Second Spring
Community Recovery Residence
118 Clark Road
Williamstown, VT 05679

ADMISSION AGREEMENT

This is an agreement between (resident) and Second Spring. The purpose of this agreement is to explain what services Second Spring provides, how they are paid for, and what the rights and responsibilities of each resident are.

I. Services

Second Spring is a Community Recovery Residence. It is designed to provide residential services to individuals who have been hospitalized in psychiatric facilities. Nursing and psychiatric services are available on site as are vocational and case management services. Second Spring staff work closely with staff from the Vermont State Hospital to create smooth transitions between the two facilities. Residents at Second Spring are expected to participate in treatment that promotes recovery and the eventual goal is increased independence and quality of life. The Staff at Second Spring are trained in Recovery Education and this constitutes an ongoing program within the facility for both staff and resident. The staff also receives training in trauma-sensitive treatment and co-occurring models. Peer support is also a focus of treatment within the facility.

Second Spring is licensed by the State of Vermont as a residential care home and as such may provide room, board, personal care, general supervision, recovery programs, vocational services, case management and medication management, but not full time nursing care. How much of each of these services Second Spring provides is outlined below.

The State of Vermont regulates most of the services provided in a residential care home. The regulations contain much more detail about how care must be provided. You may ask the manager to see a copy of those regulations if you wish

a. Room. Under this agreement, you will be provided with a private room with a private bath. You may bring personal possessions with you to the home as space permits, unless the possessions infringe on the rights of others or create a fire or safety hazard. Because Second Spring is an environment that fosters safety, some items, such as knives and weapons, are not allowed in the home. A complete list of these items is included in the admission packet. Your personal possessions will be reviewed by staff on admission to the residence.
We will hold your room for you if you are temporarily in the hospital and are expected to return here within 30 days. Any instance when a resident is expected to be hospitalized for longer than 30 days will be reviewed on a case-by-case basis. If we determine that we cannot hold your bed until your discharge, we will notify you 30 day prior to discharging you. If you are unable to return to pack your belongings, Second Spring staff will pack and store them for you until you can retrieve them or for up to 60 days.

You will be encouraged to do your personal laundry at Second Spring although we can assist you with this if you need such assistance. We will provide you with clean bed and bath linens.

b. Board. You will be provided with three attractive and satisfying meals, in accordance with state regulations and dietary standards, and with consideration of your dietary and medical needs.

Residents who are preparing for more independent living will be offered opportunities to cook their own meals with assistance from Second Spring staff.

We offer snacks before bed and in between meals.

We offer therapeutic diets if ordered by a physician.

c. Personal Care. Personal care, consistent with recovery goals and your treatment plans, provided here, as long as your needs do not exceed what we are licensed to provide, includes:

• Assistance with bathing and personal hygiene including assistance with shaving, combing hair, brushing teeth, shampooing, cutting hair.
• Assistance with eating, such as cutting food.
• Assistance with toileting, including transferring on and off the toilet, incontinence care.
• Assistance with dressing.
• Assistance with movement, including assistance with walking, transporting by wheelchair, transferring from bed to chair.

d. General supervision. General supervision, consistent with recovery goals and your treatment plans, here includes:

• Assistance in arranging necessary appointments.
• Assistance in obtaining personal needs, including shopping for you if necessary.
• Assistance in obtaining medication, such as getting them from the pharmacy.
• Assistance in keeping on a schedule by reminding you about meal times, etc.
• Monitoring your activities to prevent harm to you.
• Assistance with managing your finances, if you request us to in writing. Finances are described in more detail below.

e. Transportation. As a resident of Second Spring, you will be provided frequent opportunities to engage in community activities. Staff will provide transportation, consistent with recovery goals and your treatment plans, for such activities as well as transportation to medical appointments.

You will not be charged for transportation to community activities or to medical appointments.

If you are eligible for Medicaid, we may attempt to utilize available Medicaid transportation if appropriate. Medicaid transportation is available only for necessary medical appointments.

f. Nursing Care. State regulations prohibit us from providing full time nursing care, except in limited situations. We offer the following types of services,

• Availability of a nurse. We have a nurse available at least 8 hours each day to review assessments of each resident, oversee the administration of medications, and coordinate care with the physicians. We will call on our nursing staff as necessary if a resident’s condition warrants it. Including if you become ill, need a change in your doctor’s orders, or if your ability to care for yourself appears to be deteriorating.

• Hands on nursing care. If you require hands on care by a nurse, such as changing a dressing or catheter or receiving an injection, such care will be provided.

g. Medication management. All residents of Second Spring will receive medication management. Medications will be administered by the nursing staff or by delegated staff operating under the direction of our nurses.
h. Personal needs. We provide the following personal needs items as part of the monthly charge. All others you desire will have to be purchased by you. For residents who are eligible for SSI, the personal needs funds available are discussed in the next section of this agreement.

We provide:
- Toilet paper, toothpaste, toothbrushes, soap, shampoo, combs, brushes and general first aid supplies. We will also make a limited number of over the counter medication including antacids, laxatives and pain relievers available to you if these are ordered by your primary care physician.

II. Charges and Finances

a. The monthly charge for room, board and all services is $635.00 and is due by the third day of each month. This is the standard monthly rate set by the state for individuals receiving SSI (Supplemental Security Income) and usually increases annually when SSI monthly payment increase.

b. Non-payment of charges will be cause for discharge in accordance with state regulations. For non-payment we may discharge you after 14 days notice, or less if we can locate another placement to which you agree.

c. If you plan to move from the facility, we request that you give us a 30-day notice of your intent to do so. If you move out of the facility without a 30-day notice, we may charge you for up to 30 days after you leave.

d. If you ask us to in writing we will assist you in managing your finances to the extent you desire. We cannot be a guardian nor have power of attorney for a resident. If we manage your finances, we will provide you with at least a quarterly accounting of you income, expenditure and balance of your account(s). If we are holding money for you, we will keep a record of each transaction we conduct for you.

e. If you are required to leave this home, either because we transfer you to another facility or because of a change in your condition which makes it impossible to remain here, we will provide you with a refund for payment made for days care not provided. Such refund will be provided within 15 days of discharge.
f. Personal needs allowance, residents who are eligible for SSI shall be allowed to keep, before paying the monthly charge to the home, a minimum of $83 for their personal needs

III. Rights and Responsibilities

a. Each resident retains all his or her civil rights while residing here. Furthermore, state regulations list specific rights of all residents of residential care homes. That list is attached to this agreement, and other copies are available on request. We will explain these rights before or at the time of admission.

b. If you are not satisfied with services or conditions in the home, we want you to tell us about it so we can try to resolve the concern. Our grievance procedure is included in your intake packet and will be reviewed by Second Spring's Complaint and Grievance Coordinator.

c. The rules of the facility are reviewed as a part of the admission process and a list is included in your intake packet.

d. This facility uses many approaches to create and maintain safety of residents. A more complete explanation is included in your intake packet.

IV. Program Participation Agreement

Second Spring is a recovery residence which works with you on an individualized Recovery plan. The ultimate goal is to assist you in developing and implementing a plan that will work toward your successful return to your community. In so doing, we ask that you:

a. Respect the rights of others
b. Be an active participant in treatment planning
c. Comply with your treatment plan while you reside at Second Spring

If it is determined, through a Recovery team meeting, that you are not able to, or do not wish to, participate and comply with the agreed upon individualized Recovery plan, Second Spring may provide you with a 30-day discharge notice. Barring other legal agreements and court orders, you also have the right to terminate this agreement voluntarily with 30 days written notice if you feel that the program is not working to your benefit.

V. The undersigned agree to abide by the terms of this agreement and in accordance with the regulations for residential care homes set forth by the State of Vermont.

8/19/2010
Agreement
This Admission Agreement should not be considered a residential lease.

If you discharge yourself voluntarily without providing 30 days written notice to us, we are not obligated to provide you with any refund.

If there are any subsequent changes to the terms of this agreement, such as a change in the monthly charge, we will notify you in writing 30 days in advance of the change.

Signed _______________________________ Date____________
Resident or Authorized legal Representative

Signed _______________________________ Date____________
Owner/Manager