





Louis Brier Home and Hospital Admission Checklist

The following list is designed to assist you in preparing for a move to the Louis Brier Home and Hospital, a Jewish Home for the Aged. This list summarizes the important things to do before, during and after the move.

Timing	Action Items	Additional Information
Before the move	<input type="checkbox"/> Reach out to our finance department to discuss billing. <input type="checkbox"/> Please bring a VOID cheque or completed PAD form to submit to the Finance Office.	<p>-Please see the staff directory for the contact information for Resident Accounts to discuss billing.</p> <p>Please note:</p> <p>-Your accommodation fee does not cover the cost of assistive devices, equipment prescribed by the care team, consultants and uninsured services. However, these costs may be covered under government programs or through your own private insurance plan. Please be aware that some medications are not covered by Pharmacare.</p> <p>-We require a \$300.00 furniture disposal deposit upon admission in the event your loved one is discharge or passes away on site. This fee will cover the cost of disposing of your loved one's furniture and personal belongings if you do not pick up the items within 2 weeks from date of discharge or death. If the items are picked up, this fee will be credited to the Resident's account.</p>
Before the move	<input type="checkbox"/> Review and Sign the Residency Agreement.	<p>-The Social Worker will send you the Residency Agreement prior to moving in. This form must be reviewed and signed prior to admission. If you have any questions regarding the agreement, contact our Social Work department. Please see the staff directory for their contact information.</p>
Before the move	<input type="checkbox"/> Prepare the advance directives and power of attorney documentation.	<p>-These important legal documents reflect the person's wishes about medical treatment, personal care and financial decision-making in case they are no longer able to make these wishes known to family members or care providers.</p> <p>-Your Power of Attorney Document can be emailed to Social Work prior to admission or be brought on the day of admission.</p>



<p>Before the move</p>	<p><input type="checkbox"/> Prepare a contact list with you and/or your family's telephone numbers and email addresses for communication.</p>	<p>-Please indicate who is authorized to make care decisions on behalf of the resident, as they will be will be the main point of contact. Our care team will only contact this individual for issues or concerns.</p> <p>- You or your family should let the Clinical Nurse Leader or Social Worker know when relatives' phone numbers (at home or work) change.</p> <p>-If the name of your contact person changes, the care team should also be informed right away.</p>
<p>Before the move</p>	<p><input type="checkbox"/> Prepare the permitted additional furniture, if necessary.</p> 	<p>-All rooms in Louis Brier Home and Hospital come furnished with:</p> <ul style="list-style-type: none"> • An electric bed • A bedside table • Chair • A wardrobe consisting of drawers or a closet <p>Please Note: Residents have access to a locked drawer or cupboard in their rooms, and a key is provided upon request. Rugs are not permitted. LBHH does not provide furniture assembly services.</p> <p>Please see additional permitted furniture and sizes:</p> <ul style="list-style-type: none"> • Dress or Open Shelf - Maximum size (20"W X 45"H X 32"L) • Table - Maximum size (20"W X 30"H X 32"L) • Bedside Table - Maximum size (20"W X 20"H X 20"D) <p>Please Note: Upon admission, your furniture items will be measured against our furniture map to ensure they meet the dimensions listed above for safety. If they do not fit the required dimensions they must be removed.</p> <div style="text-align: right;">  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Furniture Map</p> </div> </div>
<p>Before the move</p>	<p><input type="checkbox"/> Prepare suitable electrical appliances that you wish to bring.</p>	<p>Appliances allowed at LBHH:</p> <ul style="list-style-type: none"> • Flat screen Television* (Maximum is 42" diagonal)



		<p>-Please Note: We only accept wall mounted televisions. All wall mounts are supplied and installed by our maintenance team at a cost of \$100.00.</p> <ul style="list-style-type: none"> • Small fridge (Maximum size 20"W X 20"H X 20"D) • Floor or table lamp • DVD player • CD player • Personal computer or laptop • Small fan • Electric shaver • Radio • Clock • Hairdryer <p>Please Note: -All items must be inspected by a LBHH Maintenance staff and must meet CSA/ULC (Canadian Standards Association) compliance. Electrical items purchased outside of Canada are not permitted.</p> <p>Items not permitted at LBHH: Toaster, iron, microwave, coffee maker, baseboard heater, crock pot, slow cooker, BBQs, kettle, toaster oven or hot plate, candles, sharp objects, weapons.</p>
<p>Before the move</p>	<p><input type="checkbox"/> Prepare to bring any assistive devices you own.</p>	<p>-All assistive devices (ie: walkers, wheelchairs, etc.) will be assessed by our Occupational Therapist or Physio Therapist.</p>
<p>Before the move</p>	<p><input type="checkbox"/> Prepare the items to personalize the Resident's Room.</p>	<p>-The following items make the room feel more home like for the resident:</p> <ul style="list-style-type: none"> • Photographs, pictures/paintings • Personal mementos • Family videos, favorite movies, music CDs, books, etc. • Clock and calendar • Hangers for clothing (not supplied by LBHH) • Blanket (single size, not bulky, machine washable) <p>Please note: All photos, pictures and paintings are hung by our maintenance team. Any large mirrors or heavy items for hanging that pose a safety risk are not permitted. We provide the bedspread, linens and towels.</p>



<p>Before the move</p>	<p><input type="checkbox"/> Prepare to bring the clothing and personal items listed.</p>	<p>SUGGESTED CLOTHING LIST: Please consider clothes for their comfort, safety, ease of dressing and laundry care. All clothing should be wash and wear. -We permit that residents have up to 10 changes of washable-dryable, multi- seasonal clothing.</p> <ul style="list-style-type: none"><input type="checkbox"/> 10 Day Supply of multi-seasonal daywear (must be machine washable and Adaptive* when necessary). This may include the following:• 5-10 Bottoms• 5-10 T-shirts/undershirts• 5-10 Tops• 5-10 Dresses<input type="checkbox"/> 2 Pairs non-slip/non-marking easy to wear shoes<input type="checkbox"/> 10 pairs of socks (cotton)<input type="checkbox"/> 2 pairs of slippers<input type="checkbox"/> 5 pieces of night wear/pajamas<input type="checkbox"/> 1 robe<input type="checkbox"/> 10 pairs of undergarments<input type="checkbox"/> 2 belts<input type="checkbox"/> 3 Sweaters and/or shawls<input type="checkbox"/> 2 Outfits for special Occasions<input type="checkbox"/> 1 Hat<input type="checkbox"/> 1 Tie<input type="checkbox"/> 2 jackets (1 summer and 1 winter)<input type="checkbox"/> Hangers for clothing <p>Please Note: Residents are only allowed the above mentioned number of clothing items. If a family or resident wishes to have new clothing brought in, then older clothing items must be removed to maintain the permitted number.</p> <p>*Adaptive clothing - is designed to serve the needs of people who have difficulty dressing themselves due to age, disability, or lack of mobility.</p> <p>SUGGESTED TOILETRY KIT:</p> <ul style="list-style-type: none">• Electric shaver• Comb and hair brush• Nail clippers
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		<ul style="list-style-type: none"> • Hearing aids • Eye glasses and cleaner • Dentures, cleaning tablets, and denture adhesive • Toothbrush, toothpaste, dental floss, mouthwash • Deodorant • Incontinent supplies • Make-up • Box of Kleenex <p>Toiletries supplied by Louis Brier: Soap, Shampoo, Moisturizer Cream</p> <p>Please Note:</p> <p>-Standard incontinent products will be supplied by LBHH, this does not include specialized products such as pull-ups or bariatric briefs.</p> <p>-LBHH is not liable for loss, theft or damage of valuables. We encourage families not to bring valuables with them as they are on the premises at your own risk.</p> <p>-We require a \$300.00 furniture disposal deposit upon admission in the event your loved one is discharge or passes away on site. This fee will cover the cost of disposing of your loved one’s furniture and personal belongings if you do not pick up the items within 2 weeks from date of discharge or death. If the items are picked up, this fee will be credited to the Resident’s account.</p>
<p>Before the move</p>	<p><input type="checkbox"/> All resident medications will be provided by our pharmacy and administered by our nurses.</p>	<p>-All medications, including prescription and non-prescription drugs, must be obtained through our contracted pharmacy and administered by our nurses. This is in accordance with legislation.</p>
<p>Before the move</p>	<p><input type="checkbox"/> Fill out the Funeral Arrangement Form and submit social work.</p>	<p>-We want to make sure to honor your decisions for the end of life, which is why it is important to make arrangements accordingly. If you have any questions or concerns about the form, please reach out to our chaplain:</p> <p>Chaplain Rob Menes Tel: 604-267-4661 Email: rmenes@louisbrier.com</p>



		<p>Please note: Funeral arrangements need to be in place and communicated to our care team prior to admission. In the event that there are no arrangements in place, Louis Brier will:</p> <ol style="list-style-type: none"> 1) Nursing Team will call the primary contact on file to inform them of the death and have them make arrangements to move the deceased. 2) If primary contact cannot be reached, staff will follow end of life arrangements outlined in the funeral arrangements form. 3) If there are no funeral arrangements on file and no contacts, our nursing team will contact the following funeral homes based on the faith tradition of the deceased (burial will be assumed): <ul style="list-style-type: none"> - Jewish – Schara Tzedek - All other faith traditions – First Memorial <p>Please note: Costs associated with the funeral arrangements will be the responsibility of the family.</p>
Before the move	<input type="checkbox"/> Decide if you would like access to contracted services.	<p>-We offer the following services for our residents:</p> <ul style="list-style-type: none"> • Silver Valet Dental • Podiatry • Hair Dressing/Salon services • Optometry <p>-Social Work will discuss these services with you and provide you with consent forms for completion, if you wish to access these services.</p> <p>-All appointments can be scheduled by calling our receptionists.</p>
Before the move	<input type="checkbox"/> Determine if you would like telephone service and/or cable television.	-If you would like these services please communicate with the Social Workers.
1-2 days before admission	<input type="checkbox"/> Our social worker will call you to provide the details of the admission.	-New admissions are scheduled at 10am. The hours for moving into LBHH are Monday to Friday, from 8 a.m. - 4 p.m.
On admission day	<input type="checkbox"/> Parking	<p>-Limited parking space is available for drop-off/pick-up, located at the front lobby of LBHH.</p> <p>-Free street parking is available within the vicinity on 41st Ave and Osler St.</p>



On admission day	<input type="checkbox"/> Moving the Resident's personal items.	-When transporting items upstairs, please use the elevators situated in the lobby. Please contact reception should you require a mover's trolley.
On admission day	<input type="checkbox"/> Meet the care team.	-You will have the chance to meet the following members of your care team: <ul style="list-style-type: none"> • Social Worker • Clinical Nurse Leader • Unit Nurse and Care Aides • Dietician • Rehab Team Member • Recreation Team Member • Chaplain
On admission day	<input type="checkbox"/> Take a tour of our facility.	-Our Social Workers will provide you with a tour of the facility.
On admission day	<input type="checkbox"/> Resident's clothing items are labelled by our Housekeeping Department.	-Upon admission there is a one-time fee of \$75.00 for labelling all personal clothing items for the first year of residency. After the first year, there is a \$2.00 charge per item for labelling. -After admission all clothing items in need of labelling will be delivered to the nursing station directly. Please Note: Our Linen and Laundry Department provides laundry service once a week at no charge. All clothing and personal items <u>MUST</u> be labeled to ensure prompt return after laundering or in case they are misplaced.
On admission day	<input type="checkbox"/> Schedule a day with the Social Workers for the first care conference.	
Next steps after admission	<input type="checkbox"/> Redirect mail.	-Please inform the community post office and other institutions to redirect mail to: Resident Name, Room # Louis Brier Home and Hospital 1055 West 41 st Avenue, Vancouver, BC, V6M 1W9



Next steps after admission	<input type="checkbox"/> Connect with our Family Council.	-Our family members have had a similar experience moving a loved one into LBHH and they welcome you to connect with them: lb.familycouncil@gmail.com -Refer to the Family Council web page for information on their monthly meetings and resident advocacy: https://louisbrier.com/family-council/
1 week after admission	<input type="checkbox"/> Complete care transitions survey.	-1 week after admission, the Social Work department will be sending you a survey to gather feedback on your admission experience. We would be happy to receive your feedback to work on improving our process.
6 weeks after admission	<input type="checkbox"/> Care Conference Meeting with the care team.	-Six weeks after admission, a care conference meeting for you and your family members will be scheduled to meet with the care team and discuss the transition into LBHH.