

ASSISTED LIVING OPERATING PROCESS PRE-OCCUPANCY MEETING

Preamble

The purpose of the meeting is to provide information about the Assisted Living program and the site-specific details to the future tenant. The *Pre-Occupancy Meeting Checklist* will guide the content to be covered during the meeting such as:

1. Tenancy Agreement signed by tenant
2. Independent Living British Columbia (ILBC) form completion
3. Complete Short-Term Personal Services Plan

Preparing for the Meeting

Clients should be told to bring the following to the meeting:

1. Their most recent income tax assessment notice
2. A void cheque for automatic payment of rent
3. Damage deposit in form of blank cheque that will be filled at the meeting.
4. Completed Medical Orders for Scope of Treatment (MOST Form)
5. Copy of Power of Attorney or Representation Agreement (if applicable)
6. Current list of medications.

The FH AL Clinician should come to the meeting with:

1. A copy of the client's Resident Instrument Assessment (RAI)
2. Current financial
3. Blank AL Services Plan or tablet

The Meeting

Introduction (done by FH AL Clinician)

In introducing clients to the program, it should be explained that subsidized Assisted Living in Fraser Health is part of the ILBC program. This program is a partnership between the private AL Providers, BC Housing and the Health Authorities.

BC Housing provides the rental subsidies to the AL Provider – the ILBC forms provide information to BC Housing that is used to determine the subsidy for each tenant's suite.

Fraser Health pays for the cost of care and tops up the rental subsidies where necessary.

Funded Support Plan

The FH Professional will develop the AL Service Plan which includes the funded services with the tenant and AL Provider. A copy of the client's AL Service Plan will be given to the AL Provider.

ILBC Form

Completion of the ILBC form is the responsibility of the AL Provider. The AL Provider will fill out the "Building information" section of the ILBC form as well as the address section of the "personal information" - this is the address of the building the client is moving into, not the address they are moving from. The suite number may not always be known at the pre-occupancy meeting if more than one vacancy is available.

The AL Provider needs to be familiar with the ILBC form and should explain Part IV of the agreement to the tenant so that they understand what they are signing and what consent they are giving.

Ministry of Health requires that it is made very clear to the client when completing ILBC form that the client is sharing information with the Provider who then shares with BC Housing – it is not the FH referring Professional who is sharing the financial info with the Provider and BC Housing. The rate should be re-calculated based on the income tax assessment that has been brought by the client to ensure the rate is current and correct.

The FH Referring Professional assists with the calculations of the rate and ensures the rate is correct. The Provider is to sign the bottom of the ILBC form not the referring Professional.

Explain to the client that their AL rate is set through the Health Authority, not by the AL Provider and is re-assessed yearly and increased or decreased based on their income for January 1st implementation. The AL Provider does not set the AL rate.

The completion and mailing in of the ILBC form are the responsibility of the AL Provider.

Tenancy Agreement

The AL Provider will go over the main points of the tenancy agreement and will have the client sign. The AL rate will be required to complete this document – this information has been completed on the ILBC form.

Terms of Service

The AL Clinician will review the Terms of Service document and have the AL Provider and tenant sign.

Other information to be provided to tenants

- The role of the Assisted Living Registry and process for making complaints is covered by the operator and AL Registry Complaint poster given. The “Making a complaint” poster can be printed out from [AL Registry website](#)
- [FH Funded Assisted Living Handbook](#)
- [“A Tenant Guide to Assisted Living”](#) pamphlet

Related Documents:

Pre-Occupancy Meeting Checklist