

## SAINT FRANCIS HOME DISCLOSURE STATEMENT

Required for licensed Assisted Living Facilities by

The Virginia Department of Social Services

**FOR ACCESS BY THE GENERAL PUBLIC: [www.saintfrancishome.com](http://www.saintfrancishome.com)**

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The *Standards for Licensed Assisted Living Facilities* requires each assisted living facility to provide a statement to prospective residents and legal representatives, if any, that discloses information about the facility. Upon request, the disclosure statement must also be provided to residents or their legal representatives and made available to the general public.

### **I. General Information About the Saint Francis Home**

- Name of the facility: Saint Francis Home
- Name of the licensee: Saint Francis Home, Inc.
- Ownership structure, e.g., individual, partnership, corporation, limited liability company, unincorporated association or public agency:

501 (c) 3 Nonprofit (Catholic Diocese of Richmond)

### **II. Accommodations, Services and Fees**

#### **Accommodations, services, and care included in the base fee:**

##### Accommodations

- Some room accommodations consist of private or double-occupancy rooms with private or multi-resident-use baths.
- Other room accommodations consist of private rooms and suites with private or semi-private baths.

##### Services

All of the base fees include the following services at no additional charge:

- Instrumental Activities of Daily Living including:
  - All meals and three snacks daily
  - Housekeeping
  - Linen services
  - Management of finances
  - Personal laundry services
- Full schedule of activities and programs, which includes shopping trips
- Assistance in arranging transportation for medical appointments
- Use of the telephone
- Assistance with correspondence

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### Care:

All of the base fees include the following services at no additional charge:

- Medication management and administration
- Assistance with Activities of Daily Living including:
  - Bathing
  - Dressing
  - Toileting
  - Transferring
  - Bowel control
  - Bladder control
  - Eating
- Ambulation
- Hygiene and grooming including:
  - Shampooing, combing, and brushing hair
  - Shaving
  - Trimming fingernails and toenails (certain medical conditions necessitate that this be done by a licensed health care professional)
  - Brushing teeth and denture care
  - Skin care

**Amount of the base fee: (If there is more than one base fee, list each separately and specify the accommodations, services and care provided for each fee.)**

- There is a private-pay \$500 non-refundable Community Fee.
- Private pay fees vary based on accommodations and range from \$1,650 to \$4,000 per month
- The Auxiliary Grant Rate is currently \$1,291 per month for 2019
- There are no adjustments made based on level of care
- Monthly fee may be increased no more than once annually at a maximum increase of 3% with advanced written notice of at least thirty (30) days.

**Additional accommodations, services, and care not included in the base fee and the fee for each:**

- Private telephone at \$20.00 per month
- Cable Television at \$22.00 per month
- Beauty Shop, and Podiatrist rates through outsourced providers

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**III. Admission, Transfer and Discharge Criteria**

**Criteria for admission to the Saint Francis Home and restrictions on admission:**

In addition to meeting admission criteria and restrictions pursuant 22 VAC 40-73-31, applicants are required to be:

- Ambulatory or semi-mobile (meaning they are independently mobile with the assistance of a walker or wheelchair)
- Able to transfer (meaning able to independently move from a seated position to another seated surface or bed)
- Capable of independent mobility to and from dining room, throughout the facility and to exit the building in an emergency situation
- Able to eat meals without assistance
- Capable of doing their own toileting
- At least 50 years old (exceptions may be made based on individual basis regarding special needs and compatibility with older population)

Restrictions on admission includes the following types of individuals:

- Abusive, aggressive, or present a threat to self or others
- Noncompliant with psychotropic medications
- Present immediate and serious risk to the health, safety or welfare of others
- Have care needs exceeding capabilities of staff or facility (including residents with orders for gastric tubes)

**Criteria for transfer of a resident to a different living area within Saint Francis Home:**

- Private-pay residents who can no longer afford monthly rates would be moved [upon availability] to an accommodation with a lesser base fee, a double occupancy, or an apartment at the Auxiliary Grant rate
- A resident may be transferred to accommodate mobility limitations (for instance moved to a room closer to the dining room)
- A resident may be transferred because of personality problems between roommates or another resident
- There is no differential in care level (residential vs. assisted) based location of apartment
- Upon private pay admission there is a one-year minimum at the private pay rate before transfer.

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### Criteria for discharge from the Saint Francis Home:

- Changes in physical, emotional or mental condition requiring a higher level of care
- Care needs that are beyond skills or capabilities of staff
- Conditions presenting health risk to others
- Behavior presenting risk of physical harm or danger to self or others
- Noncompliance with facility's medication plan and policies, or licensing standards for medication management and administration
- Noncompliance with facility's written policies and rules
- Noncompliance with Individual Service Plan
- Nonpayment of fees and charges for accommodations and related services
- Damage to facility and/or property of Saint Francis Home, Inc.
- Noncompliance with general grooming and incontinence care presenting health risks to themselves or others

### IV. Activities Provided for Residents

#### Categories of activities:

Physical, Social, Reflective or Contemplative, Sensory, Cognitive, intellectual or creative, Outdoor (weather permitting), Productive, Nature

- Seasonal off-site water Aerobic classes require written approval by physician.
- Some outings maybe limited to residents based on site's accessibility to mobility equipment and independent participation.

#### Frequency of activities (average number of total activities per week):

Average per week – 25 (some activities may satisfy multiple types, as set forth below)

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**Average number of different types of activities per week:**

<u>Type</u>	<u>Average per week</u>
• Physical _____	3
• Social _____	15
• Reflective or Contemplative _____	10
• Sensory _____	5
• Cognitive, intellectual or creative _____	7
• Outdoor (weather permitting) _____	2
• Productive _____	4
• Nature _____	1

**V. General Number, Position Types, and Qualifications of Staff on Each Shift**

<b>Shift (list times of shift)</b>	<b>Total Number of Staff Per Shift</b>	<b>Number of Staff Providing Direct Care Per Shift</b>	<b>Position Types of Staff Per Shift (for example, personal care, activities, housekeeping)</b>	<b>Qualifications of Staff Per Shift (for example, RN, LPN, CNA, dietitian)</b>
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First shift: 7:00am-3:00pm

General number of staff: 21-23

Direct care: 5

Position types:

- Administrative: Executive Director, Administrator, Development Director, HR Admission Assistant
- Direct Care: Director of Nursing, LPN, Registered Med Techs, Direct Care Aides
- Food Service: Director, Cooks, Food Service Assistants, Driver
- Programs: Director, Assistant
- Financial Services: Director of Finance, Accounting Assistant
- Facilities and Support Services: Director, Maintenance Supervisor, Landscaper, Housekeeping Supervisor, Housekeeper, Floor Tech, Concierge

Qualifications of staff:

- Administrative Staff: Administrator-Licensed Nursing Home Administrator. Qualifications and experience of other administrative staff specific to responsibilities and duties performed.

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- Clinical Care Staff: CPR, AED and First Aide Certified - Director – Licensed Nurse Practitioner, LPN – licensed, Med Techs - registered, Direct Care Aides - CNA or completion of DSS approved direct care training
- Food Service: Manager - ServSafe Certified, qualifications and experience of cooks and servers specific to responsibilities and duties performed.
- Program Director and Assistant: Trained On-The-Job.
- Finance: Director – Experienced in bookkeeping, resident fund management, accounts payable and receivable, and payroll processing. Assistant has experience commensurate with responsibilities.
- Facilities and Support Services: Director - experienced in plant operations, maintenance, housekeeping, laundry and concierge services. All other departmental staff trained and experienced in responsibilities and duties.

Second Shift: 3:00pm-11:00pm

General number of staff: 21-23 during partial shift and six (6) at end of shift to include clinical care and concierge services

Direct care: 5

Position types:

- Same as first shift

Qualifications of staff:

- Same as first shift

Third Shift: 11:00pm – 7:00am

General number of staff: 3

Direct care: 2

Position types:

- Direct Care: Registered Med Techs, Direct Care Aides
- Support Services: Concierge

Qualifications of Staff:

- Resident Care Staff: Clinical Care Staff: CPR, AED and First Aide Certified - Med Techs - registered, Direct Care Aides - CNA or completion of DSS approved direct care training.
- Front Desk Concierge: Trained and experienced in emergency procedures.

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### VI. Liability Insurance Disclosure

**This facility maintains liability insurance that provides at least \$500,000 per occurrence and \$500,000 aggregate, which is the minimum amount of coverage established by the State Board of Social Services for disclosure purposes, to compensate residents or other individuals for injuries and losses from negligent acts of the facility.**

Yes

No

### VII. Emergency Back Up Electrical Generator

**This facility has a variety of Emergency Back Up Electrical Generators serving the community. All Generators are powered by natural gas. Some Electric Generators provide for emergency lighting only within some of the older buildings. Some Electric Generators provide 100% coverage of other buildings. In the event of a prolonged power outage; all residents would be able to shelter in place within the buildings fully powered. Food Production facilities is 100% provided for by Emergency Electrical Generator.**

### VIII. Additional Information

**Additional information about the Saint Francis Home that is included in the resident agreement is available upon request.**

Public Access to the Disclosure Statement and additional information about the facility may be obtained from the Saint Francis Home website, which is [www.saintfrancishome.com](http://www.saintfrancishome.com).

**Additional information about the Saint Francis Home may be obtained from the Virginia Department of Social Services' website, <http://www.dss.virginia.gov>.**

The DSS website includes information as to type of license, capacity, special services, and compliance history.