



Lott Assisted Living Residence
1261 Fifth Avenue
New York, NY 10029
T. 212.534.6464
F. 212.534.1184

Dear Admissions Candidate:

Thank you for your interest in Lott Assisted Living Residence. As a licensed assisted living program (ALP), Lott Residence provides a safe environment for residents age 65 or older who require assistance with the activities of daily living (i.e. bathing, dressing, toileting, etc.) but wish to maintain their independence.

Enclosed is the admission package. In order to process your application the following forms must be submitted:

- Application for Admission
- Medical Evaluation, completed by your doctor
- Mental Health Evaluation, completed by your doctor
- PPD Report, completed by your doctor
- Financial Questionnaire with documents (see Admissions Check List)

Your doctor must complete every section of the Medical Evaluation form and provide a clear description of the assistance you will need with activities of daily living, such as eating, transferring, toileting, dressing, grooming, housekeeping, incontinence care and medication management. Your doctor must print his/her name, address, and telephone number on the medical evaluation form.

A completed Financial Questionnaire with supporting financial documents must also be submitted. After your completed application has been submitted, the Admissions Coordinator will schedule an interview with the Admissions Committee.

Please submit the required documents to Dorothy Nelson, Admissions Coordinator, at the above address. She also can be contacted at Dorothy.Nelson@lottresidence.org or 212 534 6464, ext. 5153, if you require additional information.

Yours truly,

Nicole F. Atanasio, MS, RN-BC
President and CEO

Enclosure(s)

The model for affordable assisted living in NYC, servicing a diverse population in East Harlem, providing quality care & supportive services.
Operated by Lott Assisted Living Operating Corp. A 501C3 Tax Exempt Corporation

LOTT ASSISTED LIVING RESIDENCE

1261 Fifth Avenue
New York, NY 10029

Application for Admission

Please fill out entire application completely in order to be considered for admission

Date: _____

Applicant Name _____ Social Security #: _____

Male Female Age: _____ Date of Birth: _____

Referred by: _____

Marital Status: Married Widowed Divorced Single (never married)

Children: _____

Current Residence: _____ Phone: _____

Own Home Hospital Nursing Home Other: _____

Nursing Home _____ Date of Admission: _____

Are you currently receiving home health services? Yes No
If yes: Visiting Nurse Private Hired Help PCA/HHA

How many hours/days/week? _____ How long? _____

What services are provided? _____

Most Recent Hospitalization/Rehab? _____ Where? _____

Reason: _____

Primary Contacts/Support Persons:

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Phone: Home: _____ Phone: Home: _____

Work: _____

Work: _____

Cell: _____

Cell: _____

Attending Physician:

Name: _____

Address: _____

Phone: _____

Other Health Care Providers:

Name: _____

Specialty: _____

Address: _____

Mental Health: _____

Health Insurance:

Medicaid No.: _____

Medicare No.: _____

Prescription Drug Plan/Medicare Part D Plan Name: _____

Prescription Drug Plan/Medicare Part D Number: _____

HMO Plan Name: _____

Hospital of Choice: _____

Psychiatric hospitalizations? _____ **Where?** _____ **Date:** _____

Please explain: _____

Personal Background

Wishes to be addressed as: _____

Where were you born/raised/lived most of your life?

Highest Grade Completed: _____ Occupation: _____

Religious Affiliation (if any): _____ Place of Worship: _____

Have you ever been a client of Adult Protective Services? Yes No

If yes, when? _____

Health Care Proxy: Yes No Name: _____

Power of Attorney: Yes No Name: _____

DNR: Yes No Living Will: Yes No

Burial Instructions: _____

Can Applicant speak, read, and/or write in English: Yes No

If no, indicate primary language: _____

Daily Habits

How often do you drink alcohol? _____ How often do you smoke tobacco? _____

Preferred wake-up time: _____ Preferred bedtime: _____

Eating Habits

Do you have any dietary restrictions? _____

Food Allergies (List all): _____

Food preferences: _____

Food dislikes: _____

Daily Events:

(check all that apply)

Goes out _____ days a week

Stays busy with hobbies; reading, fixed daily routine

Spends most time alone

Contact with relatives/close friends _____ days per week

Spends most time watching TV

Usually attends church, synagogue, etc.

Prefers small group activities

Name and Location of House of Worship:

Prefers large group activities

Comments: _____

CONTINENCE STATUS/MANAGEMENT

Is the resident continent of urinary function? Yes No

Is the resident continent of bowel function? Yes No

IF ANSWER IS "NO" TO EITHER QUESTION, COMPLETE THIS SECTION, AS APPROPRIATE.

Urinary Incontinence	Bowel Incontinence
Less than once a week <input type="checkbox"/>	Less than once a week <input type="checkbox"/>
Several times a week <input type="checkbox"/>	Several times a week <input type="checkbox"/>
Daily <input type="checkbox"/>	Daily <input type="checkbox"/>
Day Only <input type="checkbox"/>	Day Only <input type="checkbox"/>
Night only <input type="checkbox"/>	Night only <input type="checkbox"/>
Day and night <input type="checkbox"/>	Day and night <input type="checkbox"/>
Current management techniques	Current management techniques

Prompting/reminding defers incontinence <input type="checkbox"/> Timed voiding defers incontinence <input type="checkbox"/> Uses incontinence pads/adult diapers: Day only <input type="checkbox"/> Night only <input type="checkbox"/> Day and night <input type="checkbox"/> Catheter (specify type) _____ Comments: _____ _____ _____ Self-manage continence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Uses incontinence pads/adult diapers: Day only <input type="checkbox"/> Night only <input type="checkbox"/> Day and night <input type="checkbox"/> Comments: _____ _____ _____ Self-manage continence? Yes <input type="checkbox"/> No <input type="checkbox"/>
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PHYSICAL FUNCTION

TASK	LEVEL OF ASSISTANCE	COMMENTS
Eating: (Ability to feel self meals and snacks)	<input type="checkbox"/> Independent: Able to feed self independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Requires minimal, intermittent supervision and/or assistance <input type="checkbox"/> Continual Assistance: Requires constant assistance and/or supervision throughout meal	Dentures: Upper Yes <input type="checkbox"/> No <input type="checkbox"/> Lower Yes <input type="checkbox"/> No <input type="checkbox"/> Chewing difficulties: Yes <input type="checkbox"/> No <input type="checkbox"/> Difficulty Swallowing Yes <input type="checkbox"/> No <input type="checkbox"/> Modified consistency Yes <input type="checkbox"/> No <input type="checkbox"/> Specify: _____
Ambulation: (Ability to safely walk and move about once in a standing position)	<input type="checkbox"/> Independent: Walks and climbs and descends stairs independently with or without assistive device. <input type="checkbox"/> Intermittent Assistance: Walks and climbs and descends stairs with minimal, intermittent assistance and/or supervision Prospective residents who require constant supervision or are dependent on a wheelchair are not appropriate candidates for Assisted Living.	<input type="checkbox"/> Walker <input type="checkbox"/> Quad Cane <input type="checkbox"/> Cane <input type="checkbox"/> Other: _____ Falls within the last 3 months? Yes <input type="checkbox"/> No <input type="checkbox"/> Frequency #: _____ Injury: _____ Comments:
Transferring: (Moving from bed to chair, on/off toilet, in/out of shower or tub)	<input type="checkbox"/> Independent: Able to transfer independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Transfers with minimal human assistance and/or supervision <input type="checkbox"/> Continual Assistance: Unable to transfer but can bear weight and pivot when transferred by at least one other person	Comments:

Toileting: (Getting to/from and on/off the toilet, cleansing self after elimination and adjusting clothing)	<input type="checkbox"/> Independent: Able to toilet independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Able to toilet with minimal intermittent assistance and/or supervision <input type="checkbox"/> Continual Assistance: Able to toilet with constant assistance and/or supervision	Ostomy: Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
TASK	LEVEL OF ASSISTANCE	COMMENTS
Bathing: (Getting in and out of tub or shower, washing and drying entire body)	<input type="checkbox"/> Independent: Able to bathe or shower independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Able to bathe or shower with minimal intermittent assistance and/or supervision <input type="checkbox"/> Continual Assistance: Able to bathe or shower with constant assistance and/or supervision	Comments:
Dressing: (Getting clothes from closets and drawers, dressing and undressing, upper/lower body, including buttons, snaps, zippers, socks and shoes)	<input type="checkbox"/> Independent: Able to dress and undress independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Able to dress and undress with minimal, intermittent assistance and/or supervision <input type="checkbox"/> Continual Assistance: Requires assistance throughout the dressing and undressing process <input type="checkbox"/> Total Assistance: Requires another person to dress and undress upper and lower body	Comments:
Grooming: (Washing face, hair care, shaving, teeth/denture, fingernail care, eyeglasses care)	<input type="checkbox"/> Independent: Able to groom self independently with or without assistive device <input type="checkbox"/> Intermittent Assistance: Requires grooming utensils to be set up and placed within reach <input type="checkbox"/> Continual Assistance: Requires assistance throughout the grooming process <input type="checkbox"/> Total Assistance: Depends entirely upon someone else for grooming	Comments:
Transportation: (Physical and mental ability to safely use a car, taxi, or public transportation [bus, train subway])	<input type="checkbox"/> Independent: Able to independently drive a regular or adapted car; OR uses a regular or handicap accessible public bus, train or subway <input type="checkbox"/> Independent: But requests facility perform task <input type="checkbox"/> Intermittent Assistance: Able to ride in a car only when driven by another person; <u>AND/OR</u> due to physical, cognitive or mental limitations occasionally requires another person to accompany him/her when using a bus, train or subway	Comments:

	<input type="checkbox"/> Continual Assistance: Able to ride in a car only when driven by another person; <u>OR</u> able to use a bus or handicap van, train or subway only when assisted or accompanied by another person <input type="checkbox"/> Total Assistance: Unable to ride in a car, taxi, bus or van, and requires transportation by ambulance	
TASK	LEVEL OF ASSISTANCE	COMMENTS
Laundry: (Ability to do own laundry – to carry laundry to and from washing machine, to use washer and dryer, to wash small items by hand)	<input type="checkbox"/> Independent: Able to independently take care of all laundry tasks <input type="checkbox"/> Independent: But requests facility perform task <input type="checkbox"/> Intermittent Assistance: Able to do only light laundry, such as minor hand wash or light washer loads. Needs assistance with heavy laundry, such as carrying large loads of laundry <input type="checkbox"/> Continual Assistance: Due to physical, cognitive or mental limitations, needs continual supervision and assistance to do any laundry <input type="checkbox"/> Total Assistance: <u>Unable</u> to do any laundry	Comments:
Housekeeping: (Ability to safely and effectively perform light housekeeping and heavier cleaning tasks)	<input type="checkbox"/> Independent: Able to independently perform all housekeeping tasks <input type="checkbox"/> Independent: But requests facility perform task <input type="checkbox"/> Intermittent Assistance: Able to perform only light housekeeping (e/g, dusting, wiping kitchen counters) tasks independently; <u>AND/OR</u> able to perform housekeeping tasks with intermittent assistance or supervision from another person <input type="checkbox"/> Continual Assistance: <u>Unable</u> to consistently perform any housekeeping tasks unless assisted by another person throughout the process <input type="checkbox"/> Total Assistance: Unable to effectively participate in any housekeeping tasks	Comments:
Shopping: (Ability to plan for, select and purchase items in a store and to carry them home or arrange delivery)	<input type="checkbox"/> Independent: Able to plan for shopping needs and independently perform shopping tasks, including carrying packages <input type="checkbox"/> Independent: But requests facility perform task <input type="checkbox"/> Intermittent Assistance: Able to do only light shopping and carry small packages, but needs someone to do occasional major shopping <input type="checkbox"/> Continual Assistance: <u>Unable</u> to go shopping alone, but can go with someone to assist; <u>OR</u> unable to go shopping but is able to identify items	Comments:

	needed, place orders, and arrange for home delivery	
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Why does applicant require assisted living at this time? _____

Applicant's statement of own needs, desires, fears, expectations, etc.

Applicant Signature **Date**

Application Completed by: **Relationship to Applicant** **Date**

ALP MEDICAL EVALUATION

Check all that apply: AH EHP ALP Initial Rug Category Change 12 month Other

UAS-NY Summary Report is attached for RUG Category Change, 12 month and other assessments

This form may be used to verify that an individual's health/safety needs can appropriately be met in an adult home, enriched housing program or residence for adults. It may also be used to verify that an applicant/resident of an Assisted Living Program (ALP) is medically eligible to reside in a nursing facility but does not require continual nursing or skilled care and the individual's needs can be met in an ALP.

Resident/Patient Name: _____ Date of Birth: _____

Facility Name: _____ Address: _____

Sex: Male Female Weight: _____ Blood Pressure: _____

Primary Diagnosis/Prognosis:

Secondary Diagnoses/Prognosis:

Significant medical history & current conditions:

Continence:

Bladder: Yes No

Bowel: Yes No

Allergies: KNA

Needs assistance with self-administration of medications? Yes No

Type of Diet: Regular NSA NCS

Other: (Explain)

List all current medications (prescription and OTC, including dosage, type, frequency and method of administration and note special instructions: (attach additional sheets if necessary signed and dated by Physician)

MEDICATION	DOSAGE	TYPE	FREQUENCY	METHOD

Resident/Patient Name: _____

Is the individual free of communicable disease? Yes No If no, describe: _____

Does the individual require supervision and/or assistance by aide with:

bathing: No If yes, is it?: intermittent: constant

grooming: No If yes, is it?: intermittent: constant

dressng: No If yes, is it?: intermittent: constant

eating: No If yes, is it?: intermittent: constant

transferring: No If yes, is it?: intermittent: constant

ambulation: No If yes, is it?: intermittent: constant

toileting: No If yes, is it?: intermittent: constant *Such that it requires toileting program 24 hours/7 days per week to maintain continence?

Describe any additional activity restrictions/needs: _____

Describe Current Treatment Plan (e.g., nursing, therapies, etc.): _____

Is Palliative Care appropriate/recommended?: Yes No If yes, describe services: _____

Is the individual's condition stable? Yes No If no, describe: _____

Cognitive Impairment/Memory Loss (including dementia)

Does the individual have/show signs of dementia or other cognitive impairment? Yes No If yes, describe: _____

If yes, do you recommend testing be performed? Yes No If yes, describe: _____

If testing has already been performed, date/place of testing if known: _____

Mental Health Assessment (non-dementia)

Does the individual have a history, current condition or recent hospitalization for mental disability?

Yes No If yes, describe: _____

Based on your examination, would you recommend the patient seek a mental health evaluation? (If yes, provide referral? Yes No _____

Date of Today's Examination _____ Recommended frequency of Medical Exams _____

I certify that I have accurately described the individual's medical condition, needs, and regimens, including any medication regimens, and that the individual is medically appropriate to be cared for in an Adult Home, Enriched Housing Program or an ALP.

Physician Signature (required) _____ Date _____

Nurse Practitioner, Physician or Specialist's Assistant Signature _____ Date _____

MENTAL HEALTH EXAMINATION

Name of Resident:

The above named resident does not evidence need for placement in a residential treatment facility licensed or operated pursuant to article 19, 23, 29, or 31 for the mental health hygiene law.

1. I have examined _____ on _____

2. The above resident is mentally suited for care in an Enriched Housing Program Yes No

3. Is this resident a danger to him/herself or others? Yes No

4. Please list any psychiatric medications prescribed to the above named resident at this time. Please include dosage.

5. Please list all significant mental health issues or present conditions, including diagnosis, which should be considered by the Enriched Housing Program in order to provide adequate service to the resident.

Physician Stamp Here:

PHYSICIAN'S SIGNATURE	DATE
PHYSICIAN LICENSE #	
PRINT PHYSICIAN NAME	
PHONE NUMBER	
ADDRESS	

LOTT ASSISTED LIVING RESIDENCE
1261 FIFTH AVENUE
NEW YORK, NY 10029
TEL: (212) 534-6464

Resident Name: _____

Apt: _____

MD Name: _____

<p>Initial PPD</p> <p>Date: _____ Brand: _____</p> <p>If Positive, Chest x-ray date: _____ mm.</p> <p>Any other evaluation or treatment _____</p>	<p>Booster PPD test:</p> <p>Date: _____ Brand: _____</p> <p>Date: _____ Read: _____ mm.</p> <p>Results: _____</p>
<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>If Positive, Chest x-ray date: _____</p>	<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>Results: _____</p>
<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>If Positive, Chest x-ray date: _____</p>	<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>Results: _____</p>
<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>If Positive, Chest x-ray date: _____</p>	<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>Results: _____</p>
<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>If Positive, Chest x-ray date: _____</p>	<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>Results: _____</p>
<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>If Positive, Chest x-ray date: _____</p>	<p>Annual PPD Test</p> <p>Date: _____ Brand: _____</p> <p>Date Read: _____ Results : _____ mm.</p> <p>Results: _____</p>
<p>Influenza vaccine Date:</p> <p>Influenza Vaccine Date: _____</p> <p>Influenza Vaccine Date: _____</p>	<p>Influenza Vaccine Date:</p> <p>Influenza Vaccine Date: _____</p> <p>Influenza Vaccine Date: _____</p>
<p>Pneumovax Date:</p> <p>_____</p> <p>_____</p>	<p>Others:</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p>
<p>Comments:</p> <p>_____</p> <p>_____</p>	

LOTT ASSISTED LIVING RESIDENCE

1261 Fifth Avenue, New York, NY 10029 Telephone: 212 534 6464

Due to the nature of our facility, we can accept only the following diet orders for residents.

1) REGULAR

No restrictions

2) NO CONCENTRATED SWEETS

Diabetic: We cannot accept a calorie restricted diet such as: 1600, 1800 ADA

3) REDUCED FAT AND CHOLESTEROL

We cannot accept low fat/low cholesterol

4) NO ADDED SALT

We cannot accept a lower sodium restriction such as: 2 or 3 gm sodium

(No RENAL, SOFT, or other restrictive diets)

Lott Residence Financial Questionnaire

Please answer all questions and attach the required documents.

Name:	Address:
Telephone:	Marital Status: (Circle one): Married - Widowed - Single, never married Legally Separated - Other-Explain
Monthly Income:	Resources - Give Current Month's Balance:
<input type="checkbox"/> Social Security	<input type="checkbox"/> Checking
<input type="checkbox"/> Pension (1):	<input type="checkbox"/> Statement Savings:
<input type="checkbox"/> Pension (2):	<input type="checkbox"/> Passbook Savings:
<input type="checkbox"/> SSI:	<input type="checkbox"/> Money Market
<input type="checkbox"/> Annuity:	<input type="checkbox"/> C.D.'s
<input type="checkbox"/> V.A. Pension	<input type="checkbox"/> Life Insurance:
<input type="checkbox"/> Public Assistance:	<input type="checkbox"/> Annuities, IRAs
<input type="checkbox"/> Other Income	<input type="checkbox"/> Trusts
Health Insurance Premium:	<input type="checkbox"/> Mutual Funds
	<input type="checkbox"/> Brokerage Accts.
	<input type="checkbox"/> Other:
Contact:	Why do you want to live at Lott Residence?
Relationship: _____	
Name: _____	
Address: _____ _____	
Home Tel: _____	
Work Tel: _____	
Cell Tel: _____	
Date Completed:	Date Received @ Lott Residence:

LOTT ASSISTED LIVING RESIDENCE

1261 Fifth Avenue, New York, NY 10029 Telephone: 212 534 6464

MEDICAID REQUIREMENTS

Lott Assisted Living Residence is licensed by the NYS Department of Health as an Assisted Living Program (ALP). Medicaid reimbursement for residents entering ALP facilities requires Community based long-term care Medicaid or Institutional (Nursing Home) Medicaid.

Community Based Long-Term Medicaid

To obtain Community Based Long-Term Care through Medicaid the applicant must file an application for (a) Coverage with long-term care or (b) coverage for all covered care services at the local Human Resources Office (Telephone: 1-877-472-8411; see instruction sheet attached). The Long-Term Care Medicaid application requires documentation of the applicant's finances for the prior 36 month period. Once the applicant has obtained approval of the Community Based Long-Term Care Medicaid the following documents from the Human Resource Office must be submitted with the Lott Residence application.

1. MAP-2087 – Notice of Decision of your Medicaid Assistance Application
2. MAP-2060 – Budget Explanation or
3. MAP-2120B – Notice of Eligibility for Medicaid Assistance & Home Care Services

The following documents must also be submitted with the Lott Residence application for SSI purposes:

1. Birth Certificate
2. Social Security Card
3. Current Resources Information

Any client that is in a nursing home or has been a resident in a nursing home should already have Institutional Nursing Home Medicaid. The following documents obtained from the nursing home finance office must be submitted with the Lott Residence application:

1. MAP-2087 – Notice of Acceptance of Medicaid Assistance Application (Institutional Care/Nursing Home) Approval and Budget Letter
2. MPT-1124 – Discharge Notice
3. Birth Certificate, Social Security Card, & Current Resources Information will be required for Supplemental Security Income Application

If you require further information please call:

Gail Johnson, Patient Accounts Manager
(212) 534-6464 ext. 5152

LOTT ASSISTED LIVING RESIDENCE

MEDICAID INFORMATION HELPLINE

(Available in several languages)

1-877-472-8411

To assist you with the Medicaid Application Process we have provided you with the above Medicaid information phone number. In addition, we have also given you a guide to follow to help your collection of documentation to be submitted with the Medicaid Application at your local Human Resources Administration.

- | | | |
|---|--|------------------------------|
| A) Identity | State Issued Identification
Driver's License
U.S. Passport
Social Security Card | K) Proof of Health Insurance |
| B) Marital Status | Marriage Certificate
Separation Agreement
Divorce Decree
Death Certificate | L) Copy of Medicare Card |
| C) Residence | Landlord Statement
Current Rent Statement
Mortgage Records | |
| D) Citizenship | Birth Certificate
Naturalization Certificate
U.S. Passport | |
| E) Bank Accounts | Current Statements & 3 months prior | |
| Checking | | |
| Savings | | |
| IRA, etc | | |
| F) Medical Expenses | All receipts | |
| G) Household | All receipts | |
| H) Income | SSA Benefits
SSD or SSI Benefits
Pension = Retirement or VA
Annuities | |
| I) Proof of Life Insurance/Burial Assets/Burial Contracts | | |
| J) Proof of Home or Land Ownership | | |

LOTT ASSISTED LIVING RESIDENCE

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As a guide to assist with obtaining mandatory documents for Medicaid see the following:

<u>Document</u>	<u>Contact Agency</u>
Social Security Card Social Security Award Letter	Social Security Administration www.socialsecurity.gov www.socialsecurity.gov
State Issued Identification	Department of Motor Vehicles www.dmv.gov
Drivers' License	Department of Motor Vehicles www.dmv.gov
Birth Certificate Death Certificate	Department of Vital Statics (New York State) New York City www.nyc.gov/vitalrecords 125 Worth Street N.Y., N.Y. 10013
Marriage Certificate Divorce Decree	Department of Vital Statics (New York State) New York City: www.nyc.gov/vitalrecords
U.S. Passport	Department of Homeland Security www.dhs.gov

LOTT ASSISTED LIVING RESIDENCE

1261 Fifth Avenue, New York, NY 10029

Telephone: 212 534 6464

ADMISSIONS CHECKLIST

All Admission candidates must provide the Lott Residence with the following documents requested below. Please note that the application will not be processed unless all mandatory documents are attached upon receipt.

Identification of applicant:

- Application for Admission. Must be completely filled out
- Verification of Citizenship or permanent legal residence in the U.S.A. including a copy of **one** of the following: Birth Certificate, Naturalization Certificate, or current U.S. Passport.

Financial Information:

- Copies of all current income including:** Social Security or active SSI benefits award letter, pension verification letters.
- Birth Certificate or Active Passport.** **Life Insurance Policy**
- The most current month of banking and financial statements including checking, saving, money market, CDs, life insurance, and annuities **verification letters. Loyalties**
- Copies of current **Medicare, Medicaid, SS Card** health insurance, and/or prescription insurance cards
- Verification letter of Loyalties** **Home ownership**
- Pool Trust Binder Joinder Agreement & Deposit Ledger
- Active State ID or Driver License.
- Copy of Divorce Decree/Marriage certificate/Death certificate.
- Budget/Approval letter from Medicaid.
- Nursing Home Budget/Approval letter
- Resident who are on Medicaid a Check for \$1,261.00 is due upon admission, for private pay a check in the amount of \$6,000.00 and two months security deposit for \$12,000.00 payable to Lott Residence.**

Medical Clearance:

- Form DSS-4449CC Medical Evaluation and Mental Health Evaluation to be completed by a physician, within 30 days of admission date.
- Mental health or psychiatric notes/evaluation from current physician.
- PPD form completed by a licensed physician within the last 30 days.

I have received this list and understand that these documents are required for admission to Lott Residence.

Applicant: _____

Date: _____

Applicant's Representative _____

LOTT ASSISTED LIVING RESIDENCE

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Lott Residence at a Glance

- Private Studio Apartment and use of all Common Areas
- Restaurant-Style service of three (3) delicious, healthful meals a day
- All utilities (excluding phone and cable)
- 24-hour Emergency Response Security System
- Activities Center and Crafts Room
- Social, Educational, Recreational, Religious, and Cultural Programs
- Scheduled Transportation for Activities/Outings
- Maintenance of the Building Outdoor Area
- Library and Music Rooms
- Concierge Service
- Quality furnishings and Artwork throughout common areas
- Elegant Dining Room
- Private Dining available for Family/Guests
- Media/TV Lounge Room areas
- Wall-to-Wall carpeting
- Trash Removal
- Weekly linen and towel service
- Housekeeping
- Personal attention by designated Care Managers
- Physician on-premises
- Communication with resident's personal physician
- LPN assistance with medication management and other health related assistance
- Scheduling and reminding of medical appointments
- Fireproof Construction with sprinkler system throughout the Residence
- General Resident monitoring
- Exercise programs with Coaching

