

Forest Side Adult Day Admission Procedure & Checklist

Thank you for choosing Forest Side Adult Day for your loved one's needs. Please refer to this Procedure & Checklist to help guide you through our admissions process. If you have any questions or concerns, please do not hesitate to contact us.

1. Complete and submit the Forest Side Day Program Membership Application

- Submit application form by mail or in person to: 2701 Military Rd NW, Washington, DC 20015 or electronically to Program Director, Marianna Blagburn at mblagburn@foresthillsdc.org.

2. Consult with Program Director to determine availability for your preferred days

- Send an email to Marianna at mblagburn@foresthillsdc.org or call her directly at (202) 696-1910.

3. Complete the FSMC Day Program Health Form

- Ask a physician to complete and sign the FSMC Adult Day Program Health Form — including indication of TB screening — within 30 days prior to first anticipated day at Forest Side.
- Submit completed Health Form by mail, in person, or electronically to mblagburn@foresthillsdc.org

4. Schedule Intake Assessment

- Call Marianna at (202) 696-1910 to arrange an intake assessment at Forest Side by the Nurse Coordinator and Program Director.

5. Intake Assessment Expectations

The assessment appointment is led by our Nurse Coordinator and Program Director, and includes you (caregiver), the potential incoming member (loved one) and any other interested family members. The appointment will start with an initial assessment, lasting 45 minutes to one hour. Be prepared to discuss medication, continence care and dietary concerns. Following this initial meeting, your loved one will join us for an activity to determine their interests and appropriate level of care. Please plan to spend this time with your loved one in the activity.

- Wear comfortable clothing and plan to have FUN!
- Bring copies of your loved one's: DNR Form, power of attorney, and medical directive.

5. Notification of Acceptance

You will be notified of admission to the Day Program within 24-48 hours of the assessment.
Please note: admission cannot be approved until all paperwork has been received.

Forest Side Adult Day

First Day Expectations

Welcome to Forest Side Adult Day! We look forward to having you join our community. It is our goal to ensure that this transition is as smooth as possible. In order to best support a successful first day, please read through the following first day procedures and suggestions.

- Drop off begins at 8:30am, pick-up is at 4:30pm with a 15-minute grace period. All pick-ups after 4:45pm will be charged in 1-hour increments at \$50.00/hour.
- Plan for a full day of attendance, but know that a shorter day for the first day is fine too. The first day can be difficult at first, but we will have plenty of Life Enrichment programs to keep your loved one engaged.
- Please bring a change of clothing (along with Depends, if needed) labeled with your loved one's name.
- Please bring medications to be administered at Forest Side in their original, labeled containers.
- Family and friends are welcome to join their loved ones for Life Enrichment programs at Forest Side Day.

Please do not hesitate to contact us with any questions or concerns you might have as you move through this process.

Thank you for your confidence in Forest Side Adult Day, we look forward to seeing you soon!

Forest Side Adult Day is a component of Forest Side Memory Care and Forest Hills of DC, a private, not-for profit, full-service retirement organization. We are an inclusive community of people with diverse backgrounds and a well-known tradition of providing exceptional person-centered services.