

Leisure Estates Assisted Living Handbook



*Lutheran Sunset Home
Leisure Estates
333 Eastern Avenue
Grafton, North Dakota 58237*

Leisure Estates

Monthly Rental / Ala Carte Services

SERVICE	MONTHLY RATE	ONE-TIME OR ADDITIONAL RATE
<u>Monthly Rental</u>		
• 1 Bedroom	\$1,350.00	
• 2 Bedroom	\$1,500.00	
(Rental fee includes noon meal for one occupant)		
<u>Meals</u>		
• Breakfast	\$125.00	\$5.00
• Noon	\$150.00	\$6.00
• Supper	\$125.00	\$5.00
<u>Hair Salon</u>		
• Shampoo Set		\$10.00
• Shampoo Dry		\$ 5.00
• Set		\$ 5.00
<u>Housekeeping Services</u>		
• Hourly rate		\$20.00
• One-half hour		\$10.00
• 15 minute		\$ 5.00
• Garbage		\$ 2.00 / occurrence
<u>Laundry Services</u>		
• Monthly Service (2 loads per week)		\$50.00
• One time Service (2 loads)		\$15.00
• Linen change with wash		\$12.50
• Linen changes		\$ 5.00
<u>Maintenance Services (Per 1 person)</u>		
• One-half hour		\$20.00
• 15 minute		\$10.00

Leisure Estates

Monthly Rental / Ala Carte Services

Nursing Services

• AM or PM Assist	\$ 5.00 / 15 min.
• Shower	\$20.00
• Assist with dressing (donning/doffing clothing)	\$ 5.00 / 15 min
• Blood Pressure Check	\$ 3.00
• Foot Care	\$15.00
• Blood Glucose Testing	\$10.00
• Med Set-up in Medi Planner	\$10.00 / week
• Med Reminder	\$ 5.00 / 15 min.
• Med Administration	\$10.00 / 1 x day
	\$ 7.50 / 2+ x day
• Medication Management	\$10.00 / 15 min.
• Personal Care Assistance	\$ 5.00 / 15 min.
• Professional Nursing Services	\$10.00 / 15 min.
• Nourishment Assistance	\$ 3.00
• Weight	\$ 3.00
• Vital Signs	\$ 3.00
• Assist with Elastic Hose	\$ 3.00
• Assist with Contact Lenses	\$ 3.00
• Dressing Change	\$10.00 / 15min.
• Escort Services	\$ 5.00
• Use of Restorative Equipment with Assistance	\$10.00/ 15 min.
• Nursing Supplies	Billed at cost + 15 %

Transportation

In-town transfers:

- | | |
|--|---------|
| • When 24 hour notice is provided. | \$ 7.50 |
| • When less than 24 hour notice is provided. | \$15.00 |

In town transfers only include transportation to and from the medical facility. Stopping at the pharmacy, grocery store, etc. is an additional charge. Please have the medical provider call your new prescriptions, etc. to the pharmacy they will deliver them to the nursing home or your apartment that evening.

Out-of-town transfers:

- | | |
|---|---|
| • When going out of town when a resident of the nursing home is also being transported to the same town and the same medical facility. | \$25.00 |
| • When going out of town when a resident of the nursing home is also being transported to the same town but not the same medical facility the charge will be \$25.00 plus additional time needed to transport to medical facility in which your appointment is held. Time is charged at \$10.00/hour the minimal charge for additional time is \$5.00. | |
| • When there is not a nursing home resident going. | \$10.00/hour including driving time plus 65 cents/mile. |
| | (Subject to IRS mileage rate) |

All out of town transfers require seven-day advance notice and are subject to staff availability.

Supplies

Supplies not covered under rental services will be billed separately.

Date Originated: 9/2003

Date Revised: 2/2004, 7/1/2004, 2/13/2006, 7/1/2006, 1/1/2007, 1/1/2008, 2/1/2009, 1/1/2011, 1/1/2013, 1/1/2014, 2/24/15, 12/1/17, 11/29/2023, 1/3/25

Date Effective: 02/2025

Leisure Estates

Tenancy Criteria

1. The prospective tenant's physician must submit a copy of the tenant's health history and physician orders prior to move-in (admission).
2. The prospective tenant or tenants must meet the following criteria:
 - A. Age
 - 55 years of age or older, or;
 - Disabled within the criteria for being a tenant or residing in an assisted living facility (unless otherwise authorized)
 - B. Financial
 - Must have the financial resources to pay the rent, security deposit or other fees for services (agreed upon or otherwise provided)
 - C. Mobility
 - Able to walk independently with or without the assist of a device OR be willing to accept assistance from staff *
 - Able to self-propel wheelchair OR be willing to accept assistance from staff *
 - Able to bear weight and transfer from wheelchair, to toilet, and/or bed OR be willing to accept assistance from staff *
 - D. Activities of Daily Living
 - Able to care for self regarding toileting, bathing, or dressing OR be willing to accept assistance from staff *
 - Able to manage incontinence per self through the use of incontinence products or other medically approved methods OR be willing to accept assistance from staff *
 - E. Medication
 - Able to manage own medications OR be willing to accept assistance from staff *
 - Able to monitor own oxygen if oxygen dependent OR be willing to accept assistance from staff *
 - F. Meals
 - Able to feed self
 - G. Housekeeping
 - Able to maintain the Apartment in a orderly fashion between weekly cleanings by Management
 - Additional housekeeping may be contracted through the Management **

Leisure Estates Tenancy Criteria

- H. Laundry
 - This service may be contracted through the Management **
 - I. Self Preservation
 - Able to exit the building with cueing and/or minimal direction in case of an emergency
 - J. Smoking
 - No smoking is allowed in the Apartment or commons areas of the facility
 - K. Appliance Safety
 - Able to use all appliances brought in by the Tenant safely. All appliances brought in by the Tenant MUST be in good condition or appropriately repaired and/or replaced by the Tenant. Appliances MUST only be used for their designed purpose.
 - Management reserves the right to shut off power to stove or any other electrical appliances as assessment deems necessary in regards to safety of Tenant and others
 - L. Socialization/Behavior
 - Able to function adequately within their Apartment and commons areas without threat of harm to self and others
 - Does not disrupt Leisure Estates normal operations or stability
 - Able to relate appropriately to other Tenants and staff
 - Able to communicate needs to staff
 - Cannot exhibit verbally or physically abusive behavior to other Tenants, staff, or visitors
 - Cannot wander out of Apartment and become lost
 - If forgetful or slightly confused MUST accept and respond to redirection
3. Final Determination regarding eligibility rests with Leisure Estates Management in collaboration with the Personal Care Staff.
4. If a prospective tenant or a tenant has difficulty with any of the above criteria, a service plan to meet his/her needs will be developed with the personal care staff, the tenant, and/or the tenant's family. If the needs cannot be met with the services available, the prospective tenant would not qualify for tenancy nor the tenant for continued tenancy.

Leisure Estates Tenancy Criteria

5. When a tenant no longer qualifies for tenancy, Leisure Estates Management, will discuss with the tenant and/or family the need to change living arrangements. Although consultation with family members, the physician, and other health care providers will be utilized in assessing the tenant's ability to meet the above criteria, final determination rests with the Management.
6. Probationary tenancy can be utilized when there is some expectation of reversing the identified concerns.
7. Leisure Estates is non-discriminatory. Tenancy will not be denied to any individual because of sex, race, religion, or national origin.

* A fee is charged for staff assistance to meet this requirement.

** See Ala Carte Services for description and fee schedule.

Leisure Estates
Description of Personal Care Services

AM or PM Assist – Staff provide assistance with dressing, grooming, and general cares in AM or PM. You may request AM, PM, or AM and PM cares.

Bath – This service includes all those required to complete a bath/shower in the Tenant's apartment. If taking a shower it includes hair shampoo. Bathing supplies i.e. shampoo, soap, and linens will be supplied by the Tenant.

Escort Service – A staff member will assist the Tenant to get to different areas of the Leisure Estates/Lutheran Sunset Home Complex.

Foot Care – The Tenant will have their feet soaked followed by nail care. It is offered on a routine basis or you can request it periodically. Leisure Estates, except for corn pads or other cushions/protective dressings provide all supplies.

Hair Care – All services provided at the Beauty Shop in Lutheran Sunset Home are by appointment only.

Shampoo/Set – This service is provided in the Beauty Shop in Lutheran Sunset Home. It includes escort to and from the Beauty shop if needed, shampoo, set and comb out.

Shampoo/Dry – This service is provided in the Beauty Shop in Lutheran Sunset Home. It includes escort to and from the Beauty Shop if needed, shampoo, and blow-dry styling. Tenants receiving a shampoo as part of their shower may have their hair blow-dried at an additional charge.

Set - This service is provided in the Beauty Shop in Lutheran Sunset Home. It includes escort to and from the Beauty shop if needed, set and comb out. The Tenant may receive this service after staff has shampooed their hair during a bath/shower or after they have shampooed their hair.

Laundry Services – Staff will collect soiled laundry, wash, dry, fold, deliver and put away two (2) loads of laundry. The Tenant supplies soap and other laundry additives. This service can be obtained on a one time weekly basis or requested as needed.

Linen Changes – This service includes the changing of all bed linens or the linens the Tenant requests to be changed. This service can be obtained on a one time weekly service or on an as needed basis.

Medication Set-up – The nurse will set-up the Tenant's meds in a med box for one week, with the meds kept in the Tenant's apartment. The Tenant is responsible for reordering meds, and keeping a current physician approved list of medications available for the nursing staff. Failure to have meds available to refill the med box may result in an additional charge to the Tenant. Anyone purchasing this service agrees to inform the nurse of all medical appointments and take all required forms with them to the physician.

Medication Reminder – Trained staff will remind Tenants in taking medications managed by the nurse and as ordered by the physician. This includes oral, topical and inhaled medications as well as eye and ear drops. The Tenant must be capable of and willing to administer their medication immediately after the reminder has been given. The Tenant is responsible for scheduling medical appointments, and providing the nursing staff with current written orders from their physician after every appointment. The Tenant may purchase these services (Medication Management). If the Tenant does not comply with this responsibility the Tenant will receive an additional charge for professional services (Medication Management) needed to maintain an accurate record of the Tenant's medication needs.

Medication Administration – This service is provided when safe administration of meds cannot be accomplished with "Medication Reminders". Licensed nursing staff or a certified med tech provide it. This service includes "Medication Management".

Medication Management – The nurse:

1. Schedule medical appointments as needed
2. Accepts orders from the physician
3. Orders medications from the pharmacy
4. Monitors for adverse reactions from newly ordered meds as needed

This service does not entail any medication administration. It can be purchased separately or with any of the other medication services available.

This service is charged to the Tenant when needed for the safe and legal administration of medications by the staff on an as needed basis per determination of the nurse.

Personal Care Assistance – This is an as needed service providing assistance with Activities of Daily Living allowed within the tenancy criteria

Professional Nursing Services – Physical assessments or cares as ordered by the physician such as Vitamin B₁₂ injections, or wound care can be purchased on a time-needed basis. This does not include supplies needed to provide the cares.

Extended Absence or Vacation

Please notify the business office if you plan an extended absence from your apartment. It is important we are notified, as we need to know you are not ill or injured in the apartment and unable to call for assistance. Also, if family or friends are trying to contact you, we are able to inform them you are away.

Activities

Activities are coordinated through the Activity department at Lutheran Sunset Home. A monthly activity calendar will be provided to you. We encourage you to become involved in the activities of your choice.

Alterations to Apartments

1. Alterations are not allowed without prior authorization of Management.
2. When hanging items on walls we ask that weight appropriate picture hangers with small nails or pins be used. The hanging of items is the responsibility of the tenant. Maintenance services can also be purchased for the hanging of heavy items.
3. No penetrations of any size are allowed in the exterior of the building. Shepard hooks implanted in the ground may be used for hanging plants or thermometers. NO EXCEPTIONS.
4. Repair of all alterations made to the apartment without the consent of the Management will be charged to the Tenant or their Personal Representative.

Beauty/Barber Services

The hair salon is located in the Lutheran Sunset Home. Appointments should be made directly with the hairdresser. Charges for services provided by Lutheran Sunset Home staff are billed with the next month's rent. Please – no tipping.

Cable Television

Basic cable service is included in the rental fee. Each apartment is provided with outlets for television operation in the living room and bedroom(s).

Cars/Parking

Each apartment has a designated parking spot with plug-ins. The switch with the red light in your kitchen activates the outlet. Visitors should park on the street or they may use your parking spot. Please be considerate of others when parking.

Community Rooms

These rooms are available for socialization at any time. They may also be used when your apartment is not sufficient in size for entertaining guests/family. Call Lutheran Sunset Home at 352-1901 to reserve them.

Emergency Call System

Each apartment is equipped with a pull-cord for the call system in the bathroom, bedroom(s), and dining/living room. The pull-cords should be used when you need immediate assistance from the nursing staff. The staff may also be contacted by calling Lutheran Sunset Home at 352-1901 for non-emergency assistance. Calls will be answered on a 24-hour basis. Individual calls will be billed at rates listed in Ala Carte Services.

Fire Procedure

Each apartment is equipped with smoke detectors. Fire extinguishers are located in each of the corridors. Please familiarize yourself with the locations of the extinguishers. The apartment's fire alarm system is connected to Lutheran Sunset Home. DO NOT call the fire department in the event you hear the alarm sound. Tenants will be informed of fire drills that are conducted periodically.

* See also the Emergency Procedures Handout

As part of our fire prevention protocol, tenants are required to abide by a "no open flame" policy. This prohibits the burning of candles, incense, etc.

Garbage

Garbage may be disposed of in the large plastic garbage cans located in each laundry room. These garbage cans will be emptied by Leisure Estate staff.

Health Services

Health and personal care services are available through Personal Care Services, or you can arrange with a home health agency of your choice. If you need assistance with arrangements contact Personal Care Services by calling Lutheran Sunset Home at 352-1901.

Housekeeping

Light housekeeping is provided on a weekly basis. If you wish to have housekeeping more often, or if Management determines that the apartment needs to be cleaned more often, additional services will be required at additional charges.

Insurance

Tenants are encouraged to purchase a renter's insurance policy. All personal property kept on the premises will be at the sole risk of the Tenant owning the property. Leisure Estates/Lutheran Sunset Home will not be liable for damage to or loss, destruction or theft of such property.

Keys

Two apartment keys and one mailbox key are issued to each apartment. If additional keys are required, please notify the business office and arrangements will be made. Keys are not to be duplicated by anyone except Lutheran Sunset Home. For security reasons, we require the name, address, and telephone number of anyone other than yourself who has a key to your apartment. If you lock yourself out of your apartment, the business office will loan you a key to get in. Please report all lost or stolen keys to the business office.

Laundry Facilities

Complimentary washers and dryers are located in four laundry rooms throughout the assisted living complex. If you need assistance with laundry you may contract this through Personal Care Services.

Mail

Mailboxes for apartments 1-14, A, B, C, and D, are located in the Main entrance on Eastern Avenue and apartments 15-22 mailboxes are located in the southwest entrance. Delivery of mail is dependent upon the postal service and follows all other postal regulations regarding holidays, etc. You will be issued a key for the mailbox. The number of your mailbox will correlate with your apartment number. There are mail drop boxes at each location. Mail is picked up from these boxes at 10 AM Monday through Friday. Postage stamps may be purchased at the Lutheran Sunset Home business office.

Maintenance/Repair

Lutheran Sunset Home will care for any problems with electrical, refrigeration, heating, air conditioning, and plumbing. For service, contact Lutheran Sunset Home. Non-emergency services arising after 3 PM will be repaired the following day. If the problem is due to defective equipment, no charge is made. If the problem is a result of apparent misuse of equipment, a charge will be made for the service.

Meals

One daily noon meal is included in the monthly rent. Additional meals may be purchased. Physician ordered diets are served as ordered. Please contact Lutheran

Sunset Home to order additional meals or cancel meals at least one hour before the mealtime. There is no credit for noon meals missed.

Pets

Pets are not allowed to reside on the premise without Management's approval. The Tenant must be able to care for the pet. Any damage to Leisure Estates' property caused by the pet will be charged to the Tenant. Visiting pets are welcome at any time. They must be attended and leashed when not in the Tenant's apartment.

Security System

The security system is for your protection. You will be provided with a alpha/numerical code that allows you keyless entry to the apartment complex. The code also activates the handicap button. This code is subject to change at any time. The code is not to be given to anyone. A code may not be provided if the Tenant chooses not to have it, if the Tenant has given the code out to others, and/or if the Tenant is not capable of cognitively or physical operating the security system.

You will receive a telephone call from the visitor. To open the door, press the six on your telephone key pad, and then instruct your visitor to pull the door open without turning the handle. Please identify all visitors before granting them access to the complex. Do not put any device in the outside doors that would hold them open as this nullifies the purpose of the security system.

Severe Weather Procedure

In the event of severe weather, listen to your radio or television for the latest advisories. If you are advised to take cover immediately, please proceed to the Lutheran Sunset Home. If this occurs during the day, stop at the business office and you will be told where to go in the nursing home for safety. If the warning occurs after business hours, go to the main dining area of the nursing home and you will be directed from there.

Smoking Policy

Leisure Estates is a smoke-free complex. This policy prohibits smoking in all hallways, common areas and apartments as well as Leisure Estates and Lutheran Sunset Home Company grounds. This policy applies to visitors as well as Tenants.

Telephone Service

The business office will assist you in arranging for telephone service.

Transportation

Appointments must be scheduled between 8:30 AM and 4:00 PM in-town, and no later than 2PM out-of-town. Transportation requests made less than 24 hours prior to the appointment may not be granted. Out-of-town transportation requests must be at least seven days in advance.

In-town and out-of-town transportation have variable charges see the "Ala Carte Services" to determine the charge that will be assessed.

There is transportation to a local shopping center twice a month. You must be capable of shopping independently to use this service. There is no charge for this service.

There may be special times each year (i.e. Christmas) when additional transportation to specific events is offered. Please see the activity calendar for additional scheduled transportation.

Worship Services

Worship services are held Wednesdays and Sundays at Lutheran Sunset Home Chapel. We invite you to attend if you are unable to attend the church of your choice. Bible Study is held each Friday in the Chapel at Lutheran Sunset Home.

*See activity calendar for worship and bible study times