



# Guest Care Application

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Female \_\_\_ Male \_\_\_ Married \_\_\_ Widowed \_\_\_ Divorced \_\_\_ Single \_\_\_

Primary Caregiver \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please list any special care needs, preferences or allergies to environmental agents. *(Staff will discuss specific medications and nutritional needs with you at the time of admission.)*

*Consent to release information: I authorize the exchange of information between my physician and Trillium House if needed during my stay.*

Physician Name and Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant (or Responsible Party)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Trillium House Staff

\_\_\_\_\_  
Date



## Guest Care SHORT-TERM STAY AGREEMENT

Whereas I, \_\_\_\_\_, wish to be a Guest at Trillium House for the time agreed upon by me, my responsible party, and Trillium House.

### TRILLIUM HOUSE AS AN ALTERNATIVE TO MY HOME:

Trillium House staff and volunteers are prepared to offer me 24-hour care of the type a responsible family member could provide in a private residence. I understand:

I will be assigned a private bedroom with bath and living quarters. Trillium House staff is trained to perform health care tasks a family member at home may be trained or instructed to do. These include assisting me with activities of daily living such as bathing, grooming and meals, repositioning or transferring me from one position to another and helping me to take prescribed medications.

My primary caregiver is welcome and encouraged to participate in my care at Trillium House.

**MEALS & SNACKS:** A kitchen used and maintained by Trillium House staff and volunteers is used to prepare meals and snacks. I understand my family or friends may bring snacks or special foods for me to enjoy. These must be labeled with my name, contents, date and given to Trillium House staff for proper storage.

**MEDICAL CARE:** I understand it is my responsibility to coordinate and manage my medical care while I am a Guest at Trillium House. I understand Trillium House staff and volunteers will cooperate with medical care providers but do not provide medical care.

**Trillium House will utilize 911 emergency services for medical situations requiring professional assistance.**

I understand my and/or my caregiver's, family's or visitor's behavior must not be disruptive to Trillium House or present a danger to self or others. I understand if my caregiver's, family's or visitor's behavior is disruptive they will be removed from the premises immediately and not allowed to return. I understand Trillium House staff is not able to provide one-on-one care for behavior management. My family will be asked to provide it or to make other arrangements.

**MEDICATION:** I understand it is my responsibility to provide the medication I need and that it must be clearly labeled in its original container that includes written instructions for its administration. I agree to give this medication to Trillium House staff and I understand it will be locked in a medication cabinet.

**STATING AND HONORING DECISIONS ABOUT CARE:** I agree to provide Trillium House a copy of my advance medical directive and the name of my durable power of attorney for medical affairs.

**FINANCIAL AGREEMENT:** In consideration of these services I or my Primary Caregiver / Guarantor individually promise to pay my account at the rates stated in my financial agreement with Trillium House. The daily care fee will not be pro-rated for a discharge occurring during a charged day. For any day or partial day beyond the agreed upon departure date and time, Trillium House has the authority to charge a care fee of \$500. Payment for billed services is due within 15-days of issuance.

**SAFETY AND PRIVACY:** I agree to abide by rules to ensure safety and privacy for all Guests, staff and volunteers at Trillium House. I understand my caregiver and any visitors will also.

**PERSONAL POSSESSIONS:** I understand my family and I are responsible for the security of any money, jewelry or other personal items I bring to Trillium House.

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Signature of Guest or Responsible Party Date

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Trillium House Date



## FINANCIAL AGREEMENT

I, \_\_\_\_\_, agree that I or my representative named below will pay to Trillium House, Inc. a daily care fee of \$175 for my stay from \_\_\_\_\_ to no later than 5 p.m. on \_\_\_\_\_.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Guest Signature Date

\_\_\_\_\_  
Authorized Representative Signature Date

\_\_\_\_\_  
Trillium House Date

*Trillium House has the authority to charge \$500 per day or partial day for care provided beyond the date and time agreed to here.*

# Personal Belongings Inventory

Name \_\_\_\_\_

Room \_\_\_\_\_

Dentures – Full / Upper / Lower

Hearing Aids — Right / Left

Glasses

Contact lenses

Walker/Wheelchair

Other Medical Equipment (description)

Suitcase

Bathrobe

Toiletries

Clothing (description)

Shoes (description)

Jewelry (description)

Furnishings (description)

Books/Music/Movies (description)

Other (description)

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Signature

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Date

# Trillium House

## Guest Information

### LEVEL OF CARE

Trillium House staff provide a basic level of care, including assisting Guests with activities of daily living including basic grooming, eating, assisting with medications, transferring, repositioning and oral care. Staff will do visual checks on Guests one time per hour, and assist Guests as needed based upon their condition. If a Guest's condition requires a higher level of care than what the Trillium House staff can provide, the Guest's medical care provider, and family and friends who the Guest has requested assist with their care may be contacted to help provide the needed care.

### FAMILY PARTICIPATION IN CARE

Although Trillium House staff provide residential care for Guests, family members and other people important to the Guest may assist with basic care needs — with the knowledge and consent of the Guest.

### HANDLING OF GUEST FINANCES & PROPERTY

It is the policy of Trillium House that no staff or volunteer, accept power of attorney for any purpose, and may not accept appointments as guardians or conservators of Guests. Furthermore, Trillium House must refuse any request for assistance in managing Guests' finances of any sort. Also, no representative of the Trillium House may borrow a Guest's property or in any way convert a Guest's property to their possession. .

### LAUNDRY

All laundering is done at Trillium House. If a Guest has allergies to specific cleaning agents, his/her laundry shall be cleaned separately using a non-allergenic detergent.

Gloves shall be worn when handling soiled bed linen and towels. Soiled linens will never be placed on the furniture or floor and will be kept away from clothing.

Guests will also be provided laundry service for their personal belongings that are able to be washed and dried by machine. If a Guest has items that are "dry clean only", it is the responsibility of the Guest and/or family to provide this need for the Guest.

A Guest's personal clothing shall NEVER be laundered with bedding or towels. Chlorine bleach shall NEVER be used on personal laundry unless it is required due to contamination by blood or body fluids; Care will be taken so belongings are returned to the right Guest in a neat and undamaged condition.

The laundry facilities are to be used by staff and volunteers only.

## PERSONAL HYGIENE

Responsive Guests shall be offered a bath daily or more often if necessary. Assistance will be offered in brushing of teeth, hair combing/brushing, shampooing, hand washing, shaving, and caring for toe and fingernails if needed. If a Guest is incontinent, they will be cleaned immediately.

## PERSONAL ITEMS

Trillium House encourages Guests to make their room as homelike as possible by bringing in pictures, photo albums, or other small items. However, large pieces of furniture cannot be accommodated. Any electrical equipment — lamps, hair dryers, etc. — must be checked for safety by the House Manager before being used. Please check with the staff if you have any questions on personal items you may bring to

## PETS

Pets (cats, dogs, birds) may be in the Guests' room with guests for short visits. Families and friends are responsible for the animals and they must be on leashes or in travel-carrier kennels. They are responsible for the care of the animals, not Trillium House staff. Guest room doors need to be closed when pets are visiting, as they are not permitted to roam the facility. It is preferred that family let the Trillium House staff know they will be bringing an animal into the home prior to a visit. Therapy dogs are welcome by appointment. Pet visits may be prohibited if they will adversely affect the health of other guests.

## SMOKING

The use of tobacco products is strictly prohibited in the house and within 100 feet of Trillium House. This policy is in effect 365 days/year, 24 hours/day. Management of the Trillium House has the responsibility for administering this policy. Any exception to this policy must be made by the House Manager with appropriate documentation filed in the Manager's office.

## STAFF

Trillium House will at all times have at least one house staff member on duty, awake, dressed and up and about the facility 24 hours/day. The responsible caregiver shall be at least 18 years of age and capable of performing required duties in the supervision of the Guests. This staff member shall be accessible to all Guests in the facility and will be the person to whom caregivers report to.

## SUPPORT SERVICES

Trillium House welcomes visits from your primary physician, clergy person, hair dresser or others supporting your care and well-being.

## VALUABLES

Trillium House does not have a safe for locking up valuables. We suggest that Guests do not bring more than \$20 in cash or valuables.

## VISITING HOURS

Family members and friends (specified by the Guest), may visit at any time. The general visiting hours are from 8:00 a.m. to 9:00 p.m. daily. Doors will be locked after 9:00 p.m. on all weekdays and weekends.

## MEALS AND SNACKS

Meals and snacks for Guests are provided by Trillium House staff and volunteers. We will try to meet your particular needs and likes. Families may bring in favorite foods and soda pop for a Guest.

## FIRE SAFETY

Trillium House is required to follow state fire marshal codes by license. Among other restrictions this means candles are not allowed in the building and facility must perform mandatory fire drills.