



**North Peace Housing Foundation  
Corporate Manual  
Policy NPHFCM 4.2**

<b>Section</b> 4.0 CLIENT SERVICES		<b>Subject</b> 4.2 <u>LODGE ADMITTANCE</u>	
Page 1 of 3	<b>Board Motion</b> 00.00.000	<b>Effective Date</b> 01 JUN 1997	<b>Last Revised Date</b> DD MON YEAR

Admission Criteria for the Lodges operated by the North Peace Housing Foundation have been established by the Board of Directors of the Foundation and shall be administered by the Lodge Manager. Appeals for admittance are directed to the Executive Director and/or the Board of Directors.

**REFERENCE NPCM - 04 - 03**

**ADMISSION CRITERIA**

- 1.0 Except under extenuating circumstances and with the approval of the Foundation's ~~Board of Directors~~ Executive Director, applicants for Lodge admittance must have attained the age of sixty five (65) years or older.
- 2.0 Application and Medical Assessment forms must be completed in their entirety, indicating the lodge of preference, before admittance processing can begin.
- 3.0 Under most circumstances and with the exception of a Board approved admittance of a "Social Emergency", all applications for admission will be prioritized according to North Peace Housing Foundation approved Point Scoring Policy and according to the following criteria:
  - (a) A resident who accepted admittance to a facility not of their first choice will be granted a "one time" opportunity to refuse admittance to the facility of their original preference at the first opportunity of available accommodation in the facility,
  - (b) Persons who are residents from within the of North Peace Housing Foundation Jurisdictional area. A resident is defined as someone who has lived in the Foundation's service area for a period of six (6) months or more,
  - (c) Persons who previously resided with the North Peace Housing Foundation jurisdictional area and wish to return,
  - (d) Persons who have not or do not reside within the North Peace Housing Foundation jurisdictional area but desire to relocate to the Foundation's service area to be in close proximity to family who do reside within the area.
  - ~~(e) Persons who are residents of Alberta but who have not or do not reside within the North Peace Housing Foundation jurisdictional area,~~
  - ~~(f) Persons who are not residents of Alberta,~~

Admissions will be offered according to the type of accommodation that is available: single, special single or double occupancy.

Every effort will be made to offer applicants their first facility of choice, however when this is not possible an alternate facility will be offered.



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Policy NPHFCM 4.2

Section 4.0 CLIENT SERVICES		Subject 4.2 <i>LODGE ADMITTANCE</i>	
Page 2 of 3	Board Motion 00.00.000	Effective Date 01 JUN 1997	Last Revised Date DD MON YEAR

**ADMISSION WAITING LIST** The North Peace Housing Foundation will place all completed applications received on a common waiting list maintained [in the Foundation's property management software at the Central Office.](#)  
Waiting lists will be updated quarterly.

**APPLICATIONS** Entrance Application and Medical Assessment Forms may be directed to any of the Foundation's Lodges or to the Central Office, where they will be recorded and date stamped when received. [Application documents received at the lodges will be forwarded to the Central Office.](#)

**SOCIAL EMERGENCY** Under certain circumstances, the North Peace Housing Foundation will waive the normal admission process and grant priority for admittance to a Social Emergency of a non-medical nature.  
Requests of the Foundation for consideration for Social Emergency status are most often initiated by a local Health Unit, Home Care Program or the applicant's physician. Such requests are usually the result of a situation which arises unexpectedly and a support network, family and/or outreach programs, is not available or capable of dealing with the requirements of the individual, placing the applicant at certain personal risk.  
An example would be: an individual who is left alone through the passing of a spouse and who is not capable of safely managing their home.

**REFUSAL OF ADMITTANCE** Those on the Foundation's admission waiting list will be given one opportunity of refusing admission to the facility of their choice without losing their priority placement on the list. A second refusal will result in the applicant being placed at the bottom of the list.  
Applicants may refuse an offer to a facility not of their preference without loss of priority placement on the waiting list.

**PRE-ADMISSION INTERVIEW** Approved applicants will be interviewed by the Lodge Manager prior to admittance. The Lodge Manager has the right and responsibility to defer admission if a prospective resident is felt to be unsuitable for admittance. Under such circumstances, the Lodge Manager will contact the Executive Director and provide a written summary, indicating the reasons for deferring the admission.

The Executive Director will determine the validity of the deferral ~~and if in support, will refer to the Board of Directors for a decision. The decision of the Board of Directors is final.~~

**RESIDENCY AGREEMENT** Prior to admission all residents will sign a North Peace Housing Foundation "Residency Agreement".



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<b>Page 3 of 3</b>	<b>Board Motion</b> 00.00.000	<b>Effective Date</b> 01 JUN 1997	<b>Last Revised Date</b> DD MON YEAR

**ASSESSMENT** All new admissions to Lodges operated by the Foundation serve an initial assessment period of one (1) month. ~~The Board of Directors may, as well, impose a period of assessment for a duration not exceeding three (3) months at anytime following the initial assessment.~~

The assessment period is intended to determine a person's suitability of residency and will involve a Total Team Assessment. The assessment team will include the Lodge Manager, a physician, a member of the Board of Directors (if necessary) and if deemed necessary, representatives from any body inclusive of; Home Care, Single Point of Entry, the local Health Unit and others felt to be appropriate by the Foundation.

Approved: \_\_\_\_\_  
Richard Walisser, Executive Director/Board Chair

Date: \_\_\_\_\_

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