



ABN: 79 976 580 833

Working together: outstanding care and support for older people and their carers

HEAD OFFICE

6 Bartley Crescent

Wayville, South Australia 5034

Postal: PO Box 327, Unley, SA, 5061

T: (08) 8373 0211

F: (08) 8373 0976

E: headoffice@resthaven.asn.au

W: www.resthaven.asn.au

Dear Applicant

Thank you for your interest in applying for residential accommodation within Resthaven Inc.

Please find enclosed the Resthaven forms which will need to be completed and returned:

- **Application for Admission for Residential Care**
- **Consent to collect/disclose information:** (please ensure the **do give permission** box is ticked and the form signed and witnessed so we are able to proceed with your application).
- **Medical form** (to be completed by your Doctor: alternatively, supply a report from your Doctor if they have the ability to produce it from their computer system).
- **Assets Declaration** – please complete both pages of this form as it will assist us to determine your accommodation costs.

Please also send a copy of your current **Aged Care Client Record** as completed by the Aged Care Assessment Team (**ACAT**). It is advisable to photocopy completed paperwork and maintain for your records.

If you wish to enquire about community services that may be available to support you while you are living at home, please call our enquiry service on **1300 13 66 33** or refer to our website for details www.resthaven.asn.au.

Please do not hesitate to contact us if you have any further queries.

Yours sincerely

Accommodation Enquiries Staff

PO Box 327

UNLEY SA 5061

8373 9113 accommodation@resthaven.asn.au

Resthaven Program/Location: _____ (if known)

I, _____ (full name), being a new applicant of, or an existing Resthaven Resident / Client

 do give my permission do not give my permission

for Resthaven Inc. to collect and release personal information about me from/to organisations related to the on-going provision of assistance, care, accommodation and rehabilitation services that I am able to access through Resthaven Inc.

In signing this form, I also understand that:

- The information is collected and held by Resthaven Inc, a not-for-profit organisation, whose Head Office is located at 6 Bartley Crescent, Wayville SA 5034, and a full copy of their Privacy Policy is available to me on request.
- I, or my appointed representative, can access my personal information by making an application to Resthaven Inc, and if deemed inaccurate, it will be corrected.
- The primary purpose of collection of my personal information is to enable appropriate services to be provided to me by Resthaven Inc. or to the person for whom I am the Carer, Next of Kin or Enduring/Medical Power of Attorney and to comply with any law that requires the particular information to be collected.
- Organisations external to Resthaven Inc that may receive my personal information include hospitals, doctors, pharmacists and their dispensaries, associated care providers, the Federal Department of Social Services and others as required by law. Financial institutions are involved only where Resthaven Inc. collects fees for service by direct debit arrangements.
- I am able to refuse or limit permission for Resthaven Inc. to collect/disclose my personal information, but understand that this may impact on the range of services that Resthaven Inc. is able to offer me.
- From time to time Resthaven services feature in general marketing, promotion or the media, including photography and filming. This does not involve release of personal information unless specifically agreed to by me but may include promotion of a general nature.
- As a Public Benevolent Institution, from time to time, Resthaven undertakes fundraising and marketing activities and encourages donations but does not on-sell personal information to outside organisations.
- I may withdraw my consent at any time in writing and understand this may impact on the range of services that Resthaven Inc. is able offer.

Comments / Restrictions / Exemptions:

Signed: _____ **Date:** _____

NB: This form may be signed by another party where the applicant does not have capacity to understand the issues relating to consent due to cognitive impairment. In these circumstances, please complete the following:

Name of Signatory _____ Relationship to Applicant _____

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Confidential

Residential Accommodation Enquiries
 PO Box 327
 Unley SA 5061
Telephone (08) 8373 9113
Facsimile (08) 8373 9116

1. Name of Applicant:
 (Miss / Ms / Mrs / Mr / Rev / Dr)

2. Date of Birth: Country of Birth:

3. Relationship / Marital Status:

4. Present Address:
 Post Code: Telephone Number:

5. Names, addresses, relationship and telephone numbers of two relatives or friends:
(1st Contact)
 5.1. Name: Relationship:
 Address: Post Code:
 Telephone No.: Home () Work: ()
 Mobile: Email:

(2nd Contact)
 5.2. Name: Relationship:
 Address: Post Code:
 Telephone No.: Home () Work: ()
 Mobile: Email:

6. Are you in receipt of an age pension or any other pension? Yes No
 If Yes, please state type of Pension: Pension No.:
 Do you receive: Full Pension Part Pension

7. Medicare Number: Expiry Date:
 Reference Number on Card:

8. Aged Care ID:
 MAC Referral Code for the following: Permanent: Respite (High):
 Respite (Low): Home Care Package:

9. Which Resthaven location(s) are you interested in? *(Please tick below):*

<input type="checkbox"/> Aberfoyle Park: 100 Hub Drive, Aberfoyle Park	<input type="checkbox"/> Mitcham: 17 Hill Street, Kingswood
<input type="checkbox"/> Bellevue Heights: 47 Eve Road, Bellevue Heights	<input type="checkbox"/> Mount Gambier: 24 Elizabeth Street, Mt Gambier
<input type="checkbox"/> Craigmore: 200 Adams Road, Craigmore	<input type="checkbox"/> Murray Bridge: 53 Swanport Road, Murray Bridge
<input type="checkbox"/> Leabrook: 336 Kensington Road, Leabrook	<input type="checkbox"/> Paradise: 61 Silkes Road, Paradise
<input type="checkbox"/> Malvern: 43 Marlborough Street, Malvern	<input type="checkbox"/> Port Elliot: 3 Frederik Street, Port Elliot
<input type="checkbox"/> Marion: 10 Township Road, Marion	<input type="checkbox"/> Westbourne Park: 30 Sussex Terrace, Westbourne Park

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10. Spouse/Partner Information:

- Are you and your spouse/partner applying together for an aged care place?
 No Yes Not Applicable

- Does your spouse/partner already reside in a residential aged care home?
 No Yes → Name of Spouse/Partner:

- Name of Residential facility:

11. Home Ownership Information:

- Have you or your partner owned a home in the last two years? Yes No
- Is your partner or a dependent child living in this home? Yes No
- Has a carer or close relative, eligible for a pension, resided in this home for the last two years and five years respectively? Yes No

- 12. Have you submitted the DHS Assets and Income Assessment Form from Centrelink?** Yes No
- Date of submission:

13. Have you appointed any of the following?

- Enduring Power of Attorney Yes No
- Enduring Power of Guardianship Yes No
- Medical Power of Attorney Yes No
- Advance Care Directives Yes No

- 14. Do you receive any type of community or in-home assistance?** Yes No

If Yes, please state what type of services you receive and from which organisation/s:

- 15. How did you hear about Resthaven?**
- Radio Television Word of mouth
 Website Newspaper Internet Social media
 Other:

Signature of Applicant/Agent: Date:

Note: If this form has been signed by other than the applicant, the following needs to be completed:

Name of Agent: Relationship to Applicant:

So that information supplied by you to Resthaven remains up to date, please notify us of any change of address or change in circumstance that affects your level of need for residential accommodation.

Applications can be posted to: **Residential Accommodation Enquiries**
 Resthaven Incorporated
 PO Box 327
 UNLEY SA 5061

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P O Box 327 **Unley SA 5061**
Telephone: (08) 8373 9113 Fax: (08) 8373 9116

Applicant's Surname: _____ **Date of Birth:** ___/___/___

Given Names: _____

Address: _____

Are you the applicant's usual doctor ? Yes No

How long have you known the applicant ? _____

Current living arrangements and any support services or systems in use

Allergies (describe reaction)

Medication related allergies:

Any other allergies:

Relevant Medical and Surgical History

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Current Treating Specialists / Physicians / Allied Health

Name	Specialty
1.	
2.	
3.	
4.	

Current Medications (please outline or attach printed list)

Medication Supervision

Unnecessary Currently Provided Recommended

Weight and Dietary Considerations:

Does the applicant require a special diet ? Yes No Current Weight: _____ Kg

Details: _____

	Independent	Supervision	Physical Assistance
Eating & Drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alcohol Use Yes No

If yes, please specify amount per day: _____

Smoking Yes No

If yes, please specify amount per day: _____

	Independent	Supervision	Physical Assistance
Mobility: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfers: Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recent Falls Yes No

If yes – any relevant information:

Aids Used Yes No

Please specify: _____

Contenance

	Yes	No
(1) Urinary Incontinence	<input type="checkbox"/>	<input type="checkbox"/>
(2) Faecal Incontinence	<input type="checkbox"/>	<input type="checkbox"/>
(3) Troublesome Nocturia	<input type="checkbox"/>	<input type="checkbox"/>

Communication

Vision	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Hearing	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Hearing Aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Functional Speech	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
Language Difficulty	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Social Interaction / Presentation

Is there any evidence or recent history of:

Physical aggression <input type="checkbox"/>	Socially inappropriate behaviour <input type="checkbox"/>	Psychoses <input type="checkbox"/>
Verbal aggression <input type="checkbox"/>	Anxiety / Stress <input type="checkbox"/>	Confusion <input type="checkbox"/>
Intrusive wandering <input type="checkbox"/>	Mental and/or behavioural disorders <input type="checkbox"/>	Restlessness <input type="checkbox"/>

Comments: _____

Any other Significant Information

Comments: _____

Doctor's Details: (use stamp)

Doctor's Signature: _____ **Date:** _____

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P O Box 327 Unley SA. Phone: (08) 8373 9113. Facsimile: (08) 8373 9116

Please complete this Assets Declaration Form and return it to Resthaven Inc. at the above address. Where the resident is a member of a couple, please show all assets held by both partners. You will need to lodge the DHS Assets and Income Assessment Form SA457(P) - so that your aged care fees can be determined by the Department of Human Services as soon as possible. This form is available on the DHS website, in person at the Centrelink Office or via the Aged Care Assessment team.

Applicant Name(s): _____

The person entering careDo you have a partner? Yes No (If Yes, Enter your combined Income below)**Income**

Income includes:

- Income support payments from the Australian Government such as the aged pension or service pension
- Net income from rental property
- War widow/widower pensions and some disability pensions
- Net income from business, including farms
- Income from superannuation income streams such as annuities and allocated pensions
- Overseas pension income
- Family trust distributions
- Dividends from private company shares

DO NOT include interest from your bank account or financial investments.
Your financial assets will be deemed to earn a certain rate of income.

Estimated Income per Annum: \$ _____

Home Owner StatusDo you and/or your partner own, or are paying off the home you live in? Yes No

Your home will be included as an asset unless it is occupied by a protected person. A protected person is:

- Your partner
- Your carer who has lived with you in the home for the past two years and is eligible for an income support payment
- A close relation, such as a sister, brother, parent, child or grandchild who has lived with you in the home for the past five years and is eligible for an income support payment.

Will a protected person live in the family home? Yes No

The net market value of your home is the value of the house less any outstanding mortgages. If the net market value of your home is more than \$165,271.20, it will not all be included in assessing your assets. Instead, a capped amount of \$165,271.20 will be included.

Net market value of the home: \$ _____

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Assets

Financial assets include:

- *Bank, building society and credit union accounts*
- *Cash*
- *Term deposits*
- *Cheque deposits*
- *Friendly society bonds*
- *Managed investments*
- *Listed shares and securities*
- *Loans and debentures*
- *Shares in unlisted public companies*
- *Gold or other bullion*
- *Gifted assets-if you have gifted amounts above \$10,000 in the last year or \$30,000 in the last 5 years, include the amount above these limits as a financial asset.*

Financial Assets: \$ _____

Other assets include:

- *Household contents and personal effects (these are typically valued at \$10,000)*
- *Foreign assets including investments, business interests and real estate*
- *Investment property*
- *Special collections such as stamps, art works or antiques*
- *Superannuation balances*
- *Private trusts, family trusts and private companies*
- *Net retirement village entry contributions*
- *Refundable accommodation deposits*

Other Assets: \$ _____**Debts**

A debt is any loan, mortgage, reverse mortgage, charge or encumbrance held over an asset which has been included as a financial asset or other asset.

- *DO not include the value of the mortgage over the family home (if there is one)*
- *DO not include credit card debt or personal loans.*

Estimated Debts: \$ _____Signed: _____
(Resident or agent)

Date: _____

If this form has been signed by the resident's agent then agent must print their full name and their relationship to the resident.

*Agent's full name*_____
Agent's relationship

(Information obtained from MyAgedCare website: <http://www.myagedcare.gov.au/fee-estimator/residential-care/form>)

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