



# Uniform Disclosure Statement Assisted Living/Residential Care Facility

The purpose of this **Uniform Disclosure Statement** is to provide you with information to assist you in comparing Assisted Living and Residential Care facilities and services. Oregon Department of Human Services requires all Assisted Living and Residential Care facilities to provide you with this Disclosure Statement upon request. Facilities are also required to have other materials available to provide more detailed information than outlined in this document.

The Disclosure Statement is not intended to take the place of visiting the facility, talking with residents, or meeting one-on-one with facility staff. Please carefully review each facility's residency agreement/contract before making a decision.

The Assisted Living and Residential Care facility licensing rules, Oregon Administrative Rule 411-054-0000, are available on the DHS website [www.oregon.gov/DHS/spd/index.shtml](http://www.oregon.gov/DHS/spd/index.shtml)

Facility Type:

Assisted Living Facility       Residential Care Facility       Alzheimer's Endorsed

Facility Name: Willamette Manor Assisted Living & In-Home Care

Address: 176 West C Street, Lebanon OR 97355

Telephone Number: 541-258-8178      Number of Apts/Units: 42

Administrator: Jami Peterson      Hire Date: 12/03/2008

Facility Owner: Willamette Manor, Inc.      Address: 176 West C Street

City/State/Zip: Lebanon OR 97355      Telephone: 541-258-8178

Facility Operator: Jami Peterson      Address: 176 West C Street

City/State/Zip: Lebanon OR 97355      Telephone: 541-258-8178

Does this facility accept Medicaid as payment source for new residents?       Yes       No

Does this facility permit residents who exhaust their private funds to remain in the facility with Medicaid as a source of payment?       Yes       No

Does this facility require the disclosure of personal financial information?       Yes       No

Does this facility allow smoking?       No       Yes      If yes, in what location?

designated indoor area       designated outdoor area, covered

designated outdoor area, uncovered

Does this facility allow pets?       Yes       No      Specify limitations: Must be able to care for pet without assistance from staff.

## I. REQUIRED SERVICES

These services must be provided by the facility, and may be included as part of the base rate, or may be available at extra cost.

*I = Included in the base rate*

*\$ = Available at extra cost*

### A. Dietary/Food Service

The facility must provide three nutritious meals daily with snacks available seven days a week, including fresh fruit and fresh vegetables. Modified special diets are provided. A modified special diet means a diet ordered by a physician or other licensed health professional that may be required to treat a medical condition (e.g. heart disease, diabetes). Modified diets include but are not limited to: small frequent meals, no added salt, reduced or no added sugar and simple textural modifications.

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Meals (3 per day)
- Snacks/beverages between meals - *3 snacks per day (from facility list)*
- Modified diets provided: *No added salt, no concentrated sweets, low fat.*
- Vegetarian diets       Yes  No
- Other: *Simple textural modifications such as pureed.*  
Diets that facility is not able to provide: *Medically complex diets including commercial thickening agents.*

### B. Activities of Daily Living

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Assistance with mobility, including transfers from bed to wheelchair, etc., that require the assistance of one staff person
- Assistance with bathing and washing hair. How many times a week? *1 or 2 x per week*
- Assistance with personal hygiene (*i.e., shaving and caring for the mouth*)
- Assistance with dressing and undressing
- Assistance with grooming (*i.e., nail care and brushing/combing hair*)
- Assistance with eating (*i.e., supervision of eating, cuing, or use of special utensils*)
- Assistance with toileting and bowel and bladder management
- Assistance for cognitively impaired residents (*e.g. intermittent cuing, redirecting*)
- Intermittent intervention, supervision and staff support for residents who exhibit behavioral symptoms

Other: Hydrotherapy baths; Individualized exercise program.

### C. Medications and Treatments

The facility is required to administer prescription medications unless a resident chooses to self-administer and the resident is evaluated for the ability to safely self-administer and receives a written order of approval from a physician or other legally recognized practitioner.

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Assistance with medications
- Assistance with medications/treatments requiring Registered Nurse training and supervision (e.g. blood sugar testing, insulin)

### D. Health Services

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Provide oversight and monitoring of health status
- Coordinate the provision of health services with outside service providers such as hospice, home health, therapy, physicians, pharmacists
- Provide or arrange intermittent or temporary nursing services for residents

### E. Activities

The facility is required to provide a daily program of social and recreational activities that are based upon individual and group interests, physical, mental, and psychosocial needs, and creates opportunities for active participation in the community at large.

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Structured activities

How many hours of structured activities are scheduled per day?    3 to 6 hours

What types of programs are scheduled?     Music     Arts     Crafts     Exercise  
 Cooking     Other: Errands/Trips

### F. Transportation

The facility is required to provide or arrange transportation for medical and social purposes.

*I = Included in the base rate*

*\$ = Available at extra cost*

**I    \$**

- Facility provides transportation for medical appointments
- Facility provides transportation for social purposes
- Facility arranges transportation (e.g. cab, senior transports, volunteers, etc.) for medical

Facility arranges transportation for social purposes

Other: \_\_\_\_\_

### G. Housekeeping/Laundry

*I = Included in the base rate*

*\$ = Available at extra cost*

<b>I</b>	<b>\$</b>		How often?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal laundry	How often?	<u>1 or 2 x per week</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laundry sheets and towels	How often?	<u>1 x per week</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make bed	How often?	<u>Daily</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Change sheets	How often?	<u>Weekly or every other week</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean floors/vacuum	How often?	<u>1 x per week</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dust	How often?	<u>1 x per week</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean bathroom	How often?	<u>1 x per week</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shampoo carpets	How often?	<u>Annually &amp; As needed</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wash windows/coverings	How often?	<u>Annually &amp; As needed</u>
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____		

### II. OTHER SERVICES AND AMENITIES

The facility may provide the following services and amenities. Facilities are required to provide toilet paper to residents who are Medicaid eligible.

*I = Included in the base rate*

*\$ = Available at extra cost*

*A = Arranged with an outside provider*

*N = Not available*

<b>I</b>	<b>\$</b>	<b>A</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barber/beauty services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheets/towels
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health care supplies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal toiletries (e.g. soap, shampoo, detergent, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apartment/Unit furniture
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal telephone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable TV
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internet Access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meals delivered to resident's room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Transfer from bed to wheelchair, etc., that requires the assistance of <b>two</b> staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

### III. DEPOSITS/FEES

Deposits and/or fees are charged in addition to rent.

Application                      How much?                      Refundable?                       Yes    No

If refundable, under what circumstances?

Security/Damage      How much?      Refundable?       Yes  No  
If refundable, under what circumstances?

**Deposits/Fees continued**

Cleaning      How much?      Refundable?       Yes  No  
If refundable, under what circumstances?

Pet      How much?      \$300.00      Refundable?       Yes  No  
If refundable, under what circumstances?

Keys      How much? \_\_\_\_      Refundable?       Yes  No  
If refundable, under what circumstances?

Other: *(describe)* \_\_\_\_\_  
How much?      Refundable?       Yes  No  
If refundable, under what circumstances?      Return of working pendant

**IV. MEDICATION ADMINISTRATION**

The facility must have safe medication and treatment administration systems in place. The administrator is responsible for ensuring adequate professional oversight of the medication and treatment administration system.

A. Who on the staff routinely administers medications?      Medication Aides

B. Do the staff who administer medication have other duties?       Yes  No

C. Describe the orientation/training staff receive before administering medications.  
8 hours in the basics of medication administration; 1 to 2 weeks on-the-job training depending on prior experience; Delegation of specific tasks for specific residents.

D. Who supervises staff that administer medications?      Staff Registered Nurse

E. Residents may use a pharmacy of their choice. If the resident requires medication administration, the facility's policy for ordering and packaging medications is:

Medication must be packaged in individual bubble pack cards unless liquid, rectal or injectable.

1. Is there additional charge for not using the facility pharmacy?      Yes  No

2. If so, what is the cost? \_\_\_\_\_

**V. STAFFING**

**A. Registered Nurse**

Assisted Living and Residential Care facilities are required to have a Registered Nurse on staff or on contract. A nurse in these facilities typically does not provide hands-on personal nursing care.

The nurse is usually available to provide consultation with the facility staff regarding resident health concerns.

Number of hours per week a nurse is on-site in the facility: 20 hours per week

## B. Direct Care and Other Staff

Facilities must have qualified, awake caregivers, sufficient in number, to meet the 24-hour scheduled and unscheduled needs of each resident. Caregivers provide services for residents that include assistance with activities of daily living, medication administration, resident-focused activities, supervision and support. Individuals whose duties are exclusively housekeeping, building maintenance, clerical/administrative or food preparation, as well as the administrator and licensed nurse, are not considered caregivers. The facility must post a current, accurate facility staffing plan in a conspicuous location for review by residents and visitors.

*Note: Assisted Living and Residential Care facilities in Oregon are not required to employ Certified Nursing Assistants (CNA) or Certified Medication Aides (CMA) as resident care staff.*

Typical staffing patterns for full-time personnel. **Note to facility:** each staff may only be shown under one title per shift (i.e., if employee provides resident care and medications assistance, show either as Universal Worker or Medication Aide.)

Shift Hours:	Number of Staff per shift				
	Direct Care Staff	Medication Aide	*Universal Worker	Activity Worker	Other Worker
6:00 AM – 2:00 PM	2	1	0	1	7
2:00 PM – 10:00 PM	2	1	0	1	2
10:00 PM – 6:00 AM	1	1	0	0	0

**\* A universal worker is a person who provides care and services to residents in addition to having other tasks, such as housekeeping, laundry or food services.**

## VI. STAFF TRAINING

Facilities must have a training program that has a method to determine caregiver performance capability through a demonstration and evaluation process.

A. Describe the facility's training program for a new caregiving staff:

*Resident rights; Values of community-based care; Abuse & reporting requirements; Precautions for infection control; Fire safety & emergency preparedness; Documentation; ADLs; Transferring; Equipment use; Vital signs; Nutrition & hydration; Behaviors; Alzheimers & Dementia.*

B. Approximately how many hours of training do new caregiving staff receive prior to providing care that is not directly supervised? 40 to 80 hours depending on prior experience.

C. How often is continuing education provided to caregiving staff? Monthly and as needed.

## **VII. DISCHARGE/TRANSFER**

Licensed community-based care facilities may only ask a resident to move for reasons specified in applicable Oregon Administrative Rule. Oregon rules do not require that a resident be moved out of a facility due to increased medical services; however, if a facility is unable to meet a resident's needs based on criteria disclosed in the facility's information packet and according to the administrative rules, a resident may be given a written notice to move from the facility.

A person has the right to object to a move-out notice and can request a hearing with the Department of Human Services. If you need someone to advocate on your behalf, you may contact the Office of the Long-Term Care Ombudsman at 1-800-522-2602. Information about these rights and who to contact will be included on the move-out notification.

Date this Disclosure Statement was completed/revised: 1/1/2013