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RYDER-CHESHIRE FOUNDATION MANAWATU

Board Agreement – MOH Clients

Agreement for the Provision of Accommodation and Support Services at the Ryder-Cheshire Foundation (Manawatu).

The intention of this agreement is to set out the obligations and guidelines of the Ryder Cheshire Foundation's Board Agreement.

This agreement will only be changed with the written consent of both parties to the agreement.

Each party should retain a copy of this agreement.

Parties to Board Agreements are subject to the provisions of the Privacy Act 1993.

The cost of accommodation and support during the period of residency is set by the Ministry of Health. It is allocated as follows:

- The Residential Support (RS) payment for disability support services is direct debited to the Ryder-Cheshire Foundation (Manawatu) from the Ministry of Health's Central Payment Agency.
- WINZ is responsible for the payment of your board and lodgings. This is direct debited to The Ryder-Cheshire Foundation from your WINZ Invalid's or National Superannuation Benefit.
- WINZ allocates a Personal Allowance for the resident which is paid directly into the resident's personal bank account.

(1) Eligibility

- a. You have been assessed by a NASC (Needs Assessment and Service Coordination) service and have been approved for a Physical Disability Residential placement at Level 3, 4 or 5.
- b. You are between 18 and 65 years of age.

- c. There is a room available, in a house that is appropriate to your needs.
- d. You or your Agent have read, agreed and signed the "Acceptance of Board Agreement" form relating to the terms and conditions set out herein.

(2) Termination of the Board Agreement may occur:

- a. If the funding agent(s) stop(s) payment for you residency.
- b. If you or your family/Whanau/Advocate's behaviour is intentionally illegal, disruptive, offensive or deemed to be bullying to other people who live or work at the Ryder-Cheshire Foundation (Manawatu).
- c. If you have been reassessed by the NASC as no longer being appropriate for residency at the Ryder-Cheshire Foundation (Manawatu).

The Ryder Cheshire Foundation (Manawatu) ensures that a Resident will not be shifted from this facility unless:

- a. Requested by the Resident or their advocate/family on their behalf. Two weeks notification of termination in writing is required to terminate this agreement.
- b. Assessed prior to being shifted by the NASC and with the involvement of any specialist support services.
- c. Or as agreed by the NASC.

In a situation where the Resident voluntarily exits the facility, the Ryder Cheshire Foundation (Manawatu) will notify the NASC and Residential Subsidy Unit at WINZ as soon as possible or at least within 48 hours of exit.

(3) Service Agreement

What you will be entitled to as a Resident at the Ryder Cheshire Foundation (Manawatu).

- a. To live in a clean, well maintained and safe environment with no barriers to physical access.
- b. Within 2 months of entry to the Ryder Cheshire Foundation (Manawatu) the development of a Resident Personal Programme. (to be reviewed for each person when there is a significant change of needs or at least 6 monthly or at the request of the Resident) If desired, a Goal Plan is included in the Resident Personal Programme.
- c. Assistance with personal cares as outlined in your Resident Personal Programme.
- d. Assistance to reach goals as identified in your Resident Personal Programme. Consent form is required to be completed.
- e. You will be provided with a private, furnished room (linen provided) with shared bathroom/toilet facilities. (You are encouraged to bring your own personal effects, such as T.V. DVD, computer and bedroom furniture if you desire.
- f. An inventory is kept of your personal furniture, electronics and furnishings which will be updated when new items are purchased or others removed. Consent form to be completed.
- g. Each house has their own communal kitchen, laundry, dining and lounge room.
- h. Each house has a T.V. and DVD player in its lounge.
- i. Access to kitchen and laundry facilities.
- j. Assistance and encouragement to take responsibility and/or be involved with all personal and household activities of daily living.
- k. A communal telephone is provided in each house; however, Residents may have a telephone installed in their own room at their own expense.
- l. The provision of nutritious and varied food in the form of three meals a day, plus morning and afternoon tea and supper if desired. Special dietary needs can be catered for.

- m. Assistance to access appropriate medical care of your choice. Clear and recorded procedures for administering medication/medical treatments will be provided.
- n. Staff on active duty 24 hours per day.
- o. Access to a call bell system to summon assistance if required.
- p. Assistance to access Total Mobility transport.
- q. Assistance with managing your personal budget will be provided if necessary. An auditable system for management is in place. Consent form to be completed.
- r. Access to Community health professionals.
- s. A suitably trained and qualified service provider will provide all of the services to you.
- t. Access to read the resident's personal file at any time.
- u. You are entitled to go away on a holiday. This would be at your own expense. The planning of any holiday must be in accordance with the Ryder Cheshire Foundation (Manawatu) Resident Holiday Protocol.
- v. You have rights as specified in the Code of Health and Disability Services Consumers' Rights. Brochure included for your reference.
- w. Access to all Policies and Procedures of the Ryder Cheshire Foundation (Manawatu). A copy of these is located in the Thaine Hall.

(4) Residents' Responsibility

The Ryder Cheshire Foundation (Manawatu) is not permitted to act as a resident's Enduring Power of Attorney for Personal Care & Welfare or Property, nor Welfare Guardian or Property Manager by Court order. We strongly urge residents and or their families to arrange for the appropriate documents to be completed prior to admission for residency. This is to

ensure that those who are (or become) incapable of making or communicating decisions about their own welfare or property have someone who can legally make these decisions. The Board of the Ryder Cheshire Foundation strongly believes that some form of written legal instruction needs to be in place for all residents. Residents are encouraged to also have a Will in place.

What the Ryder-Cheshire Foundation is entitled to:

To collect, store and appropriately disclose any health and relevant personal information about the resident for the purposes of the resident's care and wellbeing.

Levels of independence in daily living skills and personal hygiene skills vary according to the particular residential home at the complex being considered. Each person is assisted to develop a Resident Personal Programme that works towards maximising their potential level of independence. Assistance will be given with the personal activities of daily living, including cooking and other household tasks. Involvement in all tasks is encouraged.

Residents are expected to try to maintain or attempt to achieve as appropriate:

- a. Independence, both physically and generally.
- b. Home management, cleanliness and basic household skills.
- c. Educational and vocational pursuits.
- d. Recreational activities.
- e. Personal growth.
- f. An ability to cope with a wide range of social situations.
- g. A development of responsibility for one's own actions.
- h. A respect for other's privacy.
- i. An ability to relate to a wide range of people in a non-discriminatory way.
- j. Behave in a socially acceptable manner.

- k. Show consideration for and tolerance of others on a care and share basis.
- l. Co-operate with the health professionals who are treating you and provide them with relevant and accurate information about your health and medical history.
- m. To be respectful towards The Ryder Cheshire Foundation staff.
- n. Adhere to current health and safety practices and to your Resident Personal Programme.
- o. Residents will use the home in a similar way to any other accommodation.
- p. Residents are expected to exercise care and consideration for other residents and staff so that a healthy, positive and constructive atmosphere is fostered.

(5) What you are to provide or pay for from your personal allowance.

- ❖ Personal clothing and toiletries including hand soap and toothpaste
- ❖ Medical equipment
- ❖ Medical, recreational, entertainment, legal and educational expenses
- ❖ Personal hygiene and grooming costs
- ❖ Personal grocery items
- ❖ Toll calls and Internet access
- ❖ Life and/or personal belonging's insurance (optional)
- ❖ Transport costs
- ❖ Reimburse to the Ryder Cheshire Foundation (Manawatu) any monies that you owe on account for any costs or expenses which

have been incurred by The Ryder Cheshire Foundation (Manawatu) or its' staff on your behalf.

(6) Disclosure/Privacy

Information is required so we can best serve your interests as an individual. Your completion of the forms provided is required before you can be accepted for residency at the Ryder Cheshire Foundation (Manawatu). You hereby confirm that all material and information concerning your disability, state of health, health needs and medication requirements have been disclosed to the Foundation.

The Foundation will comply with the Privacy Act 1993 with regard to all information collected from you. You have the right to access and correct your personal information. It is your responsibility to advise us if any of the information collected becomes out of date or inaccurate, and therefore needs to be updated.

Acceptance of Board Agreement

Applicant:

Name:

Signature:.....Date:.....

Or in the event that the Resident is unable to sign then their representative

Representative's Name:

Representative's Signature:

Date:

**On behalf of
The Ryder Cheshire Foundation (Manawatu)**

Name:

Position:

Signature:.....Date:.....