



Valley Village
care. compassion. community.

Assisted & Supportive Living Facility

Admission Process

Affordable Housing & Assisted/Supportive Programming:

Valley Village is both an affordable housing entity and an assisted/supportive living facility. We are required to follow specific affordable housing rules related to verifying income eligibility. Unfortunately, this requirement makes our admission process take longer than other facilities. Due to these requirements, we are unable to take emergency admissions.

In addition to following affordable housing income requirements, we must also follow the State of Vermont Assisted and Residential Care Facility regulations. These regulations require us to review the clinical needs of all applicants to ensure we can provide assisted living level of care. We are not certified to provide the same services as a nursing home.

Preliminary Assessment of the Rental Application & Clinical Addendum:

A signed common housing application and clinical addendum must be submitted to Valley Village. Your application will be reviewed if you have fully completed, signed, and submitted both required documents. Once all items are received, Valley Village Management will make a preliminary assessment of the applicant's financials and the clinical addendum.

Preliminary Acceptance & Financial Verification Requirements:

Once we have received your completed application and clinical addendum *AND*



Valley Village
care. compassion. community.

we have approved your application preliminarily additional documentation will be required.

The Valley Village Tenant Specialist will send you the additional required financial verification documents to be signed. Once these documents are signed by you and returned to Valley Village, they will be sent to your specific financial institutions listed on the financial portion of your application. Due to regulations that some financial institutions must follow your financial verification documents may be returned to us via mail carrier vs. fax or email. This often holds up the verification process.

Once we have received all the financial verifications they are reviewed and approved by our property management company, Stewart Property Management (SPM). SPM will notify the Executive Director/Assisted Living Director of the approval.

Clinical Approval & Assessment

Valley Village will send your completed and signed clinical addendum to your primary physician listed on your application. We will ask for medical information such as your diagnosis, medications, etc. Our nursing team and the Executive Director/Assisted Living Director will review the medical information provided to us to help us decide if we can meet your medical needs. We will take both your physical and mental health needs into consideration.

- **Tour the Facility:** We will also ask that you tour the facility. This will enable the nurse to assess your ability to maneuver in our building. During



Valley Village
care. compassion. community.

this tour the nurse may ask you to transfer to and from a chair, walk with or without a walker and answer questions about your medical health.

- **Cognitive Assessment:** If there is a diagnosis of Alzheimer's, Dementia or Cognitive Loss we require either a Montreal Cognitive Assessment or a Mini Mental Test. We can administer this test during your tour. It is important that we assess your ability to manage living within our facility. We are not equipped to manage wandering or aggressive behaviors. We ask that you investigate a Memory Care facility if you feel your cognitive loss may prohibit your ability to live at Valley Cares.

Final Approval

Once Valley Village has received final approval of the financial verification and you have been approved clinically you will be notified you have met final approval and have been accepted as a resident at Valley Village. You will receive a quote outlining expected payments due upon move in.

Denial

An application may be denied because of income eligibility or lack of resources to pay. It may also be denied due to clinicals. Your clinical needs must be able to be met at an assisted living level of care. We are unable to admit applicants who are two-person transfer, sliding scale insulin dependent, at risk for harm to self or others, at risk for elopement, have severe memory loss or are a smoker. In addition, we take into account our current census and how the impact of a new admissions clinical needs will impact our ability to provide care for all residents.