



2812 Old Lee Highway, Suite 210
Fairfax, VA 22031
Voice (703) 204-4664
Fax (703) 204-0509
www.alzheimersfdc.org

AFDC Admission Process

1. Complete the application form.
2. Call to arrange an assessment with the family caregiver and potential participant. (Slots for attendance cannot be held prior to the receipt of application and applicant assessment.)
3. Complete the enrollment paperwork. **The physical and TB screening must be signed by a physician and completed no more than 30 days prior to admission.**
4. Schedule and arrange for transportation.
5. Determine start date and sign contract.
6. Discuss any dispensing of medication and dietary issues with our nurse.

First day of Attendance

1. Plan on the new participant attending no more than about 4.5 hours on the first day.
2. Bring a change of clothing (and Depends, if used) labeled with participant's name.
3. Label all medications and bring in the original container.
4. Make plans for yourself to enjoy the day.

*Don't forget to pick up your copy of the family handbook!

Sharing the Care  Spreading the Knowledge



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ALZHEIMER'S FAMILY DAY CENTER

APPLICATION FORM

NAME: _____ Date of Admission: _____
Address: _____ Telephone: (____) _____
City: _____ State: ____ Zip: _____
Social Security Number: _____ Marital Status: _____
Medicare Number: _____ Effective Date: _____
Medicaid Number: _____ Effective Date: _____
Other Insurance: _____ Place of Birth: _____
Birth Date: _____ Age: _____ Hospital Preference: _____
Referred By: _____ Hospital Address: _____

NAME OF RESPONSIBLE PARTY/GUARDIAN NAME OF NEAREST RELATIVE

Address _____ Address _____

Telephone (w) (____) _____ Telephone(w) (____) _____
(h) (____) _____ (h) (____) _____

NAME OF NON-FAMILY EMERGENCY CONTACT PERSONAL PHYSICIAN

Address _____ Address _____
Address _____ Telephone(____) _____
Telephone (w) (____) _____
(h) (____) _____

PRIMARY CARE PROVIDER

AGENCY/SOCIAL/CASE WORKER

Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

Please rate the following on a scale of 1 to 5, with 1 = very poor and 5 = very good

Sight _____

Alertness _____

Use of hands _____

Orientation _____

Hearing _____

Ability to feed self _____

Speech _____

Ability to walk _____

Other disabilities:

What kind of assistive devices do they use? dentures ___ glasses ___ walker ___ cane ___
hearing aid ___ braces ___ wheelchair ___ ostomy appliance ___

Description of Home Situation (who lives there):

Social History (names of children, spouse, siblings, extended family, friends, and other pertinent family information):

Interests of Participant (hobbies, likes, dislikes, food preferences and dislikes, personality traits, past hobbies and interests):

Past Occupation of Participant:



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FEE AND PAYMENT POLICIES

Effective April 15, 2012

The Alzheimer's Family Day Center (AFDC) operates on a fee-for-service basis with a goal of providing the highest quality dementia-specific care at an affordable rate. Fees are reviewed each year and adjusted if needed.

We tie the cost of care to the level of service provided. All potential participants are assessed and assigned to Level II or III. Monthly fees are figured according to levels of care. Each participant is reassessed quarterly and families are notified in advance if there is a change in the level of care needed.

The Center Director will help you select a schedule of attendance at the Center for your family member (see attached schedule and rate sheet) and you will pay for that schedule in advance on a monthly basis. We strongly encourage you to carefully select a schedule that is viable for your family, as we cannot always accommodate last-minute schedule changes.

Services are accounted for on a prospective monthly basis and a statement of services, charges and payments will be sent to the responsible party on a monthly basis. Payment must be received by the 5th of the month for which services are received (for example, payment for June services are expected by June 5th).

For those who have difficulty meeting the cost of care, the Board has established the *Family Caregiver Respite Fund* with the goal that no one is turned away for lack of funds to pay for services. Feel free to contact us for an application for financial assistance.

Alzheimer's Family Day Center Fees

Effective 4/15/2012

Adult Day Health Care - Level II		Sunshine Club - Level III	
<u>Attendance</u>	<u>Monthly Charge</u>	<u>Attendance</u>	<u>Monthly Charge</u>
5 days per week	\$1,690.00	5 days per week	\$1,920.00
4 days per week	\$1,450.00	4 days per week	\$1,648.00
3 days per week	\$1,126.00	3 days per week	\$1,280.00
2 days per week	\$ 805.00	2 days per week	\$ 915.00

Missed Days

If your loved one misses a scheduled day for any reason beyond our control (including inclement weather, illness, or a situation that requires us to close for a full day), we will be glad to try to accommodate a make-up day within the month of the missed day, if possible. Please note that this is dependent on a number of factors, including available capacity.

Unfortunately, we cannot reschedule days missed due to the Center being closed for a scheduled holiday. You will receive a calendar of scheduled holidays by the beginning of each year.

Additional Days

If you need to occasionally add a day to your schedule, we will try to accommodate your request. Please call the at least 24 hours in advance. The fee for an additional day is \$100 (Level II) or \$110 (Level III).

Withdrawal

We request that any participant looking to withdraw from the program submits written notification to AFDC of at least 14 days. In the case of discharge due to medical reasons or death, this 14 day notice is waived. A refund may be provided for any remaining unused days after the agreed date of termination that month. This refund will be provided within 60 days.

In the event the participant leaves AFDC but wants to hold their space, AFDC will hold the slot for as long as instructed in writing. Regular payment is required during this time. In the event payment is not received for position hold, a discharge letter will be issued for non-payment.

Questions about any financial matters should be asked of the Finance Director.

Registration Fee

There is an application/assessment fee of \$75.00 due at the time of enrollment.

Late Pick-up Fees

The Center is opened from 7:30 a.m. - 5:30 p.m. We appreciate everyone's cooperation in helping our staff to get off work on time in the evening. Our late pick-up fees are as follows:

- \$15.00 for pickup up to 5 minutes late;
- \$30.00 for pickup between 5 to 15 minutes late;
- \$55.00 for pickup between 15 minutes and a half hour late;
- \$80.00 for pickup between a half hour and an hour late;
- \$105.00 for pickup after an hour late and every hour thereafter.

Since the Center cannot leave a participant alone, our employees must be paid for the time they are here after their scheduled hours. Licensing requires at least two staff members to be present even when only one participant is awaiting pickup.

Late Payment and Non-payment

Payments are due on the 5th of each month.

If a bill is not paid in full by the 15th, the Finance Director will call and remind the responsible party to pay the bill. AFDC has the right to assess a late fee on any bills not paid in full by the 15th.

If outstanding payment is not received by the end of the month (last business day), a certified letter will be sent stating the responsible party has 14 days to submit the outstanding balance, or the responsible party will be issued a 14 day discharge letter.

If unusual circumstances arise which affect the responsible party's ability to pay please contact the Finance Director.

Returned Checks

There is a \$30.00 charge for returned checks.

Family Caregiver Respite Fund (FCRF)

It is the Center's goal not to turn anyone away for lack of ability to pay. Therefore the Board actively fundraises for the FCRF so that it can consider requests for reductions in charges when there is financial hardship. The Board of Directors has an administrative committee to review FCRF applications from families in need of assistance and recommend fee reduction amounts. The Board ultimately approves the level of assistance. It is important to give accurate and complete information since the committee decision is based on what is read.

All information is kept confidential. The requests for FCRF renewals are reviewed in the spring for the upcoming fiscal year. New requests are considered as they are received. Information and questions go to the Executive Director who will relay them to the Board.