

ADMISSION PROCESS

Thank you for your interest in Willowbrook Assisted Living. Our beautiful residence provides a wonderful solution for those in need of some additional support. To ensure that the services provided by Willowbrook are appropriate for your needs, we have a thorough admission process that includes reviewing your application, reviewing your medical records, and completing a comprehensive assessment. If at any time during this process it is determined that we cannot meet your needs, you will be informed as soon as that decision is made.

1. Complete the enclosed "Application for Residency" including the "Confidential Financial Statement."
2. Return the completed application packet with the assessment fee of \$1,000 (payable to Willowbrook Assisted Living) to the Manager's office at Willowbrook Assisted Living, 3508 Washington Road, Kenosha, WI 53144
3. Once the application is received, a staff member will contact you to discuss the status of your application and to schedule a meeting to complete a comprehensive assessment.
4. Individuals meeting our admission criteria will begin the move-in process. If a room is not available at the time, they will be placed on a waiting list according to our waiting list policy as stated on the back of this sheet.
5. Upon admission, copies of all legal documents, if applicable, such as Living Will, Guardianship, and/or Power of Attorney (health care and finance), will be required.
6. Residents are accepted for admission to Willowbrook Assisted Living regardless of sex, race, religion, national ancestry, age, handicap, or any other disability.
7. Willowbrook Assisted Living is a Kenosha County facility; therefore, admission priority is given to Kenosha County residents.

If you have any questions regarding the application or admission process, please contact:

Olivia Livingston, Willowbrook Manager
(262) 653-3842



WAITING-LIST POLICY

Prospective residents who have successfully completed the admission process but are unable to move into Willowbrook due to room availability will be placed on a waiting list. One's place on the Waiting List is determined by the date on which all of the following components have been received and are completed in full:

- Application for Residency
- Confidential Financial Statement
- Assessment fee of \$1,000
- Comprehensive Assessment (completed by staff)

Acceptance to the Waiting List does not automatically guarantee eligibility. The admission process may need to be revisited depending on the length of time the prospective resident has been on the waiting list.

When a room becomes available, the first qualified applicant will be contacted by Willowbrook staff. An offer of a room will be made by telephone. Those offered a room have three (3) business days from receipt of the phone call to notify the office of their intention to accept or reject the offered room. Any eligible person who refuses a room will be placed back in his or her place on the Waiting List.

RESPIRE STAYS

Willowbrook is able to provide respite care for individuals who need our support for a short period of time and meet our move-in criteria. We will provide respite care, if we have an open bed, for a minimum of seven days and a maximum of 28 days. Our respite services include: three restaurant style meals per day; light housekeeping; weekly laundry; and assistance with activities of daily living.

A respite stay does not require the one-time assessment fee and is \$240.00 per day, which is all inclusive of the services provided. If the individual decides to make Willowbrook his or her home, at that time all fees apply.

