



L E A M I N G T O N

Mennonite Home

LTC Admission Checklist

Please bring the following items with you on the day of admission:

- Ontario Health Card – This will be retained by the Home in the resident's medical chart for easy access for medical visits, emergencies, etc. If the resident/Power of Attorney (POA)/Substitute Decision Maker (SDM) prefers to receive all correspondence regarding health card renewal, they must complete an address change with Service Ontario. If the resident/POA/SDM prefers the Home to handle health card renewal, a form will need to be signed to allow the Home to complete the Service Ontario address change.
- Birth Certificate and/or Citizenship Documentation: This will be copied and the original returned to you.
- Power of Attorney for Personal Care and Property, Living Will, and Advance Care Directive Forms – These will be copied and the originals returned to you.
- Revenue Canada Notice of Assessment for the latest tax year – This is required for residents who are moving into Basic Accommodations and/or applying for government subsidy.
- Blank Cheque or Bank Account Information – The cheque will be voided for direct payment.
- Private Insurance Information or Veteran Affairs Canada Information
- Social Insurance Number
- Preferred Funeral Home
- Contact Information for up to THREE Emergency Contacts

Please note the following:

- Clothing and personal items may be brought in prior to the admission day.
- Admissions are typically scheduled for 10:00am.
- Transportation to our Home is the responsibility of the resident/family and should be coordinated between the Home, family, and other agencies, such as the hospital.
- A Medication Administration Record (MAR) from a previous Home, or a list of currently prescribed medications from a pharmacy, or original medication containers from the pharmacy is required.
- Residents arriving from hospital or other homes must arrive with transfer papers.
- Please provide information regarding personal equipment owned (wheelchair, walker, etc.) or equipment needed but not yet purchased.
- Any significant change in a resident's condition prior to admission or any issue that will delay admission must be communicated immediately to the Director of Nursing & Personal Care.
- The resident and/or POA/SDM will be required to complete admission paperwork on the day of admission.
- Further financial information will be discussed upon admission if issues arise.
- Residents with a spouse in the community (or that is also being admitted) should apply to Service Canada (1-800-277-9914) for involuntary separation on medical grounds so that their pension may cover the cost of care. Applicants with high income may not need to apply.
- Residents who are not capable of managing their own affairs and do not have a POA in place should consider having a family member apply to become trustee of pensions via Service Canada. This can be requested at the same time when applying for involuntary separation through Service Canada.