



ADMISSION CRITERIA FOR RESIDENTIAL CARE

NOTE: Please sign after each Section

SECTION 1- ADMISSION PROCESS:

- 1.1 Please take note that Irene Homes can only admit a person who are intellectually disabled if the person meet the applicable criteria in paragraph 4 of this document;
- 1.2 As the parent/family member/guardian, you will sign the admission agreement on behalf of the applicant and will therefore be responsible for all agreements signed upon admission;
- 1.3 The process in terms of screening, assessment and admission are as follows:
 - Step 1: An appointment will be made for a comprehensive assessment by the multi-disciplinary team. The must be present at the assessment;
 - Step 2: Before or on the day of admission the following documents need to be completed:
 - Application for admission ;
 - Medical Report (fully completed with contact details of treating Medical Doctor);
 - Certified proof of financial provision made for the applicant (e.g. policy, trust, etc.) after the death of the parent/guardian.
- 1.4 An assessment will be done after we have received fully completed forms and all other relevant reports.
 - Step 3: If the person is a suitable applicant, she will be placed on a waiting list if Irene Homes does not have a vacant position for immediate admission;
 - Step 4: If the applicant is admitted a trial period of 3 months is applicable. During this period, she will be assessed in terms of her physical, emotional, psychological and social abilities as well as her ability to co-exist in a applicential house and one of the workshops and into the system as such. Assessment is done by the Multi-disciplinary team;
 - Step 5: If the applicant presents with challenging behaviour or needs further orientation after the completion of the 3 months trial period, the trial period can be extended with another 3 months.

- Step 6: If, during the trial period, it is found that, according to Irene Homes' Criteria for Admission, that the applicant is not successful, the parent/guardian will be informed that the applicant is not suitable and that Irene Homes cannot accept applicant on a full time basis;
- Step 7: After successful completion of the 3 months trial period, the applicant will be admitted as a permanent applicant. You will receive a formal letter from Irene Homes with regard to admission as a permanent applicant or reasons for not admitting the applicant.

Signature of parent/guardian for Section 1:

SECTION 2 – FACILITY INFORMATION

Registered name: The Irene Homes

Non-Profit organisation Registration no: NPO 003 928

Address: 2 Albert Street, Irene, Pretoria

Telephone: 012 – 667 1035

E-Mail: applicantialcare@irenehomes.co.za/ceo@irenehomes.co.za

SECTION 3 - SERVICES

Irene Homes provide the following services:

3.1 Basic General Services:

- Accommodation

Includes:

- a double or shared room in one of the applicant houses;
- comfortable bed, including fresh linen weekly or more, if indicated;
- cleaning of the room;
- laundry services;
- a planned activity program including arrangement for utilization of available community resources, recreation, sport, shopping, art/plays, etc.
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- Food services:

- Three nutritional meals, fresh fruit, juices daily and a snack between meals;
- Special diet if prescribed by a doctor or as indicated by Irene Home's Professional Nurses

*Please note that Irene Homes will not be responsible for the purchasing of any additional dietary or preferred foods/meals.

3.2 Basic Medical Services:

- General nursing care on a daily basis or when necessary/ bedside care for minor temporary illnesses;
- On-site examination by a medical doctor once a week;
- Assistance in meeting necessary medical and dental needs;
- Assistance with taking of prescribed medication in accordance with physician's instructions;
- Plan, provide and/or arrange for transportation to medical and dental appointments in a radius of 40 km. Doctor's appointments outside Pretoria municipal boundaries will be the responsibility of the parents/guardian or if arranged with Irene Homes, the parents/guardian will be billed for the costs according to AA rates per kilometre. In the case where parents/guardian stays within a radius of 40 km from Irene Homes, they will take responsibility for doctor's appointments even if it was arranged by Irene Homes, unless the guardian arrange for payment of transport by Irene Homes;
- Irene Homes cannot take responsibility for the renewal of prescriptions of the applicant – this is the responsibility of the parent/guardian.

3.2 Basic Personal Services:

- Continued observation, care and supervision, as required;
- Maintenance and supervision of applicant's cash resources (pocket money);
- Spiritual Care

3.3 Basic Psycho-Social Services:

- Psycho-social group sessions
- Individual counselling
- Supervised activities in the applicant houses and workshops
- Contact between Irene Homes' multi-disciplinary team and external professionals involved in applicants live.

Signature of parent/guardian for Section 3:

SECTION 4 – BASIC REQUIREMENTS OF THE APPLICANT

- The applicant must be between the ages of 18 and 45 to be admitted;
- Good physical health (medical report required) when admitted (e.g. no visual impairment, no hearing impairment, no speech impairment or wheelchair bound)
- Applicant must have the ability to:
 - Bath independently
 - Dress independently
 - Eat independently
 - Communicate
 - Obey house rules
 - Coexist with other applicants in a family-style environment
 - Move independently. If an assistive device is in use, the applicant needs to be able to move independently
 - Attend the workshops and partake in the activities with minimum supervision and assistance.

Signature of parent/guardian for Section 4:

SECTION 5 - WHAT IRENE HOMES CANNOT PROVIDE

Regretfully, Irene Homes does not have the facilities to:

- provide life-long (long-term) and frail care for applicants who are in poor health
- accommodate applicants who display aggressive, disruptive or socially unacceptable behaviour;
- accommodate applicants who have serious psychiatric disorders.

Please Note: Irene Homes require full disclosure of medical and psychiatric conditions and may ask for more in-depth assessments prior to admission, for the account of the parent/guardian.

Signature of parent/guardian for Section 5:

SECTION 6 - EVICTION CONDITIONS

Irene Homes may, upon thirty (30) days written notice to the applicant/parent/guardian, evict the applicant for one or more of the following reasons:

- 1.1 Non-payment of the fee for services within seven (7) days of the due date;
- 1.2 Failure of the applicant to comply with written general policies, procedures and rules;
- 1.3 Inability of the facility to meet the applicant's needs, based upon a re-assessment of the applicant's needs, the CEO of the facility and the multi-disciplinary team who performed the assessment determine that the facility is not appropriate for the applicant.
- 1.4 Change of use of the facility or change in operational requirements.

Signature of parent/guardian for Section 5:

SECTION 7 – VISITING CONDITIONS

It is expected from parents/guardians to visit applicants at least once a month and take them home at least one weekend a month and without exception, parents/guardian will take the applicant home for the December period – it is compulsory. In cases where it seems to be impossible, arrangements can be made with Irene Homes to care additionally during that period for the applicant.

Parents/guardians must follow the rules and regulations regarding signing in and out of a applicant.

During the trial period of 3 months, parents/guardians may make telephonic contact with the applicant, visit the applicant at Irene Homes and take her out for a one day at the end of each month.

Parents/guardian must take responsibility to ensure applicant takes medication as prescribed when she is at home and to keep medication out of the reach of the applicant during visits.

Signature of parent/guardian for Section 7:

SECTION 8 - FEES, INCREASES AND OTHER FINANCIAL RESPONSIBILITIES

The monthly fee is R8 200 and is payable by not later than the 7th of each month.

If a applicant leave the facility temporarily (go on leave or are in hospital), the holding rate for her room is still applicable and no refunding will be done or no monthly rate might be withhold due to the absence of the applicant for a period of time.

The fees are structured to be paid over a period of 11 months.

Fees will be increased on an annual basis with a percentage approved by the Governing Body.

Parents/Guardian is responsible for medical expenses, e.g. medication, hearing aids, doctor's visits, etc.

Parents/Guardian is responsible for the payment of sport, dance or any other extra mural activities that is not on the list of activities of Irene Homes.

Parents/Guardians is responsible for payment of transport to and from airports/busses, etc.

Parent/guardian is responsible for submission of certified proof of financial provision made for the applicant (e.g. policy, trust, etc.) after the death of the parent/guardian. The applicant will only be admitted after submission of certified proof.

Signature of parent/guardian for Section 8:

Hereby I, _____, Id no _____,

acknowledge that I took note of the Admission Criteria of Irene Homes and that I have received a signed copy of it.

Signature: Parent/guardian

Date

Signature: on behalf of Irene Homes

Name in print

Date