



Bethany Place & Bethany Villa

Assisted Living and/or Personal Care Accommodation for Seniors
operated by SASKATOON MENNONITE CARE SERVICES INC.

110 La Ronge Road, Saskatoon SK S7K 7H8

phone: 306-242-9019 fax: 306-242-9047 email: info@bethany55plusliving.ca

website: www.bethany55plusliving.ca

Applicant's Name _____ **Date of Birth** ____/____/____
Day / Month / Year

Address _____

Postal Code _____ **Telephone #** _____

Co-Applicant's Name _____ **Date of Birth** ____/____/____
Day / Month / Year

Relationship to Applicant _____

Address _____

Postal Code _____ **Telephone #** _____

Do you have a Church affiliation? (optional) (This information may assist our onsite Spiritual Care Coordinator.)

Church Name _____ **Phone #** _____

Alternate Contacts for Applicant/Co-Applicant:

I/We, Applicant/Co-Applicant, hereby give consent for Saskatoon Mennonite Care Services Inc. to contact the people noted below and to discuss the details of my/our application with them in the event I/We cannot be reached, or in the event the contact person requests information from Saskatoon Mennonite Care Services Inc. on my/our behalf.

Applicant Initials

Co-Applicant Initials

Family Contact:

Name _____

Address (incl. _____

postal code) _____

Email Address _____

Home Phone # _____

Work # _____ **Cell #** _____

Relationship to Applicant _____

Power of Attorney:

Name _____

Address (incl. _____

postal code) _____

Email Address _____

Home Phone # _____

Work # _____ **Cell #** _____

Relationship to Applicant _____

I am / We are Applying For:

Bethany Place Assisted Living: Rental and/or Life Lease

and/or Bethany Villa Personal Care (Rental only)

I/We understand that acceptance of this application does not constitute an agreement by Saskatoon Mennonite Care Services Inc. to provide accommodation. I/We acknowledge that this application becomes the property of Bethany upon delivery and that it will be treated with confidence.

I/We have read and understand the Bethany Place Assisted Living GUIDELINES FOR RESIDENTS & FAMILIES OF BETHANY PLACE (Schedule B) and PERSONAL ASSISTANCE PROGRAM OUTLINE (Schedule C).

I/We have read and understand the Bethany Villa Personal Care "Services – Licensed Light to Intermediate Personal Care" summary of services and fees.

Should this application be accepted, I/We hereby undertake to ensure that the terms as set forth in the life lease or rental agreement will be strictly carried out and that all fees will be promptly paid.

I/We understand that applications accepted for **Bethany Place** will have an income that is not more than the core income as set by Saskatchewan Housing Corporation (evidence of income will be required at time of admission to confirm eligibility).

Fees are set by the Board of Directors. Applicants are contacted in the order applications are received.

I/We understand that Bethany is a non-smoking and scent-free facility and that no pets are permitted.

I/We hereby authorize Saskatoon Mennonite Care Services Inc. to make any inquiries they deem necessary to verify the applicant's/co-applicant's suitability for Assisted Living/Personal Care.

Date _____
 day month year

Applicant Signature _____

Co-Applicant Signature _____

Witness _____
Family Member or Power of Attorney
(Signature and printed name)

.....
FOR OFFICE USE ONLY

Date & Time Original Application Received _____

Application Update _____

Application Update _____

Application Update _____

Application Update _____

Application Update _____

Application Update _____

Application Update _____

Application Update _____

Schedule “B”

Guidelines for Residents & Families

Bethany Place Assisted Living

Bethany Place is owned and operated by Saskatoon Mennonite Care Services Inc. (SMCSI), which represents 12 Mennonite Churches in Saskatoon and area. This organization was incorporated in 1981 for the purpose of providing housing and services to senior citizens. Its motto is “To be a witness to the gospel of Jesus Christ.”

All decisions are made by the Board of this non-profit organization. Bethany Place is an Assisted Living Housing facility intent upon facilitating independence, retaining community, providing for security and preserving dignity of the frail elderly.

Bethany Place provides the privacy of compact individual suites, daily meals, linen laundry (sheets and towels), basic housekeeping and minimal assistance with activities of daily living. There will be a staff member in the Bethany facility 24 hours daily.

Applicants must be physically and mentally capable of looking after their own personal needs and should be able to interact with other residents and staff. Bethany Place is not a Special Care Home. There are no professional medical people on staff. Residents are required to be ambulatory and/or transfer independently if confined to a wheelchair. Assisted Living Housing is appropriate for those residents experiencing physical frailty and/or some memory impairment due to aging. Constant wandering and disorientation cannot be managed.

TO APPLY FOR ADMISSION

Contact Bethany’s Housing Officer at (306) 242-9019, extension 227. Applicants interested in moving into Bethany Place Assisted Living must:

1. Complete an application form – must be signed by applicant(s) and/or their Power of Attorney (P.O.A.)
2. If requested, provide a Level of Care assessment by Client Patient Access Services.
3. If requested, see family doctor to have a medical form completed.
4. Occupancy (Tenancy) Contracts and their applicable schedules must be signed by applicant and/or their P.O.A. prior to admission.
5. Submit P.O.A. documentation; we require proof of this authority to deal with designated family member(s)/guardian(s) on housing and financial matters, and medical/living will directives.

After all the information is submitted, the applicant will be placed in the waiting list system. Priority is given to existing Bethany residents who need to move from their independent living suite. When a suite becomes available, applicants will be notified in order of their placement on the waiting list.

ADMISSION CRITERIA:

1. Applicants must demonstrate a need for Assisted Living Housing.
2. Applicants will be asked to submit the application form and P.O.A. documentation in full.
3. Applicants must not require ongoing nursing care, unless that care can be provided by other service agencies, and the condition does not unduly interfere with the resident's ability to live in Bethany Place.
4. It is suggested that resident(s) and/or family make prior arrangements for additional personal care if necessary.
5. Life Lease or Rental arrangements will be made according to availability and choice.

OCCUPANCY CRITERIA:

1. Residents and/or family may be asked to increase services from other home help/nursing agencies or purchase aids to independence as needs arise.
2. Residents will be required to agree to a Level of Care Assessment if occupancy poses health and/or safety risks to self or others. It will be imperative that a Special Care Facility be pursued immediately and additional interim care may be required from Home Care or other home help services.
3. Single or double occupancy is available.
4. Residents are required to provide up-to-date P.O.A. documentation, as well as copies of medical directives and living wills, when applicable. A Resident Information sheet will be provided and must be completed by the resident at move-in.

Fees: Monthly fees will cover Shelter, Meal Services and Assistance.

Shelter:

1. Shelter costs will be pro-rated in Rental Suites.
2. Life Lease residents will pay a monthly operating cost as determined by the Board.

Meal Services:

1. Three meals served daily in the Bethany Place Dining Room, plus an evening snack is delivered to the suite.
2. Cost is equal for all residents.
3. Resident Services Staff would appreciate a courtesy call when Residents plan on being out of Bethany Place at meal.
4. Dietary restrictions and food allergies will be accommodated. The aid of the family doctor or a dietitian may be required to assist the Kitchen staff in making the dietary adjustments.

5. Short-term/temporary meal delivery to the suite, if the resident is ill, for an additional \$2/meal.

Assistance:

1. Residents will be expected to contract with Saskatoon Home Care or other home help agencies when additional services are needed for comfort and safety.

Fees will be due on or before the first of each month. Upon vacancy, SMCSI will retain the monthly fee for up to fourteen days from the date that vacant suite is received.

BETHANY PLACE SUITES

- Each suite has an outdoor balcony.
- Each suite has a wheelchair accessible bathroom and most have a step-in shower.
- Each suite contains a kitchenette area with apartment-sized fridge and stove. As all meals are provided, the stove can be disconnected when cooking safety is a concern.
- To help create a “home-like atmosphere”, residents are asked to provide all other suite furnishings:
 - Furnishings and other items must not constitute a fire or safety hazard or create difficulty for housekeeping staff.
 - The maximum size of bed approved for a couple in a Place suite is a Queen bed or two Single/Twin beds.
 - The maximum size of bed approved for an individual in a Place suite is a Double bed.
 - Please note that Place suites come in a range of square footages and a smaller bed may be required if the size of the bedroom is such that it cannot accommodate a larger bed.
- Residents are responsible for hook-up and rental cost of telephone, cable television and internet services.

LAUNDRY

1. Bedding will be changed by staff every eight days. Residents are responsible for making their own beds on other days. Towels will be checked daily and changed when soiled.
2. Linen laundry service includes sheets and towels. Dish towels, pillowcases, mattress covers, blankets and other bed coverings such as comforters, afghans, and quilts, etc. are not provided or included in linen laundry service.
3. Residents/family are responsible for personal laundry. Washers and dryers are provided on-site for the use of the residents at no additional cost.
4. Personal laundry service can be added for an additional fee.

VISITORS: Family and friends are welcome at any time. Visitors may wish to join residents at meal time; the charge will be posted or meal tickets purchased at the office during reception window hours. Reservations need to be made as soon as possible; Kitchen staff has the right to decline if there is not adequate preparation time. To ensure privacy, Resident Services Staff should be notified if visitors are staying overnight in the resident’s suite.

ENTRANCES AND EXITS: Residents are requested to use the main entrance to Bethany Place. Emergency exits are not to be used for convenience as an alarm will sound. Residents will be given clear information about the Security System.

POLICY ON ALCOHOL AND SMOKING: Bethany Place reserves the right to ask any resident or visitor who has over indulged in alcohol and/or creates a disturbance to leave. Verbal, physical or mental abuse will not be tolerated. All indoor areas of Bethany Place, as well as throughout the remainder of the Bethany complex, are designated SMOKE FREE.

HAIR CARE: There is a Beauty Salon on site. Appointments can be made with the hairdresser during their working hours.

LOST ARTICLES: Bethany Place is not responsible for lost or stolen items. Large amounts of money should not be kept in suites. Insurance policies on personal belongings are required, a liability component to the insurance policy is also strongly advised, and a copy of the policy must be provided to the office.

GIFTS AND GRATUITIES: It is Bethany's policy that employees do not accept gifts or gratuities from residents for required normal duties during working hours.

MAIL: Each suite has a corresponding mailbox; the number of the suite is the number on the mailbox, as the address for the suite includes the suite number. It is the responsibility of the resident to ensure their address/mail forwarding service is updated with Canada Post. Letters may be mailed using the Canada Post parcel lockers located onsite, and postage stamps may be purchased at the office during reception window hours of operation.

IN CASE OF EMERGENCY/FIRE:

1. Do not use an elevator during an Emergency.
2. In event of fire, the safest place may be in your suite.
3. Do not enter smoky hallway/stairwell when exiting the building.
4. Fire Alarm is local only. In emergency dial 911.

PARKING: Rental spaces, indoor or outdoor, available as needed (subject to possible waiting list).

NOISE FACTOR: Volume must be controlled on televisions and radios, etc. in consideration of other residents.

LOST KEYS: Will be replaced at the resident's expense. Please see the Housing Officer.

INSTALLATION OF EQUIPMENT: Management must authorize the installation of any safety aids, electrical equipment, shelving or permanent furnishing. Kindly submit approval requests in writing to the Housing Officer.

PERSONAL HYGIENE: Bethany Place requires that residents maintain good personal hygiene. Uncleanliness jeopardizes personal health and comfort to self and others. Bathing and a complete change of clothing weekly is expected and may be required more frequently in individual cases. Should bathing and/or personal care become a problem, Bethany Place reserves the right to request that

Home Care or another home help service assist the resident with personal hygiene. Arrangements made with a helping agency, and costs for same, are the responsibility of the resident/family.

RESIDENT’S SIGN OUT BOOK: It is appreciated by Staff if Residents leaving the Bethany Complex would register in the sign-out book on the table at the 211 Pinehouse exit or advise the Resident Services Staff, especially if the resident will be absent for a meal.

If the resident is absent at meal-time, Bethany staff will call the resident and then check the suite and if the resident is not home, one attempt to contact a family member will be made. No further attempts will be made to track the resident down.

FAMILY ROLE: Families are encouraged to assist residents when possible. Residents who require continuous assistance with personal care will need to contract with Saskatoon Home Care or other home help services. Bethany Place can assist with making these arrangements. Appointments for dental work, doctor visits, etc. should be made by the resident or family, consultations with dentists or doctors are also the responsibility of the resident or family. The Resident Services Staff is available to give information as requested by the doctor or family regarding the resident’s state of health.

Received and Read: _____
 Initials *Initials*

January 2018

Schedule “C”
Personal Assistance Program Outline
Bethany Place Assisted Living

A Resident Services Staff will be on site 24 hours daily to provide supervision, custodial services and some assistance with daily activities. It will be important to determine whether this assistance will be adequate for you and your family members. Please read the following carefully. You may feel that additional help is needed from other home help services or you may decide that Bethany Place cannot adequately provide for your comfort and safety needs.

ASSISTANCE COMPONENTS:

1. Safety/Security

The Resident Services Staff will be on site to respond to calls for assistance. Residents at risk may carry call pendants to be used in case of emergency and Resident Services Staff can listed as the first contact. For non-emergencies residents are encouraged to phone the Resident Services Staff. The environment is designed with safety and security in mind. Resident Services perform regular safety checks during the day and night.

2. Nutrition

Three meals a day are served in the Bethany Place Dining Room and an evening snack is delivered to the suite.

Most diet needs will be addressed. Specific dietary needs as directed by a doctor or dietitian will be facilitated. Assistance with cutting meat may be available; however, residents must be able to feed themselves. Mealtime reminders will be given to residents.

3. Mobility

Residents are expected to be ambulatory and be able to independently transfer/transport themselves in all regards. On exceptional basis, staff may provide transfer for short-term periods.

4. Bathing & Dressing

Reminders to change clothing will be given if necessary. Resident Services Staff can provide minimal assistance with buttons and zippers. Home Care or other home help services must be contracted for bathing assistance and for heavier assistance to get dressed for the day or undressed for night.

5. Daily Grooming/Personal Hygiene

Residents will be encouraged to maintain good personal hygiene.



Bethany Villa

Services – Licensed Light to Intermediate Personal Care

Cleaning:	
• Garbage	Daily
• Regular Cleaning	Weekly
• Mess Clean-Up	Yes
Linen/Laundry Service:	
• Towels	Daily
• Laundry – Sheets	Yes
• Laundry – Personal	Yes
Food Services:	
• Meals	Yes
• a.m. and p.m. Snack	Yes
• Delivery of Night Snack	Yes
• Follow-up if absent at meal/night snack	Yes
• Assistance to Table if staffing permits	Yes
• Plate delivery to suite when sick (by staff)	Yes
Personal Care:	
• Dispense Medications from blister packs	Yes
• Fill Syringes	No
• Assist Insulin Tabs	Yes if possible
• Assist Colostomy Care	Yes if possible
• Assist Catheter Care	Yes if possible
• Blood Tests	Yes
• Eye Drops & Patches	Yes
• Bandages	Yes
• Stockings	Yes
• Baths	Yes
• Dressing	Yes
• Potential Emergency Response	Yes
• 1 st Contact if resident has installed a security device	Yes
Supervision:	
• Sign out when leaving	Yes
• Night Check – Hourly	Yes
Other Individual Needs:	Discretionary

Cleaning:

- Regular cleaning includes periodic cleaning of fridge and windows.

Food Services:

- Personal Care snacks will be available morning and afternoon in the Personal Care fridge.
- Evening snack will be delivered to the suites (along with medications).

Personal Care:

- Staff will assist with insulin tabs, colostomy care and catheter care only if it has been deemed appropriate by a nurse and training has taken place.
- Shampoo, toothpaste, soap, kleenex and toilet paper will be provided.
- “Depends” and other continence supplies will not be provided.
- Personal care services will be provided only in Bethany Villa.

Personal Care Fee Chart:

Single Occupancy in a Single Unit	\$	3,852.00
Single Occupancy in a Double Unit	\$	3,886.00
Double Occupancy in a Single Unit	\$	6,020.00
Double Occupancy in a Double Unit	\$	6,054.00

Single Units are 388 sq. ft. + 70 sq. ft. indoor patio
Double Units are 510 sq. ft. + 84 sq. ft. indoor patio

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