



Hands to Serve, Hearts to Love

## ADMISSION PROCESS

Thank you for your interest in The Legacy at St. Joseph's. Our beautiful Home provides a wonderful solution for those in need of some additional support. To ensure that the services provided by The Legacy at St. Joseph's are appropriate for your needs we have a thorough admission process that includes reviewing your application, reviewing your medical records, and completing a comprehensive assessment. If at any time during this process it is determined that we cannot meet your needs, you will be informed as soon as that decision is made.

1. ***The Legacy at St. Joseph's will not consider any applicant who is not fully vaccinated against COVID-19.***
2. Complete the enclosed "Application for Residency" including the "Confidential Financial Statement" and **include copied proof of all financial paperwork** (something to prove the financial amounts listed such as: first page of bank statement, investments, etc., it doesn't need to be the entire statement, just enough to show the applicant's name and balance).
3. Return the completed application packet to Asi Schmid-Dondero at The Legacy at St. Joseph's, 9244 29<sup>th</sup> Avenue - Kenosha, WI 53143. You may also email the information to: [asi@legacy-sj.org](mailto:asi@legacy-sj.org)
4. Once the application and copied proof of all financial paperwork is received and the facility believes the individual is a qualified applicant, we will contact you to schedule a comprehensive assessment with one of our Registered Nurses. Prior to the assessment, you shall remit the assessment fee of \$1000 (payable to The Legacy at St. Joseph's). The assessment fee will be held by the facility until the date of admission, if applicable. If the facility determines that you would not be appropriate for placement or you choose not to proceed, the \$1000 will be refunded to you.
5. Individuals meeting our criteria for admission will need a Health Screening which documents that the individual has been screened for clinically apparent communicable diseases, including tuberculosis, within the previous ninety (90) days prior to admission or seven (7) days after admission. This Health Screening must include either an x-ray or Mantoux 5TU PPD test or IGRA blood test. Such screenings must be conducted by a physician, physician assistant, nurse practitioner or licensed Registered Nurse using CDC control and prevention standards. We also need a copy of the most current physician medication orders.
6. If a room is not available at the time, the individual will be placed on a waiting list, according to our waiting list policy as stated on the back of this sheet.
7. Prior to admission, the individual agrees to deposit one (1) months Total Monthly Room charge and one (1) months projected Personal Care Service Points, as an entrance fee (please see the admission agreement for the refund policy).
8. On date of admission, one (1) months Total Monthly Room charge and one (1) months Personal Care Service Points is due for the current month.

Upon admission, copies of all legal documents, if applicable, such as Living Will, Guardianship, and/or Power of Attorney (health care and finance), will be required. We will also need a picture ID and insurance card(s). If the individual wishes their code status to be Do Not Resuscitate (DNR) a DNR bracelet must be obtained at your physician's office.

Residents are accepted for admission to The Legacy at St. Joseph's regardless of sex, race, religion, national ancestry, age, handicap, or any other disability.

### **WAITING – LIST POLICY**

Prospective residents who have successfully completed the admission process but are unable to move into The Legacy at St. Joseph's due to room availability, will be placed on a waiting list. One's place on the Waiting List is determined by the date on which all the following components have been received and are completed in full:

- Application for Residency
- Confidential Financial Statement and copied proof of all financial paperwork
- Assessment Fee of \$1000
- Comprehensive Assessment (completed by staff)

Acceptance to the Waiting List does not automatically guarantee eligibility. The admission process may need to be revisited depending on the length of time the prospective resident has been on the wait list.

When a room becomes available, the first qualified applicant will be contacted by The Legacy at St. Joseph's staff. An offer of a room will be made by telephone. Those offered a room have two (2) business days from receipt of the phone call to notify the office of their intention to accept or reject the offered room. Any eligible person who refuses a room will be placed back place on the Waiting List.

### **RESPIRE STAYS**

The Legacy at St. Joseph's is able to provide respite care for individuals who need our support for a short period of time and meet our move-in criteria. We will provide respite care, if we have an open bed, for a minimum of seven (7) consecutive days and a maximum of twenty-eight (28) days. Our services include: three meals per day; light housekeeping; daily laundry; and assistance with activities of daily living.

A respite stay does require the \$1,000 assessment fee and is \$200.00 per day, plus Personal Care Service points. If the individual decides to make The Legacy at St. Joseph's his or her home, the entrance fee would apply.

### **Quick Reference for Fees Owed**

- **Assessment Fee:** \$1000 - Due before the Registered Nurse does the comprehensive assessment.
- **Entrance Fee:** One (1) months Total Monthly Room charge and one (1) months projected Personal Care Service Points is ideally due prior to admission (will be accepted on date of admission also).
- **Current Month's Billing:** One (1) months Total Monthly Room charge and one (1) months Personal Care Service Points is due for the current month on admission day.

*If you have any questions regarding the application or admission process, please contact:*

**Asi Schmid-Dondero, LPN SPHR**  
**Administrator (414) 807-8601 (please call or text)**