

BARTLETT WOODS RETIREMENT COMMUNITY

Application Process Overview

Bartlett Woods is a non-locked community and residents may come and go as they please. All residents must be at least 55 years old. In the case of married couples, only one partner is required to be 55 years old. Applicants must also demonstrate the ability to pay the rent, while retaining sufficient resources to meet personal expenses. Therefore, each applicant is asked to complete a financial disclosure form.

Once the financial eligibility criteria are met the applicant is requested to meet with the Director of his/her designee to discuss potential service needs. An initial assessment is completed at that time. Information provided by the applicant, their family, physician or other practitioners, home health agency, residential care, nursing facility or hospital will be considered during the assessment process. The goal is to establish a comprehensive picture of the individual's activities of daily living needs, ability to manage medications, social supports, diet and preferred daily routine, which will provide the basis of an initial service plan if needed. In order to process and validate the information collected from applicants you are asked to sign a Release of Information form giving Bartlett Woods permission to obtain information from other agencies relating to the applicant's financial, physical, medical, and mental status.

A description of available service packages is provided to each applicant and, based on assessment information; the facility will recommend a service plan upon admission. Participation in a specific service package may be required as a condition of admission. The facility may elect to refuse admission to an applicant who refuses participation in a recommended service plan, does not have an alternate service arrangement, and as a result, will have unmet service needs that will compromise the applicants safety or health care needs.

When an applicant decides or is required to purchase a service package, a copy of the Resident Services Agreement is given to them to read and sign. The Resident Services Agreement is a written contract between Bartlett Woods and the resident. It reflects the cost of the purchased service package, what the resident can expect from Bartlett Woods and what Bartlett Woods expects from the resident.



BARTLETT

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