

THE COURTYARD OF LOVELAND, INC.

ADMISSION AND DISCHARGE STANDARDS

The Director of the Courtyard evaluates each prospective resident on an individual basis to determine that the facility can meet their needs. The Courtyard services, along with coordinated contracts for other services, can accommodate:

ADMISSION:

- Residents who can transfer themselves independently, with minimal assistance and/or with devices and can get themselves to a path of safety (i.e. evacuate the building).
- Residents that have mild confusion, but do not wander, and can interact appropriately.
- Residents requiring help with activities of daily living but prefer to be independent in their ability to come and go as they wish.
- Residents that may be incontinent but are able to handle incontinence pads on their own and dispose of them in a sanitary and odor-free manner.
- Residents in need of three well-balanced meals and three snacks served daily, including sugar-free diets or specified dietary snacks.
- Residents that are not bedfast, but are temporarily ill and require short term meal service in their rooms and extra help from the personal care aides.
- Residents that may need medication reminders, assistance and monitoring from the Courtyard staff and/or require medication set up or administration.
- Residents that require short term intravenous therapy or tube feeding if directly administered and supervised through an individual contract with a home health agency.
- Residents that require occupational, speech or physical therapy, such as would be provided in a home setting, through individual contracts with a home health agency.
- Residents requiring supplemental oxygen through a contract with a service providing equipment and pickup and delivery of supplies.
- Residents that are bedfast short-term through illness or impending death if they receive the necessary assistance from either a family member or a home health agency.

DISCHARGE: When the Director determines that the Courtyard is no longer able to meet the needs of the resident and/or determines that the resident is a danger to himself or others and a positive change in physical and/or mental health is not probable, the family will be notified and, when possible, a thirty day written notice of the need to discharge or transfer the resident will be issued. If the family is unavailable, special arrangements can be made as necessary to allow the resident to receive short term custodial care. Emergency situations will be handled by immediate transfer to an appropriate facility. The Director of the Courtyard coordinates with area facilities to help the resident and their family define an appropriate continuum of care.

COURTYARD SERVICES

BASIC SERVICES AND AMENITIES INCLUDED IN MONTHLY RENTAL:

Open, comfortable wheel chair accessible room	Generous time allowance for twenty-four hour personal care assistance choices	All utilities except cable TV and private telephone
Safe, barrier free private ½ bathroom in every room	Monitoring by a skilled nurse	Unique activity program with dedicated coordinator
Separate room thermostats and room ceiling fans	Three delicious, family style meals daily.	Monthly newsletter featuring residents' news, upcoming menus and activities.
Resident keys for room and exterior facility doors for after-hours access.	Snacks available anytime and served 3 times per day	Free public telephone for local calls
Personal, in-room lock box for valuables and medications.	Back up generator on site	Emergency call buttons, smoke detectors and fire sprinklers
Free in-house antenna for local TV stations	Cable TV and private telephone availability	

ADDITIONAL SERVICES AVAILABLE AT THE COURTYARD:

- Full service, privately operated beauty shop on premises
- Medication set-up by the Courtyard's professional nurse. Medication reminding and observation is done by our trained qualified medical assistance personnel (QMAPS) as part of the personal care assistance allowance in the monthly rental.
- Additional personal care assistance by our own personal care aides on a fee per hour basis. **(See additional sheet for more detailed description)**
- Free e-mail service. Copy machine and FAX services for a nominal fee.

ASSISTANCE IS “PERSONAL” AT THE COURTYARD

The basic monthly rental at the Courtyard provides a generous number of hours for personal care assistance with the resident choosing their services. Services can vary according to the ever changing needs of the resident.

Residents’ choices for personal care tasks, either as part of their basic services or through an additional hourly fee, could include:

Dressing, make-up and hair assistance	Individualized personal laundry service to accommodate gentle or warm water loads and/or special soaps, and ironing	Writing letters
Bathing assistance		Personal housekeeping, including watering plants and room organization
Call light response		Resident in-house errands
Medication reminders and monitoring	Room meal trays during periods of temporary illness	Escorted transportation to medical appointments
Personal exercise assistance	Taking vital signs including temperature/ blood pressure/ pulse	Cleaning appliances or other equipment
Escorted walks		Minor wheelchair and walker maintenance
Toileting assistance	Escorted shopping or out-of-facility errands	
Monitoring oxygen equipment	Backrubs or massage	
	Weekly housekeeping & Linen service	
	Reading mail, newspapers or books	

EXPERIENCE THE DIFFERENCE . . .

The Courtyard offers a caring, home-like atmosphere.

- Quiet, safe, residential neighborhood
- Residents become part of an extended family of new friends.
- Residents entertain their families and friends through such activities as family potlucks, birthday celebrations and holiday events.
- Residents are welcome to come to breakfast in robes and lounge wear.
- Residents have keys to their rooms and the exterior doors of the facility.
- Pleasant home-like furnishings and decor in common areas.
- Residents furnish and decorate their own rooms to individual taste.

Our unique activities program is geared to preserving independence and well-being.

- Regularly scheduled exercise and mobility programs
- Monthly “Out to Lunch Bunch” dine at various restaurants and have picnics at local parks
- Live entertainment and “lively” visits from preschoolers
- Socials such as wine and cheese parties and ice cream sodas in the courtyard
- Bingo and “mind challenging” games
- Outdoor outings to parks and neighborhood walks
- Annual tour of Christmas lights
- Sunday inter/denominational chapel services/weekly Bible study group
- An active Resident’s Council gives each resident a voice in activities, menus, facility policies, suggestions and resolution of issues. Residents’ opinions are respected.

Delicious, home cooked meals are served family style.

- Individual choice in foods and portions
- Breakfast cooked to order
- Food Service Manager meets regularly with residents to determine preferences
- Outdoor grill for courtyard hamburger and hotdog picnics
- Coffee, juice and snacks always available for residents and their guests
- Snacks, individualized if required, are served to residents three times per day

Superior performance standards assure a superior quality of life.

- Solid history of excellent ratings from State inspections
- Staff is medication trained and attend regular in-service training sessions
- On-site housekeeping and maintenance staff

The Courtyard has a Registered Nurse on staff to provide regular, monthly screening of each resident for vital signs, medication regimen and general health. We find by keeping our residents healthy, they are generally able to stay with us longer without further need of skilled care. There is twenty-four hour professional nursing available, to address emergencies and/or for consultation.

The Courtyard is locally owned and operated by three professional women concerned about the quality of life for seniors in this community.

Thank you for considering gracious assisted living at The Courtyard.

COURTYARD GUIDELINES

VISITORS: The Courtyard is an open door facility. There are no limitations on visitors.

MEALS: Three delicious, pre-planned, nutritional home-style meals are provided daily. Guests are welcome for a nominal, additional charge.

SNACKS: Coffee, tea, juice and snacks are available at all times. Three snacks are served daily.

FURNITURE: Residents bring their own furniture, wall hangings, linen and towels allowing them to express their individuality. The Courtyard provides window coverings.

LAUNDRY: Each resident's linens and personal laundry are washed weekly or more often on an as needed basis as part of the personal care assistance package.

HOUSECLEANING: Each resident's room and bathroom are cleaned on a weekly schedule or more often on an as needed basis as part of the personal care assistance package.

TELEPHONE: Telephone hook-ups are available in all rooms for personal use at each resident's expense. A free, public phone is available in the living room for local calls. Special arrangements can be made for long distance calls when necessary.

TELEVISION: An in-house antenna system is available for local TV channels. Cable TV is provided for everyone in the living room and cable TV hook-up is available in residents room at resident's expense to allow individual selection of cable and movie packages.

SMOKING: Smoking is not allowed inside the building. Those who smoke may use a covered area outside.

TRANSPORTATION: Transportation to planned activities is provided by the Courtyard. If a resident is in need of transportation, arrangements may be made at the office for a nominal fee.

MEDICATION: Medication management is available for those who require assistance. Resident aides may check and observe residents in the self-administration of medications. A locked medication box is kept in each resident's room.

OUTINGS: Residents are requested to sign in and out at the front desk but may come and go at anytime.

CLOTHING: Residents may dress in clothing in which they feel comfortable in and which is appropriate for public areas. There is no need to label clothing or linens as each resident's laundry is done on an individual basis.

STAFF GIFTS: Staff is not permitted to accept loans, payments or gifts of money. We request that residents notify the office if you wish to give the staff small tokens of appreciation. If you wish to make a donation, please do so through the office.

STAFF SERVICES: Courtyard staff can be hired only through the Courtyard office.

REFRIGERATORS: Residents are welcome to keep their own small refrigerators in their rooms. The aides will clean them as part of the resident's personal care assistance package.

THE COURTYARD STORY

The Courtyard of Loveland, Inc. opened in March of 1989 and, since its inception, has set the benchmark for standards of quality for assisted living facilities and board and care homes for all of Colorado.

Kay vonMetzger, Donna Larson and Linda Vernon joined forces in 1987. Having first-hand experience with the problems of aged loved ones and meeting the needs of the frail elderly, they set out to provide a safe, home-like environment where the elderly could have a voice in and control over their day-to-day activities while having needed physical and medical oversight.

Kay, Donna and Linda have all lived in the Loveland/Berthoud community for over 25 years. They have all been married for over 30 years and have grown children. Their varied expertise gives the Courtyard a full complement of caring, professional, knowledgeable women who are rooted in their community and believe wholeheartedly in the assisted living concept.

Linda currently owns L.V. Interiors, LLC, a design firm, and co-owns Designs, a retail clothing firm. She has been in the home and commercial interior design business for 19 years. Linda's attentive design influence has created and continually maintains the beautiful, home-like atmosphere you see throughout the building and outdoor gardens.

Donna is a former elementary school teacher and currently manages property and farms with her husband. They own Professional Design Builders, Inc., a commercial construction firm responsible for the major renovation of the Courtyard into a gracious, neighborhood living center for the elderly. She continues to oversee building operations and monitor financial procedures at the Courtyard.

Kay is a registered nurse who, after growing Colorado Home Care (ProCare) for 14 years, recently sold her 400 employee home health company. Kay reviews and monitors the Courtyard's health and medical policies and procedures. Her insight into the needs of the elderly helped to mold the Courtyard's design and healthy living style.

MISSION STATEMENT

The Courtyard's mission is to provide choices to the elderly about their daily living and nurture an atmosphere of dignity and well being for its residents. The Courtyard strives to improve their overall health and independence through oversight of their medical, social, nutritional and wellness activities.

COURTYARD RATES

The Courtyard of Loveland, Inc. does not require a lease, deposit or investment. Monthly room rates are billed by the 25th of the month and are due by the 3rd of the following month.

	Single Occupancy Daily Rate	Double Occupancy Daily Rate per Person	Aide Hours Included per Month per Person	Additional Aide Hourly Rate	Nurse Minutes Included per Person	Additional Nurse Hourly Rate
Studio Room	\$91.00		12 hours	\$20	20 minute visit twice a month	\$40
Single Room	\$92.00 to \$106.50	\$79.00 - \$90.50	12 hours	\$20	20 minute visit twice a month	\$40
Courtyard Room	\$113.00	\$93.00	12 hours	\$20	20 minute visit twice a month	\$40

Thirty days notice is required if the resident makes a personal decision to move from the facility, but the thirty day notice will be waived if the resident must leave through physical or mental illness or death. Residents and their families will be given thirty days notification prior to rate changes.