



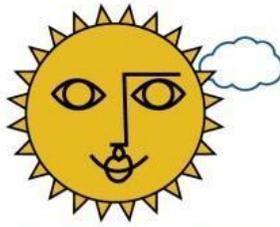
APPLICATION FOR

PARTICIPATION HOUSE MARKHAM

COMMUNITY PROGRAMS

SHARED ASSISTED LIVING

- Mission/Philosophy
- Participation House Markham Assisted Living location information
- Information Sheet/Procedure
- Outline of Services Available/Not Available/What is required of Clients
- Release of Information
- Assisted Living Service Contract
- Applicant Information (to be fill out and returned)
- Functional Assessment (to be fill out and returned)
- Medical Forms (to be fill out and returned)



PARTICIPATION HOUSE,
Markham

Our Mission

The mission of Participation House, Markham is to be a leader in enhancing the quality of life of individuals with disabilities through a continuum of services designed to reflect individualized approaches, community involvement and a respect for human dignity.

Our Values

Respect

We value and respect the uniqueness, choices and diversity of all people. We strive to foster respect between the individuals we serve, our employees and the community.

Quality

We believe that quality of life is determined by the individual, their family, and/or support network and we will work together to ensure that the services and supports for the individuals we serve are provided to the highest degree of quality possible.

Safety

We believe in a healthy and safe living and working environment.

Flexibility and compassion

We believe that our organization must be flexible, accountable, innovative and compassionate in responding to the needs of the individuals and their families supported by our organization. We recognize that growth and development of individuals is a dynamic process and that our services must reflect this reality.

Collaboration and Leadership

We will work collaboratively with other service providers and will take a leadership role within our community in promoting the quality of life of individuals with disabilities.

Revised July 2012

HEAD OFFICE

4261 Hwy 7 Suite 204, Markham, ON L3R 9W6
Website: www.participationhouse.net

Main Line: 905-513-2756
Fax: 905-513-7963

**RESIDENTIAL PROGRAMS FUNDED BY LOCAL HEALTH
INTEGRATED NETWORK**

CEDARCREST MANOR

20 Water Street, Markham, Ontario L3P 7P7
Highway 48 and Water Street
Number of Units: 8 one-bedroom apartments

Staff Line: 905-472-5860
Fax: 905-472-4978

HAGERMAN CORNERS

4460 14th Ave, Markham, Ontario L3R 1H1
Kennedy Road and 14th Avenue
Number of Units: 8 one-bedroom apartments

Staff Line: 905-947-0537
Fax: 905-947-0536

ST. LUKE'S LODGE

49 Green Lane, Thornhill, Ontario L3T 7M9
John Street and Bayview Avenue
Number of units: 20 one-bedroom apartments

Staff Line: 905-731-0792
Fax: 905-731-2160

TONY WONG PLACE

25 Deverill Court, Markham, Ontario L3R 1H1
Main intersection–Kennedy Road and 14th Avenue
4 Three Bedroom Apartments (Shared Units)

Staff Line: 905-513-9660
Fax: 905-470-4122

**RESIDENTIAL PROGRAMS FUNDED BY MINISTRY OF
COMMUNITY AND SOCIAL SERVICES**

MAIN RESIDENCE

9 Butternut Lane Markham, Ontario L3P 3M1
Main Intersection–9th Line and Church Street
48 Continuing Care Beds

Telephone: 905-294-0944
Fax: 905-294-7834

HENDERSON HOUSE GROUP HOME

113 Henderson Ave, Thornhill, Ontario L3T 2L
Main Intersection–John Street & Bayview Avenue
6 Continuing Care Beds

Staff Line: 905-881-5155
Fax: 905-881-5158

FARINTOSH HOUSE GROUP HOME

7811 Kennedy Road, Markham, Ontario L3R 2C8
Main Intersection–Kennedy Road and 14th Avenue
10 Continuing Care Beds

Staff Line: 905-477-9925
Fax: 905-477-5350

CLIFFWOOD MANOR

4000 Don Mills Rd, Willowdale, Ontario M2H 3N2
Don Mills Road and Steeles Avenue
Outreach Attendant Services only.

APPLICATION PROCEDURE

1. Application forms, including medical/immunization records and physician's statement of medical and psychological stability, income verification and services available are enclosed. Please complete and return the last 8 pages of this package.
2. When the last 8 pages of this package are completed and returned to the Director, Community Services, a telephone interview/assessment will be conducted to determine placement on the waiting list. At the time of a vacancy, a formal interview will be scheduled.
3. This formal interview will be carried out by the Admission/Discharge Committee of Participation House, Markham, and an appropriate Housing representative if applicable. An OT/PT assessment may be requested.
4. The committee will determine and notify the selected candidate and all other applicants will remain on the waiting list for a future appropriate vacancy.

TO BE ELIGIBLE FOR PARTICIPATION HOUSE COMMUNITY PROGRAMS SHARED ASSISTED LIVING THE APPLICANT MUST:

- Be 55 years of age and over
- Have a valid Ontario Health Card
- Be safe in their own home when left unattended
- Demonstrated that activities of daily living are difficult to do or cannot be done on a regular basis.
- Express a desire to live within a shared Assisted Living program.
- Be capable, or "potentially capable" of:
 - Determining when and what assistance is required
 - Making the request for assistance
 - Participating in the development of their own assisted living service plan
 - Personal management (planning meals, assisting with care of premises and arranging financial matters).
- Be in general good health with medical conditions relatively stable.
- Have medical needs met by existing community health network (e.g.: family physicians, out-patient clinics, visiting nurses).
- Be aware that the extent of disability must be within the range of care available within existing program resources.
- Meet the eligibility requirements of the housing provide.

SHARED ASSISTED LIVING PROGRAM

Participation House client must provide the following information prior to commencement of personal support care service and to maintain ongoing personal support care service:

- Proof of income as requested by Participation House and Building Management;
- Ontario Health Insurance
- Medical information as requested by Participation House;
- Power of Attorney for Personal Care

Participation House clients must provide:

- any and all supplies or equipment ordered by medical professionals i.e. transfer slings, gloves, continence supplies etc.
- a lock box for money, jewelry, health card etc.

Clients may share the following expenses:

- proper supplies to ensure the safety and cleanliness in each client shared apartment
- Land line telephone
- Apartment insurance
- Food and staples

Participation House, Markham Assisted Living

Do not provide or include:

- any medical care at any level;
- support care outside of client apartment unless organized through Life Skills staff or Supervisor
- any supplies or necessities for client daily living needs.

Participation House, Markham Assisted Living

Will Provide:

- On site 24-hour personal support care with all aspects of daily living within your shared 3 bedroom apartment from Unregulated Personal Support Care Workers. The number of staff is based on the client's combined needs.
- Individual training for staff on procedures under the guidelines for working with Unregulated Care Providers.
- Life Skills Coach available to assist with budgeting, banking, meal planning, home management skills, accessing community services and providing resource.
- Access to Participation House, Markham Adult Educational Day Program
- Phone system that allows client to contact staff 24 hours a day 7 days a week.
- Service contract to be reviewed and updated yearly.
- A furnished shared three bedroom apartment.
- Interview with Property Manager and information on building
- Sub-lease
- Part III Bill of Rights of Bill 173, an Act respecting Long Term Care.
- Assessment for lift/transfers to be reviewed and updated yearly.
- Five days for client to review all information before accepting and signing the Service Contract.



PARTICIPATION HOUSE, MARKHAM SHARED ASSISTED LIVING AGREEMENT

Between:

Client Name: Address:	-and-	Participation House, Markham 9 Butternut Lane Markham, ON L3P 3M1
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SHARED ASSISTED LIVING AGREEMENT

Participation House, Markham (hereafter known as Participation House), operates as an approved agency as outlined in the Long-Term Care Act, 1994 (Ontario) (hereafter known as the LTC Act) and pursuant to directives of the Ministry of Health and Long-Term Care.

This Shared Assisted Living Agreement addresses the requirements of providing Assisted Living, as defined in section A below, under the LTC Act and is subject to the provisions of the LTC Act. In this Agreement, a reference made to “you” includes or means your substitute decision-maker (as defined in the LTC Act), as applicable.

A. Shared Assisted Living

1. Participation House provides personal support services, homemaking services in concert with personal support service and in some cases independence training, all as defined in the Planning, Funding and Accountability Manual under the LTC Act to persons over 18 years of age with physical disabilities who require assistance with the activities of daily living and to carry out tasks that they cannot physically do for themselves (hereinafter collectively referred to as “Assisted Living”). The majority of adults with physical disabilities direct their own services. Participation House assists the recipient of Assisted Living in carrying out the activities of daily living in accordance with the needs and preferences of the recipient. Independence Training may be provided where persons are in a transition, from being dependent upon others, to making their own decisions and independent living, or when persons are not yet able to fully self direct their own services. The amount and type of service will depend upon the person’s needs. Assisted Living and related supports that Participation House will provide to a recipient are determined by agreement of the parties, through the development and regular updating of an Individual Service Plan. The independence training service will only be offered where it will be useful to support the person’s goal of independent living.

B. Agency's Responsibilities

Participation House agrees:

1. To deliver Shared Assisted Living in compliance with the requirements of the LTC Act.
2. To ensure that the Bill of Rights contained in the LTC Act, and set out in Schedule "A" to this Agreement, is fully respected and promoted as required under the LTC Act.
3. To implement the plan adopted by Participation House pursuant to the LTC Act regarding the prevention of abuse and neglect in accordance with our Policies and Procedures.
4. To develop an Individual Service Plan with you, a copy of which will be attached as Schedule "B" to this Agreement, in accordance with the LTC Act. To provide you with Assisted Living outlined in your Individual Service Plan, within the human and financial resources of Participation House
5. To review and revise the Individual Service Plan with you to reflect your changing needs and preferences. This review will be undertaken annually or at any time upon a reasonable request by you or Participation House.
6. To ask for your input on a regular basis, be responsive to and understanding of your suggestions and concerns on how service can be improved.
7. To hire, train, supervise, evaluate and schedule staff in accordance with the requirements of your Individual Service Plan, the Bill of Rights, and Participation House related policies and procedures.
8. To provide staff at mutually agreed-upon scheduled times indicated in the Individual Service Plan.
9. To provide support in accessing and coordinating medical, dental and other health and social services in accordance with your expressed needs and wishes.
10. If you wish help to establish and maintain an environment that enables you to be connected with natural supports such as family, friends and community activities in accordance with your Individual Service Plan as developed with Participation House.
11. At your request to Participation House Management, Participation House will:
 - a. Provide you with a copy and an explanation of your Individual Service Plan.
 - b. Review with you your personal record or file and make adjustments as required.
 - c. Let you review, at the address mentioned in section G of this Agreement, any agreement between Participation House and the Ontario Ministry of Health and Long Term Care relating to your Attendant Services or their funding.

C. You agree:

1. To participate in the development, direction, review and revision of your Individual Service Plan.
2. To allow Participation House to enter your apartment/personal living space to provide services in accordance with the Individual Service Plan and in all emergency situations.
3. To make every effort to look after your health, social, recreational and emotional needs.
4. To provide at your own expense equipment and supplies reasonably necessary for your care.

5. To promptly inform Participation House if there are any changes in your health or other circumstances affecting, or anticipated to affect, the type, nature or frequency of services required under this Agreement. You also agree to professional assessments when requested by Participation House.
6. To notify Participation House if insurance payments or benefits for Assisted Living have been received as a result of a settlement (i.e., past and future service costs) for a physical injury. These funds must be used to offset the costs of providing services in compliance with the Insurance Act (Ontario) and any other applicable health and insurance legislation.
7. To provide as much notice as possible if planning to be absent for one or more sessions of service or for an extended period of time.
8. To provide as much notice as possible when returning from vacation, a hospital stay, etc. to ensure that Participation House has time to reactivate the services.
9. To abide by all applicable laws and not to ask, assist or encourage any other person to violate any such laws.
10. To maintain a safe environment for you and the staff or volunteers providing the services.

D. Confidentiality

1. All personal and medical information provided by you will be kept confidential except as permitted or required to be disclosed according to applicable law.

E. Termination

1. This Agreement may be terminated at any time by written notice of termination to you for any of the following reasons:
 - You withdraw your consent to receive Shared Assisted Living or refuse to consent to the use or limited disclosure of information necessary to provide such Shared Assisted Living in accordance with this Agreement and applicable laws.
 - You have not received Shared Assisted Living for an extended period of time and have not reached a mutually satisfactory agreement with Participation House for the continuance of the services beyond such extended period. The term “extended period of time” means a period of at least 90 days unless Participation House determines that a shorter period constitutes an extended period of time due to your failure to reasonably collaborate with Participation House during such period of time in which you have not received Assisted Living.
 - You are no longer eligible for Shared Assisted Living provided.
 - Your service needs exceed Shared Assisted Living that can be provided through the Assisted Living guidelines of Participation House. In such cases, your Shared Assisted Living will not be terminated until alternate service possibilities are developed with you, your family physician or other appropriate persons or organizations unless you fail to collaborate with Participation House in arranging alternate services.
 - You have deliberately attempted to cause injury or abuse in any way, or have repeatedly shown disrespect, to another consumer, staff or volunteer, have repeatedly failed to collaborate with

Participation House, staff or volunteers or have failed to follow generally accepted safety procedures. In such cases, to the extent possible and as appropriate, you will be informed of specific instances described through incident reports and Participation House will make efforts to resolve the situation with you.

- You deliberately make misrepresentations or provide false information to Participation House, staff or volunteers regarding your personal situation or health, which will adversely affect the service being provided to you.

2. Upon receiving a termination notice, you may appeal the decision according to the LTC Act.

F. Obligations of Participation House and Limitation of Liability

1. Participation House will comply with its obligations under the LTC Act and will use its reasonable best efforts to provide you with Assisted Living and otherwise to fulfil its obligations pursuant to this Agreement. You acknowledge and agree that none of Participation House, its employees, agents, representatives, volunteers, officers and directors have any liability for any failure to provide such Assisted Living except as required by the LTC Act and this Agreement, as set out in this paragraph, and all such liability is hereby excluded. Participation House makes no warranty, representation, condition or guarantee respecting Assisted Living except as set out in this paragraph.

G. General

1. Any requests, complaints or suggestions that you may have pursuant to this Agreement must be made to:
Participation House, Markham,
9 Butternut Lane, Markham, Ont., L3P 7M1
Contact Person: Chuck Johnston, Director, Community Services
Tel: 905-294-0944 Fax: 905-294-7834
Email: chuck.johnston@participationhouse.net

You acknowledge receipt of a copy of this Agreement including the schedules and Individual Service Plan.

We hereby accept and agree to the terms of this Agreement.

Client Signature	Date
Witness (as to signature of Client) signature	Witness Name
Participation House, Markham Representative signature	Date

____/____/____ placed on client file

THE BILL OF RIGHTS

1. **Courtesy, Respect, and Freedom from Abuse**

You have the right to be treated in a courteous and respectful manner and to be free from mental, physical, and financial abuse.

2. **Privacy and Freedom to Make Your Own Decisions**

You have the right to be dealt with in a manner that respects your dignity and privacy and promotes your autonomy.

3. **Being an Individual**

You have the right to be dealt with in a manner that recognizes your individuality and that responds to your needs and preferences. This includes preferences based on ethnic, spiritual, linguistic, familial and cultural factors.

4. **Information and Answers**

You have the right to have information about community services provided to you and to be told who will be providing the services.

5. **Participation**

You have the right to participate in the assessment of your requirements, development of your service plan, review of your requirements, evaluation, and revision of your service plan.

6. **Control and Consent**

You have the right to give or refuse consent to the provision of any community service.

7. **Freedom to Speak Out**

You have the right to raise concerns or recommend changes in connection with the community services provided to you and in connection with policies and decisions that affect your interests, to your service provider, government officials, or any other person, without fear of interference, coercion, discrimination, or reprisal.

8. **Knowing the Rules**

You have the right to be informed of the laws, rules, and policies affecting the operation of the service provider and the right to be informed in writing of the procedures for initiating complaints about the service provider.

9. **Confidentiality**

You have the right to have your records kept confidential in accordance with the law.

**INDIVIDUAL SERVICE PLAN
(Master Booking Sheet)**

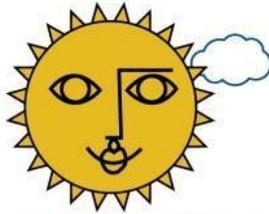
Client				Update Date			
Booking & Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							
Booking Length							
Time							
Booking Length							
Time							
Booking Length							
Time							
Booking Length							
Housekeeping	Laundry	Life Skills	Total Hours of Personal Support Care Service		Total Hours of Support Care Service		

- Staff will strive to be at clients’ bookings on time. Clients are expected to be ready for their bookings. Should a staff need to come early they must first obtain the client’s approval. Should staff be more than 10 minutes late without notifying the client, please call for assistance.
- Changes can be requested at any time by notifying Senior Staff.

I agree with the above Individual Service Plan developed with my input.

Client Signature	Date
Supervisor Signature	Life Skills Staff Signature
Date	Date

___/___/___ placed on client file



PARTICIPATION HOUSE,
Markham

CONSENT TO RELEASE INFORMATION

Client Name	Date of Birth	Address
<p>I authorize the agencies, professionals and individuals listed below to release to Participation House, Markham any information in their files that may be relevant to my care, guidance, and other needs, and I authorize Participation House, Markham to retain and use that information.</p>		
Name of agency/professional/individual	Contact Number	
Client Signature	Date	
Participation House, Markham Representative	Contact Number	
Participation House, Markham Representative Signature	Date	

___/___/___ placed on client file

Requested Schedule of Service (Please indicate the time slots when you would require assistance. Include all snacks, extra service, total number of hours, number of persons)

Time Period	Minutes	Type of Assistance	Daily	Number of Persons
Midnight – 1 A.M.	_____	_____	_____	_____
1 A.M. – 2 A.M.	_____	_____	_____	_____
2 A.M. – 3 A.M.	_____	_____	_____	_____
3 A.M. – 4 A.M.	_____	_____	_____	_____
4 A.M. - 5 A.M.	_____	_____	_____	_____
5 A.M. – 6 A.M.	_____	_____	_____	_____
6 A.M. – 7 A.M.	_____	_____	_____	_____
7 A.M. – 8 A.M.	_____	_____	_____	_____
8 A.M. – 9 A.M.	_____	_____	_____	_____
9 A.M. – 10 A.M.	_____	_____	_____	_____
10 A.M. – 11 A.M.	_____	_____	_____	_____
11 A.M. – Noon	_____	_____	_____	_____
Noon – 1 P.M.	_____	_____	_____	_____
1 P.M. – 2 P.M.	_____	_____	_____	_____
2 P.M. – 3 P.M.	_____	_____	_____	_____
3 P.M. – 4 P.M.	_____	_____	_____	_____
4 P.M. – 5 P.M.	_____	_____	_____	_____
5 P.M. – 6 P.M.	_____	_____	_____	_____
6 P.M. – 7 P.M.	_____	_____	_____	_____
7 P.M. - 8 P.M.	_____	_____	_____	_____
8 P.M. – 9 P.M.	_____	_____	_____	_____
9 P.M. – 10 P.M.	_____	_____	_____	_____
10 P.M. – 11 P.M.	_____	_____	_____	_____
11 P.M. – Midnight	_____	_____	_____	_____

SIGNATURE _____

DAILY TOTAL HOURS _____

Please complete and return

PARTICIPATION HOUSE, FUNCTIONAL ASSESSMENT

	Independently	Set up help	Supervision Only	Limited Assistance	Extensive Assistance	Total Dependence
Please check appropriate need						
Medication						
Mobility						
Walk short distances						
Rise, sitting to standing						
Manual wheelchair						
Electric wheelchair/Scooter						
Transfer to/from toilet						
Transfer to/from shower						
Phone use						
Eating And Meal Preparation						
Drink						
Feed Self						
Prepare sandwiches/snack						
Cooking						
Clean up table						
Take dishes to sink						
Wash/dry dishes						
Rising, Dressing, Sleeping						
Reach above head						
Dress self						
Undress						
Get in/out of bed						
Turn in bed						
Transfer to bed						
Transfer out of bed						
Grooming						
Toileting						
Self						
Catheterization						
Urinal						
Ileo/Colostomy						
Bowel Care						
Commode						

Please complete and return

In order to place our applicants into Shared Assisted Living it is important to know a bit about each applicant so that we ensure compatibility wherever possible. The following questions are to this purpose.

Communication Aids If so, type: _____

Hearing Aids Eye Glasses

Mobility Devices(s) If so, type: _____

Bathing Device If so, type: _____

Communication Aids If so, type: _____

Smoker Drink Alcohol

Hearing Aids Eye Glasses

Unusual Sleep Patterns If so, describe: _____

Nutritional Concerns If so, describe: _____

Allergies If so, describe: _____

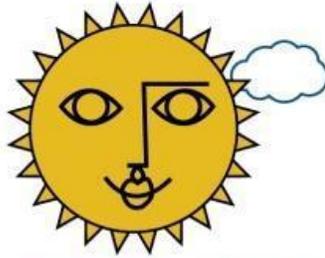
Religious Practices If so, describe: _____

Social Interests Describe: _____

Life Skills Needs Describe: _____

Employed/Volunteering
In School Describe: _____

Please complete and return



PARTICIPATION HOUSE,
Markham

COMMUNITY PROGRAMS

GENERAL MEDICAL INFORMATION

This report will remain confidential.

Note To Physician:

Your patient has applied for Shared Assisted Living. The information you provide will assist us in appropriately assessing the application. To be considered for this program the applicant must meet the following minimum criteria:

1. Be able to direct own care
2. Have all medical and clinical needs met in the community
3. Require personal care

Please give completed form to your patient or mail to:

Director, Community Services
Participation House, Markham
9 Butternut Lane, Markham, Ontario L3P 3M1

Thank you for your co-operation.

THIS SECTION TO BE COMPLETED BY A QUALIFIED MEDICAL PRACTITIONER: (please print or type)

GENERAL MEDICAL INFORMATION

Patient Name _____

Date of Birth _____ Health Card # _____

Primary Diagnosis and/or Secondary Diagnosis _____

Are these conditions: Stable Improving Deteriorating

Please complete and return

CURRENT MEDICATIONS AND DATE REVIEWED BY FAMILY DOCTOR

1. _____	PRN _____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

IMMUNIZATION HISTORY (dates)

*T.B. Test: Positive/Negative
(If positive, Chest X-ray required)

Measles

D.P.T.P.

Smallpox

*Tetanus

*Hepatitis B Vaccine

Flu Vaccination

*Mandatory before Admission

PHYSICAL EXAMINATIONS AND FUNCTIONAL INQUIRY

Head & Neck: _____

Ears: _____

Eyes: _____

Respiratory System: _____

CVS: _____

G.I. _____

G.U. _____

CNS: _____

Back & Extremities: _____

Allergies: _____

Please complete and return

PAST HISTORY: MEDICAL – SURGICAL – PSYCHIATRIC:

CURRENT AND/OR RECURRING MEDICAL/PSYCHIATRIC CONDITIONS:

Does this individual require Personal Support Care Services? Yes No

Do you feel this individual with benefit from living in a Shared Assisted Living environment? Yes No

Does your patient have any clinical needs? Yes No
If yes, are the clinical needs being met in the community?

Does your patient have a history of mental illness and/or addictions? Yes No
If yes, is your patient receiving the necessary treatment?

Do you feel your patient is capable of administering his or her own medication? Yes No

Is your patient currently receiving therapy or treatments? Yes No
Please specify (nursing, occupational therapy, physical therapy)

Please complete and return

Does your patient have any medical problems that we should be made aware of?

General Health of Patient (check where applicable):

Good

Fair

Poor

How often has the patient been admitted to hospital in the last 12 months?

Do you feel that with non-medical support service available for activities of daily living (washing, grooming, toileting, and light housekeeping) that your patient is physically able to live in the community? Yes No

How well adjusted do you feel your patient is to their disability?

IMPORTANT NOTE TO PHYSICIAN:

Please ensure that your patient has had a medical examination within the past 12 months. Date of examination: _____

PHYSICIAN: (please print)

Name: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

Please feel free to attach any additional information that you feel would assist us in processing this individual application.

Revised July 2012

Please complete and return