEDICAL”.

This makes sure that enough time is
booked for the appointment with your
Doctor.



TO: ATTENDING PHYSICIAN

Do not return this medical certificate to the applicant. Please complete and return directly to:

ADMINISTRATOR- WESTVIEW LODGE
5427 – 52 Avenue
ROCKY MOUNTAIN HOUSE, AB T4T 1S9

I, _____ HEREBY CONSENT TO THE RELEASE OF THIS INFORMATION TO ROCKY SENIOR HOUSING COUNCIL AS PART OF MY APPLICATION TO WESTVIEW LODGE/SELF CONTAINED UNITS (SCU).

Name of Applicant Date

Name of Applicant _____ Age _____

Date of Examination _____

Is Applicant physically able to wait on himself/herself? If answer is no, please explain in detail? _____

Is the Applicant able to walk two blocks with ease?

_____ YES _____ NO

Does the Applicant require Home Care assistance? If yes, please specify needs.

Does he/she suffer from any communicable disease whereby presence in a Lodge or SCU would jeopardize the physical welfare of the other residents?

Is the Applicant suffering from any chronic disease? If answer is yes, please explain in detail.

Is the Applicant on a restricted diet? Please describe.

Past or present medical illness.

Past or present surgery.

Habits: Smokes _____ Drinks _____ Other

Does the Applicant show any sign of senility? If yes, to what degree?

Bowel Continence _____ Bladder Continence _____

Walking Aids _____ Vision _____ Hearing _____

Mandatory Chest x-ray _____

Other remarks: _____

RATING OF ACCEPTABILITY: A) _____, B) _____, C) _____, D) _____

- A) Totally
- B) Defects present, but controlled medically or surgically
- C) Doubtful, because of senile changes, unclean habits
- D) Unacceptable, chronic invalid, etc.

ATTENDING PHYSICIAN: _____

ADDRESS: _____

TELEPHONE

INCLUDE AREA CODE _____



**WESTVIEW LODGE
ROCKY SENIOR HOUSING COUNCIL**

5427 52 Avenue

Rocky Mountain House, Alberta

T4T 1S9

Telephone: 403-845-3588

Fax: 403-845-2228

Email: wvlodge@telusplanet.net

Web: www.rockyseniors.com

TERMS OF OCCUPANCY

MOVING INTO WESTVIEW LODGE

At least one of the residents occupying a suite must be 65 years of age or older.

a) WHAT TO BRING

Basic furniture of window coverings, nightstand, a bed and a mattress with a vinyl cover are provided. Residents are encouraged to bring their own furniture. Furniture must be easily moveable by staff. Chesterfields, loveseats or hide-a-beds are not permitted.

A Move- in Inspection Report will be completed by Management and signed by the resident prior to occupancy.

b) ADDRESS CHANGES

For Government Pension Cheques: 1-800-277-9914

For Alberta Seniors Benefit: 1-800-642-3853

Mail is delivered by Canada Post, Monday through Friday, to the Lodge office. The mail is placed in the mail boxes by the office staff. The resident will be issued a mail box key. The address for residents is the same as the Lodge address, which is

**5427 - 52 Avenue
Rocky Mountain House, Alberta
T4T 1S9.**

TELEPHONE

A telephone jack is provided in each room. It is the resident's responsibility to call TELUS at 310-2255 regarding installation, relocation, or disconnection. It is recommended that the resident have their own phone. Staff is not responsible for residents' messages or telephone calls, except in cases of emergency.

STORAGE

A locker in the basement is available on request. Because storage space is limited, we encourage unused or seasonal items to be left with family or friends.

MEALS

Meals are prepared according to the Canada Food Guide and follow a five week rotation. Diabetic desserts are offered. No special diets or food preparations are provided. Food from the dining room should not be taken back to your suite.

Meals will be given in a resident's room for a maximum of three days in case of illness.

Breakfast:	7:50 a.m. – 8:30 a.m.
Beverages and Snacks:	10:00 a.m.
Dinner:	11:45 a.m. – 12:30 p.m.
	11:45 a.m. – 1:00 p.m. (Sundays)
Beverages and Snacks:	2:00 p.m.
Supper:	4:45 p.m. – 5:30 p.m.
Beverages and Snacks:	8:00 p.m.

Coffee, tea, juice and fresh fruit are available in the dining room at all times.

Absence for Meals: Residents must notify kitchen staff if they will be absent for meals. Staff will look for a resident if they have not been notified of their absence. Meals are served from the steam table. Good table manners are a must; your eating habits must be acceptable to others at the table.

Guest Meals: You are welcome to have guests for a meal. Please notify the staff a day prior, if possible. Advance notification of less than 2 hours may result in seating arrangement difficulties. Guest meal charges are as posted and are to be paid to the office.

▪ Guest Meals:	
Breakfast	\$ 6.00
Dinner	\$ 10.00
Supper	\$ 8.00

Children under 6 years old:	Free
Children 6- 11 years old:	Half Price
Children 12 years old:	Full Price

VISITORS

For safety, the alarm system is activated in the evening when the doors are locked and turned off in the morning when the doors are unlocked. Please notify staff when using locked doors to prevent the buzzer from sounding. Visitors are welcome at any time, provided they do not disrupt other residents. All children must be supervised by an adult.

However, if visitors are staying after 10:00 p.m., please notify the staff when leaving so the door alarm system can be deactivated.

Overnight guests are permitted for a period of time not to exceed five (5) consecutive nights. A charge may apply. Prior arrangements are to be made with the Administrator.

ACTIVITIES

A monthly Activity Calendar is given to all residents and is posted on a large announcement board by the dining room. The calendar includes bingo, exercises, games and various social events, which are planned by the Activities Coordinator. Every morning a notation is made of those activities planned for that particular date on white boards which are placed throughout the Lodge.

Sunday Church Services are conducted by various churches. Please see the list on the bulletin board by the dining room of churches and the dates as to when they will be here at the lodge.

RESIDENT BIRTHDAY PARTIES

Resident Birthday parties are celebrated once a month and the names of those being honoured are posted in the dining room, as well as on the monthly calendar.

Lounge areas in the facility are available for family use. Please make prior arrangements with the Administrator.

APPOINTMENTS

Residents or their family or friends are responsible for making outside appointments/ arrangements. (eg. Doctor, denturist, taxi etc...)

PERSONAL DIRECTIVES/ ENDURING POWER OF ATTORNEY/ POWER OF ATTORNEY

Residents are requested to provide a copy of their Enduring Power of Attorney or Power of Attorney to the Administrator. Personal Directives should be kept in the resident's room in a visible area and a copy given to the Administrator. Copies should also be given to the hospital, homecare and a family member or close friend.

Power of Attorney can act for another person at any time for reasons of finance, property or personal directive. Enduring Power of attorney acts for another person only when that person is not competent to act in their own best interest.

RESIDENT EVICTION

Administration reserves the right to give immediate notice to vacate under the following conditions:

- a) if the resident's mental or physical behaviour in any way interferes with the comfort, enjoyment and safety of the other residents, the staff, or visitors.
- b) if the resident poses a potential risk to themselves, other residents, staff or visitors.

RESIDENT NOTICE

Should a Lodge resident be served with a Notice to Vacate, it will be the responsibility of the resident and/or the resident's family to make alternate living arrangements. It is not the responsibility of the Lodge to find appropriate or suitable

accommodation for the resident.

A resident in breach of the rules of the Lodge will be given thirty (30) days' notice to vacate, unless there is a substantial breach. In situations where the resident commits a substantial breach or is likely to do immediate harm to other residents, visitors, staff or themselves, the management may give immediate notice to vacate. Lodge residents or the executor of the estate are responsible for giving written notice to terminate room and board. Minimum written notice shall be thirty (30) days in advance of the date on which the resident intends to move out.

Management will complete a Move-out Inspection report in the presence of the resident or designate for their signature. Any damages beyond normal wear and tear will be charged to the resident or their estate.

RESIDENT ROOM RATES, ADDITIONAL FEES, AND INCREASES

Rates are set for a calendar year from January 1 to December 31. Thirty (30) days' notice of any rent changes is given. Government regulations stipulate that each resident has a minimum of \$265.00 remaining following the payment of rent. Residents seeking a rent reduction shall provide documented evidence of their income levels by providing latest copy of Notice of Assessment. Income from all sources is taken into consideration including but not limited to: Alberta Senior's Benefit, Canada Pension, Old Age Security, Widow's Pension, War Disability Pension, private pension, interest and investment income, employment income, income supplements, social assistance, spousal allowance and War Veterans Allowance.

Payment of room and board must be made by electronic funds transfer or post-dated cheques dated the first day of each month. Full rates apply if the resident is absent due to illness, vacation, leave without notice, etc. If proper written notice is not issued, the room will be held for thirty (30) days. At the end of thirty (30) days, the room will be cleaned, and the resident's belongings will be stored and held until payment is received.

Electronic funds transfers are cancelled or post-dated cheques are returned when room is vacated. Special Circumstances: In case of transfer to a higher level of care, refunds of rent only are given for the days a room is totally vacant prior to the end of the month.

PREFERRED ACCOMMODATION

Lodge residents wishing a room other than their present accommodation must contact the Administrator. Only one move will be authorized. When relocation of a resident within the Lodge is requested by the Administrator, the Lodge will assume responsibility for any incidental or sundry costs (such as telephone transfer).

When relocation of a resident within the Lodge is requested by the resident, the resident is responsible for all incidental expenses of his/ her relocation to another room.

ALCOHOL AND SMOKING

Excessive consumption of alcohol is not permitted. If at any time a resident's drinking becomes a problem to other residents or staff, they will be asked to leave. Westview Lodge is a "Non Smoking Facility". Everyone, including residents, is

asked to smoke outside of the Lodge.

GENERAL BEHAVIOR

Residents of the Lodge are expected to respect the rights, privileges and privacy of others. Proper manners and respect towards others is expected at all times. Abuse of any kind (physical or verbal) towards residents or staff will not be tolerated. Rude, inappropriate or offensive behaviour or repeated violations of the Lodge regulations will result in an eviction notice. Sexual harassment or violence is not tolerated.

SAFETY AND SECURITY WITHIN THE FACILITY

Westview Lodge takes all reasonable precautions for the safety and security of residents. This includes twenty- four (24) hour staffing, checking on residents when they do not come for expected meals, alarmed security doors at night. In addition, the Administrator will contact family or appropriate health professionals should a serious health issue arise.

Residents are free to come and go as they wish at any time. They may engage in any activities they choose in the privacy of their rooms, providing they do not infringe on the rights and privileges of others or cause damage or risk of damage to the facility or to other residents.

For those residents who do not wish to come for breakfast and would prefer not to be checked in the morning, a waiver stating same must be signed by the resident and a family member, and turned in to the office.

Westview Lodge has an emergency call system, pull cord system located in the resident room by the bed and also in the resident bathroom. This system is only to be used in a medical emergency.

Residents are prohibited from entering the kitchen and staff room.

PERSONAL HYGIENE AND BEHAVIOUR

Residents should be able to take care of own personal hygiene. Home Care assistance is available for those that require a.m./ p.m. care.

Residents are asked to be clean and tidy at all times and to be fully clothed when in the lounge area or dining room and when visiting other rooms. A hairdresser and barber are available at scheduled times.

Residents must be mentally stable and not prone to wandering. Disruptive or abusive behaviour or infringement on the rights of fellow residents and staff will not be tolerated.

PERSONAL CARE

Westview Lodge does not provide personal care services. Medications and

treatments are the responsibility of the residents and/ or families. Dressing, bathing or medication assistance are services available through the Home Care Program to qualified applicants. For more information on this program, please call 403-845-3009.

MEDICAL EQUIPMENT

Residents are permitted to use ambulatory aids such as canes, walkers and wheelchairs in the facility. Special permission is needed for use of motorized vehicles.

HOUSEKEEPING

Resident rooms and bathrooms are cleaned on a weekly basis.

Windows and carpets are cleaned annually. Residents are responsible for daily upkeep of their room. Linen, which includes bedding and towels, is supplied and laundered. Residents have the option of having personal laundry done by lodge staff or having someone do their personal laundry off site.

RADIOS AND TELEVISION

Earphones for radios and televisions are recommended for those who may have a hearing problem. Basic cable is provided free of charge in all residents' rooms. If a resident requires more cable channels, arrangements must be made and paid for by the resident to Shaw Cable at 1-800-400-9605. The Lodge will provide a connection cord and adaptor, which is left in the room when vacating.

APPLIANCES

Hot plates, heaters, and ovens of any kind (including microwaves) are not permitted in residents' rooms. Kettles with automatic shut off and small humidifiers are allowed. Small bar fridges are allowed. Power bars are to be used rather than extension cords. Only portable air conditioners are allowed in resident rooms.

TRANSPORTATION

Residents are responsible for arranging their own transportation outside the Facility, either by Taxi Service or friends and family.

BUS TRIPS

The Lodge has its own bus to take residents on short sunshine drives and day trips. The bus is driven by a responsible, properly licensed driver, and is accompanied by a volunteer to assist with resident needs. There may be a set charge for certain outings and residents must sign up on a sign up sheet which is usually posted on the bulletin board by the dining room.

When riding on the bus, the resident accepts complete responsibility while away from the Lodge, and absolves the Rocky Senior Housing Council - Westview Lodge and its personnel of responsibility for any personal accidents or changes in their condition while on the trip.

SCOOTERS

Prior arrangements for use of and parking of power scooters need to be made with

the Administrator.

DAMAGES

A Move-In Inspection Report will be completed by management and signed by the resident.

In the event of damage to Lodge property by the resident or their visitors, payment in whole or in part will be the responsibility of the resident. All types of nails, hangers or items of a permanent nature fastened to Lodge property must be approved by the Administrator or Director of Operations and are to remain when the room is vacated. Hooks in the ceiling are prohibited. The resident is responsible if windows are left open causing heating to freeze or moisture damage to floors or walls.

CAR STALLS

Car stalls with plug-ins are provided on a "first come" basis. Contact the Administrator or Director of Operations for a car stall. A monthly rental fee is charged.

INSURANCE

The Fire Insurance coverage carried by the Westview Lodge excludes loss of personal effects. Therefore, if a resident desires fire insurance coverage and any other type of protection, it is their personal responsibility. The Lodge will not be responsible for loss of personal belongings.

GIFTS TO STAFF

Staff has been instructed not to accept gifts or money from a resident for any reason. Residents may not conduct business resulting in the possibility of financial gain with any staff member. Staff may not take money to run errands or do favours for a resident. This includes doing a resident's laundry or going to the store for them. This policy is in place to protect both residents and staff.

SUITE OCCUPANCY

When a couple occupies a suite, and one of them has to leave the Lodge permanently, the spouse must be prepared to move to a single room as soon as one is available to him/her.

KEYS

Lost keys are the resident's responsibility. Duplication of keys allowing access to any part of the Lodge and distribution of such extra keys to anyone else is strictly prohibited.

FIRE PREVENTION

Fire drills are conducted semi-monthly, and residents must be aware of the procedures to follow.

VALUABLES AND PERSONAL FINANCIAL MANAGEMENT

For security reasons, residents are encouraged to lock their door while out. Westview Lodge is not responsible for lost or damaged personal articles. Residents are responsible for insuring their own property.

Lodge staff is not authorized to assist residents in financial matters.

Residents must be able to see to their own personal and financial affairs or have a Power of Attorney, Guardian or Trustee appointed.

Residents are asked to have a will and give the name of the Executor to the Administrator.

HAIR CARE SERVICES

In- house hair care services are available at the Facility. Hair service clients are responsible for paying their own charges for the service and for making their own appointments directly with the provider. For men, there is a Barber that also provides services at the Facility.

FOOT CARE CLINIC

For the convenience of residents, the foot care clinic is provided on site. Upcoming visits are announced on the bulletin board. You must make an appointment directly with the provider. Residents are responsible for paying for this service.

MOVE TO HIGHER LEVEL OF CARE

When a resident of the Lodge has been determined by Westview Lodge (in conjunction with Home Care) to have reached a health status level that requires ongoing medical intervention and personal care, the resident will no longer be eligible for Lodge accommodation.

PERSONAL INFORMATION PROTECTION

Rocky Senior Housing Council is responsible for the personal information contained within this application. Its collection is used solely for the purpose of assessing the individual's suitability for housing in our organization and will not be used or disclosed without consent unless such use or disclosure is clearly in the interests of the individual.

Information Collection Notice

When you become a resident of Westview Lodge/ Rocky Senior Housing, or when you apply for tenancy with us, we will collect your contact information and other necessary personal information. It will be used to:

- Determine if you are eligible for housing with us
- Confirm: your identity, health and/ or eligibility for the service we provide

- Provide ongoing service to meet your needs

We may disclose your personal information:

- When there is proper documentation to confirm that the information is being requested on your behalf
- To medical caregivers to help them provide the service you need
- When permitted or required by law; or
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information.

If you have any questions about the collection of your personal information, call us at 403-845-3588 from 8:30am- 3:30pm.

WESTVIEW LODGE MONTHLY RATES

EFFECTIVE JANUARY 1ST, 2011- DECEMBER 31ST, 2011

- | | |
|---------------------------------|------------|
| ▪ Single Room, Single Occupancy | \$ 1125.00 |
| ▪ Single Room, Double Occupancy | \$ 2050.00 |

- Suite \$ 2250.00

Residents that do not qualify for the Lodge Assistance Program (Income must be under \$27,835.00) will be charged additional monthly rent.

****No reimbursement for rent, laundry or parking will be given to residents while away from the Lodge.

OTHER SERVICES:

- Laundry Fee:

Staff does laundry \$50.00 per month

Special needs laundry \$80.00 per month

- Car Parking Fee \$10.00 per month

- Guest Meals:

Breakfast \$ 6.00

Dinner \$10.00

Supper \$ 8.00

Children under 6 years old: Free
Children 6- 11 years old: Half Price
Children 12 years old: Full Price