

ADMISSION POLICY

NAME OF HOME: Boardman Cottage

PROVIDER NAME: The Beacon Project

The Beacon Project has established an Adult Family Care Home for the elderly. Boardman Cottage provides care for six elderly in a home-like setting. The home provides a safe and secure environment ensuring residents right to independence and encouraging individualism. The Beacon Project is a private, non-profit organization with funding supplied by donations, grants and community support. The mission of The Beacon Project is to make it possible for our elders to remain here on Islesboro with dignity and comfort as members of the island community.

Boardman Cottage is located near daily island destinations; it is a convenient stop for visitors and a fitting center for many types of activities such as musical entertainment, bingo games, birthday parties and discussion groups. People who continue to stay in their own homes or with relatives will be able to make day visits and stay for lunch or dinner. Whenever possible, programs will be designed with idea of keeping residents and community coupled.

The residence is accessible for the physically challenged since all common rooms and bedrooms are on the first floor and entrance and exits are at ground level. There are six private rooms all with single beds and each with a private half bath equipped with safety devices. In the event that a couple would like to share two rooms there is a connecting door between two sets of rooms. The community bathroom is a full bathroom that is wheelchair accessible with shower rails and chairs. Each of the residents' rooms contains a private phone and satellite TV hook up and ample closet space. Each room is equipped with a call bell system and the residents will have access to an intercom system. The kitchen, dining room living room, library and salon along with outside deck and porch areas are shared with the Administrator and family. The second floor has an apartment for the Administrator. Pets will be considered on a case by case basis depending on compatibility, safety and residents ability to care for them. There is no smoking in the home.

The home will provide residents with three home cooked meals and snacks, therapeutic diets as needed; housekeeping and laundry service, assistance with activities of daily living, medication management; provision for intermittent nursing needs; assistance with managing personal affairs, transportation to services and social events; and social and recreational activities on the side. Input from residents will be encouraged regarding activities within the home and a family atmosphere will be prevalent throughout the home.

Boardman Cottage provides services to the elderly who need assistance with activities of daily living which include bathing, dressing, transferring, toileting, and eating. Other services include help with housework and help with daily medication. If space permits the home will provide respite services to those families in need throughout the community. The facility will provide services without regard to the resident's race, age, national origin, religion, sex, receipt of public benefits or any

change in source of payment to the facility. Additionally, the facility will not base any admission decision on the source of a resident's income.

Residents of the home will be able to intermingle freely with others both within the residence and in the community. Transportation will be provided to local churches, the library and local stores. Community and social events will be available to the residents including luncheons, meetings and church services. Services will be brought to the home from the health center, library, clergy and volunteer organizations. Also, transportation to ferry for off island activities will be provided.

Health services on Islesboro will include visits to Community Health Center, Physician and Physician Assistant home visits, and community health screenings, a consulting RN to oversee care and medications and Rescue Unit at the basic level. Transportation will be provided to residents that prefer providers off the island. Not only will providers and RN Consultant be available for residents needs but will play a role in ongoing training provided to staff and Administrator. Various community organizations will also be utilized for continuing training required to meet the constant and changing needs of residents.

The staff at Boardman Cottage consists of an Administrator who is responsible for personnel and financial matters and day to day operations. Four full time Direct Care Aides work and several part time aides, scheduled so they can cover twenty four hours with overlap during the busy hours. These individuals, when they are on duty, perform all the tasks of a home environment including meal preparation, laundry, and cleaning. Periodic visits by a RN Consultant are also required. More highly trained staff could be required from time to time, depending on the needs of the residents. The community continues to demonstrate support in a variety of volunteer activities.

The Administrator, licensed as a Residential Care Facility Administrator, has attended basic training to include personal support services and medication administration and required management training for a level three assisted housing programs. The Administrator is also certified in CPR and First Aide. Direct Care Staff will be certified in CPR, First Aide, and Medication Administration. The Administrator will receive ongoing training of at least twelve classroom hours annually. Instruction will be provided to the staff by the Administrator, including location of fire extinguisher, evacuation procedures, emergency operations, location of medicines and instructions on caring for each resident. A record of all training and orientation will be kept on all caregivers.

Priority for admission will be given first to island residents and second to close relatives of island residents. If necessary to avoid a prolonged vacancy, non-residents will be considered for admissions.

An admission criterion includes resident screening and needs assessment. All applications, screening and needs assessment will be reviewed by an Admissions Committee, which includes the Administrator, one member of the Board of Directors and one year round Islesboro resident appointed by the Board of Directors. In the event of multiple applications for one bed a vote will be taken by committee.

Special consideration, in the following order will be given to:

- Life long residents of Islesboro.
- Year round residents of Islesboro.
- Family members of Islesboro residents.
- Property owners who are not year round residents.
- All other Applicants.

Resident's admission requirements include:

- 21 years of age or older
- Income and resources necessary to meet the financial requirements for housing and services.
- A current medical history and physical exam report within seven days prior to admission.
- A physician responsible for medical care and a copy of doctor's orders.
- Chest x-ray dated within 6 months prior to admission and /or a statement of resident's physician that the resident is free of communicable diseases including tuberculosis.
- Applicant's needs must be determined to be able to be met by the Boardman Cottage personnel.

Residents at Boardman Cottage will be allowed to age in place. "Aging in Place" means a program of services provided in assisted housing programs that furthers the independence of the resident and respects the privacy and personal choices of the resident, including the choice to continue to reside at Boardman Cottage for so long as the assisted housing program, as it is fundamentally designed, is able to meet the needs of the resident. Assisted housing programs provided to residents must be consumer oriented and meet professional standards of quality.