



Sharp Lane Center  
201 Sharp Lane  
Exton, PA 19341  
(610) 363-8044  
(610) 363-8507 fax

Southern Chester County Center  
747 West Cypress Street  
Kennett Square, PA 19348  
(610) 444-4413  
fax (610) 444-8522

### **Easy Checklist of Enrollment Requirements**

- Medical Report** (including TB test or Chest X-ray within past two years)  
(This form must be completed by a physician, nurse practitioner, or physician's assistant)
- Application for Enrollment**
- Enrollment Agreement/Authorization and Release of Information form**
- Privacy Act form (HIPAA)**
- Civil Rights Compliance Awareness form**
- Copy of Living Will and Power of Attorney for Medical Situations**

### **Prior to or on First Day, Please send**

- If medications** are to be given at the center: Medications in original container(s), including name of medication, directions for administration, date of prescription, name of physician. Supply can be for one week or one month.
- If appropriate:** a change of clothes that is marked and can be left at the center (or a container to transport to and from the center)

Revised 7-1-11 PAS



**CLIENT MEDICAL REPORT**

201 Sharp Lane  
Exton, PA 19341  
(610) 363-8044  
(610) 363-8507 fax

New Garden Plaza, 747 W. Cypress St.  
Kennett Square, PA 19348  
(610) 444-4413  
fax (610) 444-8522

Participant Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**MEDICAL INFORMATION**

**Diagnoses:**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Significant history: \_\_\_\_\_

TPR, BP \_\_\_\_\_ Physical Disabilities: \_\_\_\_\_

Mental/emotional functioning: current level-mental capacity, orientation, behavior problems \_\_\_\_\_

Sensory assessment: Vision: \_\_\_\_\_ Hearing: \_\_\_\_\_ Speech: \_\_\_\_\_

**Immunizations:**

Diphtheria & Tetanus (date of last) \_\_\_\_\_

*(Must be within last ten years if under 60 years old; if over 60 years old, this is not mandatory)*

**\*\*\*\*\*Important – this section must be completed\*\*\*\*\***

**Mantoux tuberculin test (required every two years):** Date applied: \_\_\_\_\_ by: \_\_\_\_\_  
Name & credentials

Date read: \_\_\_\_\_ Results: \_\_\_\_\_

Read by: \_\_\_\_\_  
Name & credentials

**Mantoux test is contraindicated due to:**

History of positive results \_\_\_\_\_ Allergy to tuberculin test solution \_\_\_\_\_

**If the Mantoux test is positive, a chest x-ray must be completed.**

Last Chest X-Ray date: \_\_\_\_\_ Result: \_\_\_\_\_

A chest x-ray cannot be a substitute for a Mantoux unless a tuberculin test is contraindicated.

**Is patient free from communicable disease or infection?** Yes  No  \*\*

**\*\* If no, state disease or infection and what precautions are to be taken:** \_\_\_\_\_

*Please turn page for physician orders*

Adult Care of Chester County, Inc.

Participant Name: \_\_\_\_\_

**Physicians Orders**

Medications and Treatments (include OTC drugs) <i>(Are medications self administered by this participant?)</i>	Dosage	Administration Schedule		Reason for med
		Yes	No	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

May have:

Acetaminophen 325 mg or 500 mg, 1 or 2 tabs, q 4 h for pain or headache	Yes	No
Ibuprofen 200 mg, 1 – 2 tabs, q 4 h for minor pain, inflammation or headache	Yes	No
Aspirin 325 mg, 1 – 2 tabs q 4 h for minor pain, inflammation or headache	Yes	No
Liquid antacid, 10 – 20 cc’s P.O. for stomach upset or heartburn	Yes	No
Anti-diarrhea medication, 1 – 2 tabs as directed for loose stools	Yes	No
Triple antibiotic ointment for minor first aid or skin tear	Yes	No

Medication Allergies: \_\_\_\_\_ Other Allergies: \_\_\_\_\_

**DIET:**(please check one from each category)

Type:	House _____	Diabetic _____	Low Salt _____	Low Fat _____	Lactose Free _____
Consistency:	Regular _____	Chopped _____	Pureed _____		
Fluids:	Thins: _____	Thickened consistency: _____			

Does this patient have any exercise restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list restrictions \_\_\_\_\_

Request evaluation and treatment for: PT OT ST (please circle and provide prescription)

Comments: \_\_\_\_\_

I certify that I have examined this person within the last three (3) months and have reviewed his/her health history. I find him/her able to participate in the adult day services program.

PHYSICIAN SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
Physician name \_\_\_\_\_ Phone \_\_\_\_\_  
Practice name: \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

We appreciate your prompt reply. Please include any additional information on a separate sheet.



**Application for Enrollment**

Exton Center  
201 Sharp Lane  
Exton, PA 19341  
610-363-8044

Southern Chester County Center  
747 West Cypress Street  
Kennett Square, PA 19348  
610-444-4413

Name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_

**DIET:** \_\_\_\_\_

Social Security # \_\_\_\_\_ Medicare # \_\_\_\_\_ Medicare Group # \_\_\_\_\_

BC/BS# \_\_\_\_\_ Group # \_\_\_\_\_ Medicaid # \_\_\_\_\_

Other \_\_\_\_\_ Long Term Care Insurance  Yes (if yes, company name \_\_\_\_\_)  No

Are you a Veteran? Yes, branch \_\_\_\_\_ No Do you receive funds from the VA? Yes No

Advance Directives: Living Will? Yes No Medical Power of Attorney? Yes No  
(Provide copies if the answer is yes to either Living Will or Durable/Medical Power of Attorney)

If yes, Name of Power of Attorney \_\_\_\_\_

**Responsible Party** (person responsible for making decisions - could be participant):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**#1 Person to Contact in an Emergency:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work phone: \_\_\_\_\_ ext: \_\_\_\_\_ Home phone: \_\_\_\_\_

Beeper/pager: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**#2 Person to Contact in an Emergency** (second person to be called):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work phone: \_\_\_\_\_ ext: \_\_\_\_\_ Home phone: \_\_\_\_\_

Beeper/pager: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Additional family members who should receive the monthly newsletter

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

**Billing information** (name of person financially responsible for charges incurred at Adult Care of Chester County, Inc.):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_ Work phone: \_\_\_\_\_

Is there another party paying part or all of the charges incurred at Adult Care of Chester County, Inc. other than the person identified in the "Billing Information" section of this form? YES NO

**If yes**, identify the person or organization and for what period of time they will pay.

Person or organization (comp \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Time Period: \_\_\_\_\_

Medical problems (diagnoses): \_\_\_\_\_

Is one physician responsible for oversight of all medications?  Yes  No

**Hospital Preference:** \_\_\_\_\_ Hospital phone: \_\_\_\_\_

Date of last hospitalization: \_\_\_\_\_ Reason(s) for hospitalization: \_\_\_\_\_

Exercise/activity restrictions/limitations: \_\_\_\_\_



**Authorization To Release Information**

I, \_\_\_\_\_ (Participant/Responsible Party Name),

authorize Adult Care of Chester County to release medical records or other data pertinent to my care and well being, as may be requested by any physician, hospital, or other health related organization. This authorization is valid until my discharge from this program.

I understand that I can revoke this authorization at any time with written notification. I am also aware that this information may be subject to re-disclosure by the recipient of this information and may no longer be protected.

The Center will release this information for marketing purposes and it will receive remuneration for it: Yes \_\_\_\_\_  
No  X  .

Participant's Signature: \_\_\_\_\_

In the event the participant is unable to sign, a responsible person is to sign and complete below:

Signature of Responsible Party: \_\_\_\_\_

Reason Participant is Unable to Sign: \_\_\_\_\_

Date signed: \_\_\_\_\_ Witness: \_\_\_\_\_

**Release For ACCC To Receive Information**

I authorize any physician, hospital, or other organization or person having any records, data, or information concerning me to furnish such records, data or information as may be requested by Adult Care of Chester County, Inc., or its duly authorized representative. I understand that in executing this authorization, I waive the right for such information to be privileged. A photocopy of this authorization shall be considered as effective and valid as the original. I further request that this information be mailed as soon as possible.

Participant's Signature: \_\_\_\_\_

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

In the event the applicant is unable to sign, a responsible person is to sign and complete below:

Signature of Responsible Party: \_\_\_\_\_

Reason Applicant is Unable to Sign: \_\_\_\_\_

Adult Care of Chester County, Inc. Representative

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

revised 7/2011 PAS

## **ENROLLMENT AGREEMENT**

This Agreement, made this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_,

between or on behalf of \_\_\_\_\_, hereinafter referred to as the "participant" and Adult Care of Chester County, Inc., hereinafter referred to as the "Center".

It is agreed as follows:

The Center accepts the participant for enrollment to its program for day services, beginning \_\_\_\_\_ subject to the following terms and conditions:

### **ENROLLMENT CRITERIA**

Adults (18 or older) with physical, psychosocial, or mental impairments who require assistance and/or supervision. In addition, adults who need rehabilitative therapy (including restorative therapy and functional maintenance therapy) in order to restore or maintain an optimum level of functioning. The person applying shall be able to move about either independently or with the assistance of a person or an assistive device (walker, cane, wheelchair, etc.) and have needs that fall within the scope of services provided at Adult Care of Chester County, Inc. by staff or consultants. Enrollment shall not be denied to anyone because of gender, race, religion, sexual preference, creed, ability to speak or understand English, or disability. Enrollment may be denied if the President/CEO of the program feels that a particular person would endanger the health and safety of himself or others or cause an undue hardship to the facility.

### **MEDICAL CARE**

A physician's medical evaluation report must be completed prior to enrollment to the program. Physical examination of the participant within three months prior to enrollment, or on the first day of program attendance, and at least annually thereafter, is required. Participant and/or caregiver shall agree to pay the cost of such physician visits.

The participant will remain under the medical supervision of his or her personal physician.

Medications or treatments will be administered at the Center only on the order of the participant's personal physician. Medications must be supplied by participant/caregiver with the pharmacy label including the participant's name, the name of the medication, frequency of administration, date of refill, and the prescribing physician's name. The container must be the most recently filled from the pharmacy. Over the counter medications are to be supplied by participant/caregiver. If treatments or testing is required, supplies to perform these functions must be provided by participant/caregiver.

If there are any changes in medication, even if not administered by the ACCC nurses, the participant and/or caregiver is responsible for notifying the Center's Registered Nurse, who will confirm the changes with the physician.

**CARE/SERVICES PROVIDED**

The Center shall provide the following care and services, included in its basic daily charges, to participants who attend the adult day center. Services may vary based on the needs and preferences of the individual and their caregiver.

Nursing service, to provide assessment, treatment, health screening, health education, medication administration, dressing changes, respiratory treatments and other care as needed. Activities program, to provide assessment, a planned schedule of recreational, motivational, social and other activities that will help the participant achieve a maximum level of functioning. Activities are provided in both group settings of various sizes and individual sessions (as dictated by the activity). Exercise programs based on the needs of each participant are a daily activity. All activities are planned with input from the participant and caregiver. The goal is for people to have fun and enjoyment while achieving desired outcomes.

Care manager assessments and services are provided to participants and caregivers.

Supervision and assistance when needed with activities of daily living, including toileting, bathing, feeding, and transferring.

Food, including therapeutic or modified diets as prescribed by a physician, to include one hot meal each day and snacks (two snacks for full day attendees, one snack for half day attendees).

**SERVICES AVAILABLE (Optional)**

Availability and referral to specialty services such as psychiatry, physical therapy, speech therapy, beautician services, and podiatry. Costs not included in daily fee.

**PODIATRY** care is available through the Center to those attending the center. This service is performed by a Consultant and the cost is separate from the Center fee. The billing arrangements will be set-up by the consultant. Please circle your choice and if the choice is yes, please complete the frequency. Note: if the insurance provider is HMO Medicare, please consult the ACCC nurses.

PODIATRY CARE: YES frequency\_\_\_\_\_ (date of last podiatry visit\_\_\_\_\_) NO

**HAIR CARE** is available through the Center to those attending the center. This service is performed by a Consultant and the cost is separate from the Center fee. The billing arrangements will be set-up by the consultant. Please circle your choice and if the choice is yes, please complete the frequency.

HAIR CARE: YES frequency\_\_\_\_\_ NO

**SHOWERS** are available at the Center by individual request. The staff or subcontractors of the Center will perform the showers. All safety precautions will be used to prevent injury. They do need to be scheduled by 8:00 AM (unless an emergency). Showers cancelled without sufficient notice or refused will be charged.

SHOWERS: YES frequency\_\_\_\_\_ NO

**PERMISSION FOR TRIPS**

I give permission for the participant to take short trips while in the care of the staff and volunteers of the Center.

YES

NO

**PERMISSION TO BE PHOTOGRAPHED, AUDIO OR VIDEO TAPED, AND OTHERWISE USED FOR MEDIA/PROMOTIONAL MEANS**

Still photos, video photos, voice tapes, and other forms of print, audio and/or visual media may be used in the following ways:

- displayed on bulletin boards or in scrapbooks or in picture frames in the center
- be part of a group photo or photo album that would be given to another participant as part of a center memory
- be placed in the newsletter (the newsletter is posted on our website – last names are not given except for the Participant Spotlight)
- be part of the description about the adult day centers on the website – first names only are used
- on a display board or part of a presentation during a community/caregiver education events
- part of a presentation to a foundation or other philanthropic organization
- in materials for the annual appeal and/or annual report
- as part of an advertisement in the newspaper
- in a newspaper article
- for any other type(s) of media or print announcements in a promotional and/or informational manner

I have read this Permission Authorization and hereby give permission for the Participant to be photographed, taped and/or recorded as further described herein.

YES

NO

I further understand that this Permission Authorization will remain in effect throughout the time that the Adult Care of Chester County, Inc., is in operations and will be assigned to any future owner or affiliate.

**EMERGENCY CARE**

In the event of an emergency, personnel of the Center are authorized to administer first aid or additional assistance as may be appropriate for the participant's welfare. The attending physician will be contacted, if possible, and his or her orders followed. If the physician can not be contacted, arrangements will be made to transfer the participant to the nearest available hospital. If necessary, an ambulance will be summoned for transportation. The participant's emergency contact person will be notified. Should the participant have a preference for a specific hospital to be utilized, attempts will be made to make arrangements for transportation to that hospital once the participant's condition has stabilized. Any expenses incurred in an emergency situation will be the responsibility of the participant and or the participant's caregiver.

In the event of illness not requiring emergency care, the caregiver or emergency contact person will be summoned to make arrangements for the participant to be picked up.

## DISCHARGE/REFERRAL

Adult Care of Chester County, Inc. will follow established enrollment and discharge criteria. The discharge process will be initiated when any of the following occur: 1) the participant ceases to benefit from the program directly through engagement in activities and/or receipt of care or indirectly through respite for the caregiver, 2) the participant has or develops needs that exceed the resources (either staff or consultants) of ACCC, 3) failure to meet obligations, both financial and documentation, 4) the participant becomes a danger to self or others, 5) or the participant becomes bedridden.

**If the discharge is initiated by the facility: 1) the family will be notified thirty days in advance (if at all possible) of the pending discharge. A crisis situation would preclude this step, 2) the staff will assist the family in finding proper placement for the participant to be discharged.**

If the discharge is initiated by the family: 1) ACCC requests as much notice as possible, and 2) the criteria for missed days, as identified in the Payment Policy will be followed if the notification of discharge is less than 1 week.

## PAYMENT POLICY

The rate will be established for each individual based on his/her care level. The following are definitions of service units:

Basic full day including lunch = more than 4 hours and up to 8 hours

Basic half day including lunch = 4 hours or less (limited slots – based on availability)

The 4 hours must be either morning or afternoon

(9:00-1:00 or 11:30-3:30 or 12:00 to 4:00 if Rover)

Extended day = more than 4 hours and less than 5 hours for half day and more than 8 hours for a full day

Late fees = stay beyond 5:30PM on weekdays and 4:30PM on Saturday

An assessment will be done quarterly on all participants. The assessment assigns numeric values that reflect the level of assistance and services needed. The total points establish the fee that will be charged. It may be necessary for a newly enrolled participant to be assessed for more than one month prior to the appropriate level being established. When charges change, the payer will receive 30 days notice of the increase.

The level of care scale is as follows:

Level I – low to moderate direct assistance and/or supervision needed

Level II- higher level of direct care and/or assistance needed

Level III - level of direct care and/or supervision needed beyond that of level II and/or require great demands on staff regarding lifting, transfers, and other aspects of care.

The amounts charged are:

Level I - \$ 77.00 Basic full day	Level I - \$51.00 half day (AM or PM - max of 4 hrs)
Level II- \$ 87.00 Basic full day	Level II - \$56.00 half day (AM or PM - max of 4 hrs)
Level III - \$ 97.00 Basic full day	Level III – half day - not available

Extended day Level I - \$10.00 per hour (billed in ½ hour increments)

Extended day Level II - \$11.00 per hour (billed in ½ hour increments)

Extended day Level III - \$12.00 per hour (billed in ½ hour increments)

Shower - \$24.00 Caregiver's Helper - \$20.00 per hour from departure to return

*Application Fee:* There will be a \$ 35.00 charge to process each application.

*Deposit:* a deposit will be collected that is based on the pattern of planned attendance and the level of care required. An increase in the deposit will be required when a participant increases days attending and/or when the level of care required increases. The deposit may be used toward payment for the last days of attendance when the participant is discharged from the program. Any remaining deposit will be refunded.

*Cost of transportation* – for those who ride the Rover Community Transit vehicles, Adult Care of Chester County will include on your monthly invoice, the fees normally collected by the driver, as a courtesy to our participants.

*Payment* - Invoices are sent out at the end of each month showing all charges accumulated for the month. Payment may be made by cash, check or credit card and is due by the 10<sup>th</sup> of the billing month. A \$10.00 late fee will be charged for balances that are outstanding at the end of the billing month..

*Cancellation/changes* - All schedule changes need to be called in (or sent in by note, mail, or email to pshull@adultcareofchestercounty.org) by each Thursday at 5:30 PM for the following week's schedule. If the center is not notified of changes by Thursday at 5:30 PM the participant's regular fee will be charged for the missed day(s). This policy includes the Saturday program. If the participant is unable to attend on a scheduled day, the participant or responsible party must notify the Center as soon as possible.

We recognize that many of our folks are frail and caregivers stressed. In response to that recognition, sudden and unexpected schedule changes resulting from illness of the participant or caregiver or death of a family member will be excused - the charge will be waived. This will be done on the honor system.

**Note: “no call/no shows” will be billed for the day.**

**Late fees** will be charged for pick-ups after 5:30 PM Monday thru Friday and 4:30 PM on Saturday. That charge will be \$15.00 for 15 minute periods for any time past 5:30 PM that a participant is picked-up. The beginning of each 15 minute period is used to calculate the late fee.

*Increase in charges* - If the Center's charges are increased, the Center will give thirty (30) days written notice of such increase, and the participant and/or caregiver will be required to pay the Center the new charges.

*Guarantee of Payment* - If payment on behalf of a participant is not made in accordance with the Center's established policies, or if any coverage which the participant may have rejects the participant's claim, or allows only part of the claim, the participant and/or caregiver shall be responsible for immediate payment of the balance due. The undersigned, both jointly and individually, shall be fully responsible for payment of the participant's Center bill, in accordance with the Center's established policies, which the participant and/or caregiver agree fair and reasonable.

## **RECORDS**

The Center assures confidential treatment of the personal medical records of all participants. The participant or the caregiver may approve or refuse the release of such records to any person outside the Center, except in the case of the participant's transfer to another institution, and except as may be required by law or third-party payment contract. The participant or responsible party, or both, will have access to the participant's own record and to the information in the records except when, in the opinion of the President/CEO, providing access to the participant, the responsible party or other parties would be potentially harmful to the health, safety or welfare of the participant, The President/CEO may deny access. The President/CEO will address these situations with the Protective Services care manager at the Department of Aging.

The Center uses a computer database for storage of participant information. The database is password secured with different levels and access to information is limited by HIPAA policy. The Family Connection resource available to family caregivers is only accessed with a logon and password unique to that individual and only that person's record is available.

## **PARTICIPANT WELFARE, PROPERTY**

The participant and the caregiver assume all responsibility for the participant's personal property, and release and hold the Center, officers, agents, and employees completely harmless from any and all responsibilities for the welfare of the participant, for injury or death, or for damage or loss to any personal property. Removal of the participant from the Center either temporarily or permanently shall terminate any responsibility on the part of the Center and its employees.

## **NON-DISCRIMINATION**

It is the policy of the Center that admissions, the provisions of services, and referrals of clients are made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

## **RULES AND REGULATIONS**

The participant and the caregiver will comply at all times with the rules, regulations, and policies of the Center. This includes any amendments to existing policies which may be made after commencement of the participant's enrollment.

The Center will be notified of any changes of address and/or telephone numbers of participants, responsible parties, emergency contacts or others critical to the care and safety of the participant.

## **GRIEVANCE PROCEDURE**

The Center's grievance procedure will be explained to the participant/responsible party. If the participant is dissatisfied with the care plan or services provided by the Center, the participant may use this grievance procedure, as described in the Caregiver/participant handbook, or request a fair hearing with the Pennsylvania Department of Aging.

The participant will be given a copy of his/her rights and responsibilities. These rights and responsibilities will be explained to the participant.

**TRANSPORTATION**

The type of transportation used by participants to arrive and depart is the participant's and/or caregiver's choice. The Center staff can assist with the arrangement of transportation. Participants who request transportation services must adhere to the transportation policies as established by Rover Community Transit, other transportation services and/or the Center. The Center has no control over the operation of the Rover Community Transit system or any other public transportation provider. The Center cannot guarantee transportation service delivery.

**BINDING EFFECT**

This Agreement shall be binding on all parties involved. This Agreement cannot be modified orally and any changes must be made in writing, signed by the parties to this Agreement.

**TERMINATION OF THIS AGREEMENT**

The participant and/or caregiver may terminate this Agreement, provided the Center receives at least twenty-four (24) hours notice given either personally or by mail. The participant and/or caregiver shall remain responsible for all charges incurred in connection with the participant's participation at the Adult Day Center until actual discontinuance of participation (within the policy for cancellation of attendance).

**AGREEMENT**

I have read the above Agreement and all my questions have been answered to my satisfaction. I hereby certify that the Enrollment Agreement has been explained to me and that I have received a copy. I understand that by signing below, I consent to the terms of the Enrollment Agreement, accept financial responsibility for participation in the Center, and authorize the Center to provide daytime care and supervision.

Participant Signature: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_

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

Copy given to Responsible Party  Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 9/15/2011 PAS

Adult Care of Chester County, Inc.

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610-444-4413

**Participant/Caregiver Consent Form**

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. You have the right to review our notice before signing this consent. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy by asking the President/CEO for one.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we are bound by our agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for provision of services, treatment, payment and health care operations. You have the right to revoke this consent, in writing, except where we have already made disclosures in reliance on your prior consent.

The Center is permitted to call phone numbers given in the enrollment application and annual updates and leave messages on answering machines or speak with others that might answer that phone and leave messages about my health status.

The Center is permitted to send an email about my health status to the email addresses given on the enrollment application and annual updates.

The Center is permitted to assign a Family Connection login and password to those designated as a “responsible party” on the application form or with permission of a “responsible party” by way of an email requesting permission and corresponding affirmative reply.

The Center is not permitted to give health care information to the following individuals and/or organizations: \_\_\_\_\_  
\_\_\_\_\_

The Center is permitted to allow the following persons visit me while at the center:

\_\_\_\_\_ if blank, no visitors will be permitted.

I have received a copy of the Notice Of Privacy Information Practices of Adult Care of Chester County.

Participant/Responsible Party Signature \_\_\_\_\_

Participant/Responsible Party Name \_\_\_\_\_

Reason Participant is Unable to Sign: \_\_\_\_\_

Witness Signature/Position \_\_\_\_\_

Date \_\_\_\_\_

Revised 7/1/2011 PAS



201 Sharp Lane, Exton, PA 19341-1402  
Phone 610 363-8044 Fax 610 363-8507  
www.acofcc.org

SUBJECT: Nondiscrimination in Services

TO: Participants/Caregivers

FROM: Patricia A. Shull, President/CEO 

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any participant (and /or their caregiver) who believes they have been discriminated against may file a complaint of discrimination with:

Adult Care of Chester County, Inc.  
201 Sharp Lane  
Exton, PA 19341

PA Human Relations Commission  
Philadelphia Regional Office  
110 N. 8<sup>th</sup> Street, Suite 501  
Philadelphia, PA 19107

Commonwealth of Pennsylvania  
Department of Public Welfare  
Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17105

\_\_\_\_\_  
Responsible party/participant      Date

\_\_\_\_\_  
Staff      Date

