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Department of Health

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### ALZHEIMER'S DISEASE OR RELATED DISORDERS SPECIAL CARE DISCLOSURE FORM

All questions relate to the specialized Alzheimer's disease or related disorders care the individual facility provides. The use of the word "resident" refers to residents with Alzheimer's disease or related disorders.

#### Facility Instructions

1. Complete this Disclosure Form according to the care and services your facility provides. You may not amend the form, but you may attach an addendum to expand on your answers.
2. Provide copies of the Disclosure Form to anyone who requests information on the care for Alzheimer's or related disorders in your facility.
3. If the facility is a Continuum of Care Center (CCRC), indicate the service or Facility type. For instance, if the Alzheimer's beds are in the Assisted Living Center (ALC) portion/service of a CCRC, list as ALC, not CCRC, so that service can be identified with the bed type. If a CCRC has Alzheimer beds in the ALC, and the nursing facility (NF), a disclosure form is to be submitted for each facility type.
4. The form is to be submitted with the application, for renewal, change of ownership, and bed additions that affect the total number of licensed beds in the facility. For these submittals the form is to be mailed with the application to PO Box 268823, Oklahoma City, OK 73126-8823.

#### Facility Information

Facility Name: Willowood at Mustang Assisted Living & Memory Care

License Number: AL0902-0902 Telephone Number: (405) 376-1200

Address: 1017 West Highway 152, Mustang, OK 73064

Administrator: Nancy Klepac Date Disclosure Form Completed: 10 / 26 / 2018

Completed By: David Reed Title: Chief Executive Officer of Heart Living Centers of Oklahoma, LLC

Number of Alzheimer Related Beds: 30

Maximum Number of participants for Alzheimer Adult Day Care: N/A

#### What types of providers must furnish a Disclosure Form?

State rules require the Disclosure Form be provided by any nursing or specialized nursing facility, residential care home, assisted living center, continuum of care facility, or adult day care center that advertises, markets or otherwise promotes they provide care or treatment to residents with Alzheimer's disease or related disorders in a special unit or under a special program.

#### What is the purpose of the Disclosure Form?

This Disclosure Form gives families and other interested persons the facility description of the services it provides and how these services target the special needs of residents with Alzheimer's disease or related disorders. Although the information categories are standardized, the information reported is facility-specific. This format gives families and other interested persons consistent categories of information, so they can compare facilities and services. The

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Disclosure Form is *not* intended to take the place of visiting the facility, talking with other residents' family members, or meeting one-on-one with facility staff. This form contains additional information, which families can use to make more informed decisions about care.

**Check the appropriate box below.**

- New application. Complete this form in its entirety and submit with your application before entering into an agreement to provide care or treatment as a Specialized Alzheimer Care provider.
- No change, since previous application submittal. Submit this form with your renewal application.
- Limited change, since previous application submittal. Only respond to the form items changed, and submit this form with your renewal application.
- Substantial change, in the information previously submitted. This box is applicable to bed changes, changes of ownership, or other changes that would not occur with a renewal application submittal.

**PRE-ADMISSION PROCESS**

A. What is involved in the pre-admission process?

- Visit to facility
- Home assessment
- Medical records assessment
- Written Application
- Family interview
- Other: \_\_\_\_\_

B. Services (see following chart)

Service	Is it offered? Yes/No	If yes, is it included in the base rate or purchased for an additional cost?
Assistance in transferring to and from a wheelchair	Yes	MC all inclusive; AL charged in LOC
Intravenous (IV) therapy	No	
Bladder incontinence care	Yes	MC inclusive; AL charged in LOC
Bowel incontinence care	Yes	MC inclusive; AL charged in LOC
Medication injections	No	Provided by Home Health if needed
Feeding residents	Yes	MC inclusive; AL charged in LOC
Oxygen administration	Yes	Provided by Home Health and Hospice
Behavior management for verbal aggression	No	
Behavior management for physical aggression	No	
Meals ( <u>3</u> per day)	Yes	Included in base rent
Special diet	Yes	Included in base rent
Housekeeping ( <u>7</u> days per week)	Yes	MC daily; AL included in base rent
Activities program	Yes	Included in base rent
Select menus	Yes	Included in base rent
Incontinence products	No	Provided by Home Health and Hospice
Incontinence care	Yes	MC inclusive; AL charged in LOC
Home Health Services	Yes	Provided by outside vendors

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Temporary use of wheelchair/walker	Yes	Included in base rent
Injections	No	Provided by Home Health if needed
Minor nursing services provided by facility staff	Yes	First Aid-only
Transportation (specify)	Yes	Included in base; Tues./Thurs. MD appts
Barber/beauty shop	Yes	Charged separate by vendor

\*Memory Care is all inclusive for LOC for residents

C. Do you charge more for different levels of care?  Yes  No  
If yes, describe the different levels of care. See Addendum B of the Willowood Resident Agreement provided as Attachment 2.

I. ADMISSION PROCESS

A. Is there a deposit in addition to rent?  Yes  No  
If yes, is it refundable?  Yes  No  
If yes, when? within 30 days of discharge, if policy requirements are met, signed as part of the Resident Agreement

B. Do you have a refund policy if the resident does not remain for the entire prepaid period?  Yes  No  
If yes, explain

C. What is the admission process for new residents?

Doctors' orders  Residency agreement  History and physical  Deposit/payment  
 Other: medication list

Is there a trial period for new residents?  Yes  No  
If yes, how long? 30 days

D. Do you have an orientation program for families?  Yes  No

If yes, describe the family support programs and state how each is offered.  
During the admission process, the family is offered an in-depth tour and welcome packet with pertinent facility information.

II. DISCHARGE/TRANSFER

A. How much notice is given? 30 days unless discharge is related to a reason that would need to be less as outlined in Resident Agreement.

B. What would cause temporary transfer from specialized care?  
 Medical condition requiring 24-hour nursing care  Unacceptable physical or verbal behavior  
 Drug stabilization  Other:

C. The need for the following services could cause permanent discharge from specialized care:

Medical care requiring 24-hour nursing care  Sitters  Medication injections  
 Assistance in transferring to and from wheelchair  Bowel incontinence care  Feeding by staff  
 Behavior management for verbal aggression  Bladder incontinence care  Oxygen administration  
 Behavior management for physical aggression  Intravenous (IV) therapy  Special diets  
 Other:

D. Who would make this discharge decision?

Facility manager  Other:

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- E. Do families have input into these discharge decisions?  Yes  No
- F. Do you assist families in making discharge plans?  Yes  No

**III. PLANNING AND IMPLEMENTATION OF CARE (check all that apply)**

A. Who is involved in the service plan process?

- Administrator  Nursing Assistants  Activity director  Family members
- Licensed nurses  Social worker  Dietary  Physician  Resident

B. How often is the resident service plan assessed?

- Monthly  Quarterly  Annually  As needed
- Other: upon a change of condition

C. What types of programs are scheduled?

- Music program  Arts program  Crafts  Exercise  Cooking
- Other: Cutings, support groups, family nights

How often is each program held, and where does it take place? daily and/or weekly and the location varies between the activity room, the dining room, and the patio.

D. How many hours of structured activities are scheduled per day?

- 1-2 hours  2-4 hours  4-6 hours  6-8 hours  8+ hours

E. Are residents taken off the premises for activities?  Yes  No

F. What specific techniques do you use to address physical and verbal aggressiveness?

- Redirection  Isolation
- Other: if continued will contact POA/Guardian for level of care meeting.

G. What techniques do you use to address wandering?

- Outdoor access\*  Electro-magnetic locking system  Wander Guard (or similar system)
- Other:

\*Secured outdoor access hours: 8a-8p

H. What restraint alternatives do you use?

None...

I. Who assists/administers medications?

- RN  LPN  Medication aide  Attendant
- Other:

**IV. CHANGE IN CONDITION ISSUES**

What special provisions do you allow for aging in place?

- Sitters  Additional services agreements  Hospice  Home health

If so, is it affiliated with your facility?  Yes  No

Other:

**V. STAFF TRAINING ON ALZHEIMER'S DISEASE OR RELATED DISORDERS CARE**

A. What training do new employees get before working in Alzheimer's disease or related disorders care?

Orientation: \_\_\_\_\_ hours  Review of resident service plan: \_\_\_\_\_ hours

On the job training with another employee: \_\_\_\_\_ hours

Other:

Who gives the training and what are their qualifications?

Pegasus Program Director or designee who is a qualified expert in behavioral health.

B. How much on-going training is provided and how often?

(Example: 30 minutes monthly): 1 hour annually

Who gives the training and what are their qualifications?

Given by Pegasus Program Director or designee

**VI. VOLUNTEERS**

Do you use volunteers in your facility?  Yes  No

If yes, please complete A, B, and C below.

A. What type of training do volunteers receive?

Orientation: \_\_\_\_\_ hours  On-the-job training: \_\_\_\_\_ hours

Other:

B. In what type of activities are volunteers engaged?

Activities  Meals  Religious services  Entertainment  Visitation

Other:

C. List volunteer groups involved with the family:

None at this time

**VII. PHYSICAL ENVIRONMENT**

A. What safety features are provided in your building?

Emergency pull cords  Opening windows restricted  Wander Guard or similar system

Magnetic locks  Sprinkler system  Fire alarm system

Locked doors on emergency exits

Built according to NFPA Life Safety Code, Chapter 12 Health Care

Built according to NFPA Life Safety Code, Chapter 21, Board and Care

Other:

B. What special features are provided in your building?

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Wandering paths       Rummaging areas       Others: \_\_\_\_\_

C. What is your policy on the use of outdoor space?

Supervised access       Free daytime access (weather permitting)  
\*Secured outdoor access hours: 8a-8p

**VIII. STAFFING**

A. What are the qualifications in terms of education and experience of the person in charge of Alzheimer's disease or related disorders care?

Advanced Certified Medication Aide and Training in Moments In Time Program

B. What is the daytime staffing ratio of direct care staff? 1 to 7.6

What is the daytime staffing ratio of Direct Staffing to Residents in Special Care Unit? 1 to 5

C. What is the daytime staffing ratio of licensed staff? 1 to 28

D. What is the nighttime staffing ratio of direct care staff? 1 to 9

What is the nighttime Ratio of Direct Staffing to Residents in the Special Care Unit? 1 to 6

E. What is the nighttime staffing ratio of licensed staff? 0

**NOTE: Please attach additional comments on staffing policy, if desired.**

**IX. Describe the Alzheimer's disease special care unit's overall philosophy and mission as it relates to the needs of the residents with Alzheimer's disease or related disorders.**

**MEMORY CARE MISSION STATEMENT**

"Our Memory Care Team is committed to enhance the lives of those who are no longer able to fully support themselves at home. Our goal is for the residents to maintain a sense of pride and dignity while living in our warm, friendly and trusting environment with our compassionate staff. It is our Mission to deliver the highest quality of care possible."