

### **Part 1- Applicant Information**

### **Overview:**

Adult Supportive Housing, also known as domiciliary hostels, are private or non-profit residences that provide long-term housing to vulnerable adults who require some supervision and services to maintain their independence in the residence. Services include: furnished rooms, 24-hour urgent response, medication management, meals and snacks, housekeeping and personal laundry, social and/or recreational activities.

# Read the Instruction Guide found on lanarkcounty.ca before completing the application form. The guide provides detailed information and step by step instruction on how to fill out the application.

To apply for an Adult Supportive Housing subsidy, a person must complete an application form. The application is divided into two parts:

### **Part 1: Applicant Information**

- Part 2: Health Information
- The applicant must consent to the release of information by completing and signing Section 2A of the Health Information form
- Sections 2B to 2D must be completed by a health care professional such as a doctor (for example family doctor, psychiatrist, neurologist), nurse or social worker.

If you are unable to print the application (Part 1- Applicant Information and Part 2 - Health Information), you may request a paper copy by e-mailing ss@lanarkcounty.ca or by calling 613-613-267-4200, extension 2140 and one will be mailed to you.

### Send the completed application to Lanark County Social Services, Attn: ASH

Once you have both the Applicant Information (Sections 1A to 1E) and the Health Information (Sections 2A to 2D) completed, submit both forms to Community Supports by e-mail, fax or mail.

E-mail (scan copy): ss@lanarkcounty.ca Mail/Drop Off: Lanark County Social Services, 99 Christie Lake rd., Perth, ON K7H 3C6



| Location   | of Supportive Housing:  |                   |                        |
|--|---|-------------------|------------------------|
| Address: 🗆 Shardon Manor, 476 Queen Street, Smiths Falls, ON K7A 5B8 |   |                   |                        |
| □ Victoria House, 27 Lombard St., Smiths Falls, ON K7A 4E3           |   |                   | iths Falls, ON K7A 4E3 |
|  | ☐ Paradise Valley, 310 Mullett St, Carleton Place, ON K7C 3B8 |                   |                        |
|  | ☐ Rideau Ferry, 1333 Rideau Ferry Rd, Perth, ON K7H 3C7       |                   |                        |
|  | □ Unknown   |                   |                        |
|  |   |                   |                        |
| Section '  | 1A- Personal information                                      |                   |                        |
|  |   |                   |                        |
| First Nam  | ne:   | _ Last Nar        | me:                    |
| Date of B  | irth (DD/MM/YYYY)   |                   | Sex: Male Female       |
| Social Ins   | surance Number:   | Gende             | r Identity:            |
| Identify a   | Identify as Indigenous: Preferred Pronouns:                   |                   |                        |
| Health Card Number: Version code:                                    |   |                   |                        |
| Currently Homeless: Yes No By Name List: Yes No                      |   |                   |                        |
| Living Conditions: Homeowner Renting Other (Specify):                |   |                   |                        |
| Residence: Apartment/ Unit Number:                                   |   |                   | :/ Unit Number:        |
| City:  | Province:   | Pos               | tal Code:              |
| Are you o  | currently living in a provincia                               | l institute? _    |                        |
| Phone Number: Cell:  |   |                   | l:                     |
| E-mail Ac  | ddress:   |                   |                        |
|  |   |                   |                        |
| Mailing A  | Address If Different from R                                   | esidence <i>A</i> | Address:               |
| A 1.1  |   | <b>A</b>          |                        |
|  |   | ·                 | artment/Unit Number:   |
| Citv:  | Province  | e:                | Postal Code:           |



| Language (s)   |  |  |
|--|--|--|
| Are you able to communicate in English? Yes \(\bigcap \) No \(\bigcap \) Other: \(\bigcap_{\text{total}} = \bigcap_{\text{total}} = \bigcap_{\text |  |  |
| Next of Kin or Emergency Contact:  |  |  |
|  |  |  |
| First Name: Last Name:   |  |  |
| Address: Apartment/Unit Number:  |  |  |
| City: Province: Postal Code:   |  |  |
| Phone Number: E-mail Address:  |  |  |
| Relationship to Next of Kin:   |  |  |
| •  |  |  |
| Section 1B- Family composition and living arrangements   |  |  |
| Section 1B- Family Composition and living arrangements   |  |  |
| Marital Status: Single Married Separated Divorced Living Common-Law Widowed  |  |  |
| List all family members living with you including your spouse or common-law partner, dependant children (17 years or younger) and dependant adults (18 years or older) living with you. If not applicable select Not applicable:   |  |  |
| Spouse/Common-Law:  Not Applicable: Last Name: Date of Birth (DD/MM/YYYY):   |  |  |
| Dependant Children: Not Applicable:  |  |  |
| First Name: Last Name:<br>Date of Birth (DD/MM/YYYY):  |  |  |



|  | _ Last Name: |  |
|--|--------------|--|
|  | _ Last Name: |  |
| <b>Dependant Adults:</b> Not Applicable: |              |  |
|  | _ Last Name: |  |
| First Name: Date of Birth (DD/MM/YYYY):  | _ Last Name: |  |
| Additional Information/Comments:         |              |  |
|  |              |  |
|  |              |  |



| Section 1C - Assets               |                      |  |
|-----------------------------------|----------------------|--|
| List all assets for yourse        | lf, spouse or commo  | n law-partner, dependant children (17  |
| years or younger) or de           | pendant adults (18 y | ears or older) living with you. If not |
| applicable, select N/A "          | not applicable":     |  |
|                                   |                      |  |
| Assets:                           | Value/Balance:       | Asset Owner:                           |
| Bank Account:                     | \$                   | Applicant Spouse/Common-Law            |
| N/A:                              |                      | Dependant Adult Child C                |
| Bank Account: 🗌                   | \$                   | Applicant Spouse/Common-Law            |
| N/A: 🗌                            |                      | Dependant Adult Child C                |
| Bank Account: 🗌                   | \$                   | Applicant Spouse/Common-Law            |
| N/A: 🗌                            |                      | Dependant Adult Child C                |
| Investments (for                  | \$                   | Applicant Spouse/Common-Law            |
| example bonds,                    |                      | Dependant Adult Child C                |
| stocks, GIC, RRSP,                |                      |  |
| mutual funds, RRIF):              |                      |  |
| N/A: 🗌                            |                      |  |
| Vehicle: ☐ N/A: ☐                 | \$                   | Applicant Spouse/Common-Law            |
|                                   |                      | Dependant Adult Child C                |
| Pre-Paid Funeral:                 | \$                   | Applicant Spouse/Common-Law            |
| N/A: 🗌                            |                      | Dependant Adult Child C                |
| Property: \(\bigcap \text{N/A:}\) | \$                   | Applicant Spouse/Common-Law            |
|                                   |                      | Dependant Adult Child C                |
| Life Insurance Policy             | \$                   | Applicant Spouse/Common-Law            |
| N/A: 🗌                            |                      | Dependant Adult Child C                |
| Trust Account:                    | \$                   | Applicant Spouse/Common-Law            |
| N/A: 🗌                            |                      | Dependant Adult Child C                |
| Other: 🗌                          | \$                   | Applicant Spouse/Common-Law            |
| Please Specify:                   |                      | Dependant Adult Child C                |
| N/A:                              |                      |  |
| Total Asset Value:                | \$                   | Additional Information/Comments:       |



# LANARK COUNTY Adult Supportive Housing Application/Referral- Part 1

| Assets:  | Value/ Balance: | Assets Owner:                                     |
|--|-----------------|---|
| Any assets expected in the future?   | Yes No          | Applicant Spouse/Common-Law Dependant Adult Child |
| If, yes please provide details (explain) and enter amount if known:  | \$              | Additional Information/Comments:                  |
| In the past 12 months,<br>did you, or any family<br>members living with  | Yes No          | Applicant Spouse/Common-Law Dependant Adult Child |
| you, receive any<br>money from the sale<br>of something owned<br>(for example property,<br>jewellery or vehicle),<br>or cash in any assets<br>such as an RRSP or<br>GIC? | \$              | Additional Information/Comments:                  |
| Additional Information/  | Comments:       |   |



| Section 1D - Income            |                     |                                   |  |
|--------------------------------|---------------------|-----------------------------------|--|
| Select the sources of incom    | e below that are    | applicable to you, your spouse or |  |
| common law-partner, depei      | ndant children (1   | 7 years or younger) or dependant  |  |
| adults (18 years or older) liv | ing with you. If no | ot applicable, select N/A "not    |  |
| applicable":                   |                     |                                   |  |
| Income:                        | Monthly Net         | Income Owner:                     |  |
|                                | Income:             |                                   |  |
| Ontario Works:                 | \$                  | Applicant Spouse/Common-Law       |  |
| N/A: 🗌                         |                     | Dependant Adult Child             |  |
| Ontario Disability Support     | \$                  | Applicant Spouse/common-law       |  |
| Program: 🗌                     |                     | Dependant adult Child             |  |
| N/A: 🗌                         |                     |                                   |  |
| OAS/GAINS/GIS:                 | \$                  | Applicant Spouse/common-law       |  |
| N/A: 🗌                         |                     | Dependant adult Child             |  |
| Canadian Pension Plan          | \$                  | Applicant Spouse/common-law       |  |
| (CPP):                         |                     | Dependant adult Child             |  |
| N/A: 🗌                         |                     |                                   |  |
| Employment earnings:           | \$                  | Applicant Spouse/common-law       |  |
| N/A: 🗌                         |                     | Dependant adult Child             |  |
| Employment Insurance:          | \$                  | Applicant Spouse/common-law       |  |
| N/A: 🗌                         |                     | Dependant adult Child             |  |
| Private Pension:               | \$                  | Applicant Spouse/common-law       |  |
| N/A: 🗌                         |                     | Dependant adult Child             |  |
| Investment/Interest            | \$                  | Applicant Spouse/common-law       |  |
| Income:                        |                     | Dependant adult Child             |  |
| N/A:                           |                     |                                   |  |
| Other:                         | \$                  | Applicant Spouse/common-law       |  |
| Please specify:                |                     | Dependant adult Child C           |  |
| N/A:                           |                     |                                   |  |
| Total Net Income:              | \$                  | Additional Information/Comments:  |  |
|                                |                     |                                   |  |
|                                |                     |                                   |  |



| Section 1E - Consent To the Following | Terms of Living in Adult Supportive |
|---------------------------------------|-------------------------------------|
| Housing                               |                                     |

To be eligible for a subsidy, the person must:

- · Voluntarily agree to accept placement.
- · Live in a group setting where I will share a room with one or more adults.
- Secure all available source of income to which I may be eligible to receive and to pay monthly rental cost with all monthly source of income minus a maximum Personal Needs Allowance.
- · Receive a monthly maximum Personal Needs Allowance.
- · Follow residential rules related to cigarette smoking.
- · Be able to live in a group setting and display safe, respectful, and non-violent behavior.
- Be able to bathe, dress, take care of one's toileting or qualify for community care services to manage these needs independently.
- Be able to walk and change position or use an assistive device to move and change position independently.
- · Manage community outings and transportation arrangements independently (unless services are offered as a part of a rural location).
- Be compliant with prescribed medication/treatment plan and/or be medically stable as determined by a health professional.
- Be compliant with court ordered plan and/or community treatment order.
- Manage alcohol and/or substance use choices responsibly and if applicable, be compliant with a prescribed addiction treatment program.

| Signature of Applicant: |  |  |  |  |
|-------------------------|--|--|--|--|
| Vitness:                |  |  |  |  |
| Date:                   |  |  |  |  |



| Section 1F - Consent to Release Personal Information  |
|---|
| I,, consent to the collection and release of applicant information about me as it is collected on this form to an authorized representative of the County of Lanark for the sole purpose of determining or verifying my eligibility for the Adult Supportive Housing (Domiciliary Hostel) Program.  |
| Signature of Applicant:   |
| Witness:  |
| Date:   |
| Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, sections 8 and 10. Personal information will be used by the County of Lanark for the purposes of determining eligibility for and the administration of the Adult Supportive Housing Program. Questions about this collection and use of your personal information may be directed to the Administrative Support Clerk at 99 Christie Lake Rd., Perth, Ontario, K7H 3C6, 613-267-4200 ext. 2140. |



## Adult Supportive Housing Consent to Exchange Information

| Ι,                                |  |   |
|-----------------------------------|--|---|
|                                   | CLIENT NAME  |   |
| Give consent for La<br>following: | nark County Social Services to exchan  | ge information with the                         |
| Hostel Providers:                 | □ Shardon Manor, 476 Queen Street, □ Victoria House, 27 Lombard St., Sm □ Paradise Valley, 310 Mullet St, Carle □ Rideau Ferry, 1333 Rideau Ferry Rd | iths Falls, ON K7A 4E3<br>ton Place, ON K7C 3B8 |
| Family Member(s                   | :  | Client Initials                                 |
| Income Source:                    |  | Client Initials                                 |
| Support Agency:                   |  | <br>Client Initials                             |
| Other:                            |  |   |
| Client Signature:                 |  | Date:   |
| Witness Signature                 | ::   | Date:   |

**Client Consent:** I give permission for Lanark County Social Services to contact any agency, person, business or organization and exchange information regarding this request. I am aware that the information will be collected and provided in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the administration of this program. I give permission for Lanark County to enter and store my personal information in the HIFIS database; I understand that this information will be provided to HRSDC for the purposes of policy analysis, research and evaluation of policies and programs respecting homelessness in Canada.



# Adult Supportive Housing Income & Asset Declaration

| Client Name:   |  | OB:   |  |
|--|--|---|--|
| Hostel:  | □ Shardon Manor, 476 Queen Street, Sm □ Victoria House, 27 Lombard St., Smiths □ Paradise Valley, 310 Mullett St, Carleton □ Rideau Ferry, 1333 Rideau Ferry Rd, Pe  | Falls, ON K7A 4E3<br>n Place, ON K7C 3B8  |  |
|  | Income Source  | Monthly Income Amount   |  |
|  |  | \$  |  |
|  |  | \$  |  |
|  |  | \$  |  |
|  | Total Monthly Income:  | \$  |  |
|  | Total Assets:  | \$  |  |
| I,<br>the only<br>I under<br>income<br>housing<br>accord | , dec<br>y income that I receive monthly. I declare the<br>estand that it is my responsibility to immed<br>as they will affect my eligibility and en-<br>g program. I am aware that the information<br>ance with the Privacy Act and will be used<br>tive Housing Program. | nat I do not have assets over \$5000.<br>ediately report any changes in my<br>titlement for the adult supportive<br>n will be collected and provided in |  |
|  | Client Signature   | Date  |  |
|  | Witness Signature  | Date  |  |



### **Consent for the Release of Information**

I/We, the undersigned authorize and agree to the release and exchange of information to an authorized representative of the Lanark County Social Services.

This consent will allow for the sharing of written and verbal information as it relates to determining initial and ongoing eligibility for the various programs of the department of Social Services, including, but not limited to, Ontario Works, Children's Services, Community Support Services (CSS) and Housing Services.

I/We also understand that it is not mandatory to sign this consent form.

I/We understand that personal information will not be disclosed to any other party except in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act, or as otherwise required or permitted by law.

| Name (Print)         | Signature         |
|----------------------|-------------------|
| Date                 |                   |
| Name (Print)         | Signature         |
| Date                 |                   |
| Witness Name (Print) | Witness Signature |
|                      |                   |

I/We have read the Consent as outlined above and declare it clearly understood.



### **Part 2- Heath Information**

### Overview:

Adult Supportive Housing, also known as domiciliary hostels, are private residences that provide long-term housing to vulnerable adults who require some supervision and services to maintain their independence in the residence. Services include: furnished rooms, 24-hour urgent response, medication management, meals and snacks, housekeeping and personal laundry, social and/or recreational activities.

# Read the Instruction Guide found on www.lanarkcounty.ca before completing the application form. The guide provides detailed information and step by step instructions on how to fill out the application.

To apply for an Adult Supportive Housing subsidy, a person must complete an application form. The application is divided into two parts:

• Part 1: Applicant Information

### • Part 2: Health Information

- The applicant must consent to the release of information by completing and signing Section 2A of the Health Information form.
- Sections 2B to 2D must be completed by a health care professional, such as a Doctor (for example, Family Doctor, Psychiatrist, Neurologist), Nurse, Social Worker, or Caseworker.

If you need help to find a health care professional, you may contact your local community centre.

If you do not have a health care professional, a Case Manager from the Community Care Access Centre (CCAC), Canadian Mental Health Association (CMHA) or other Outreach Worker, can complete the Health Information of the application. If you are unable to print the application (Part 1- Applicant Information and Part 2 - Health Information), you may request a paper copy by e-mailing ss@lanarkcounty.ca or by calling 613-267-4200, extension 2140 and one will be mailed to you.



| Section 2A - Consent to Release Health Information  |  |  |  |
|---|--|--|--|
| I,, consent to the collection and release of personal information about me as it is collected on this form to an authorized representative of the County of Lanark for the sole purpose of determining or verifying my eligibility for the Adult Supportive Housing (Domiciliary Hostel) Program.   |  |  |  |
| Signature of Applicant: Witness:  |  |  |  |
| Date:   |  |  |  |
| Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, sections 8 and 10. Personal information will be used by the County of Lanark for the purposes of determining eligibility for and the administration of the Adult Supportive Housing Program. Questions about this collection and use of your personal information may be directed to the Administrative Support Clerk at 99 Christie Lake Rd., Perth, Ontario, K7H 3C6, 613-267-4200 ext. 2140. |  |  |  |
|   |  |  |  |
| Section 2B - Referral Source  |  |  |  |
| Applicant Name:  Who is referring and or supporting the applicant with the application?  Family Doctor Psychiatrist Neurologist Nurse Social Worker   |  |  |  |
| Other Please Specify:   |  |  |  |



| ļ   |  |  |  |
|---|--|--|--|
| Doctor/Referral Source Signature:  Date (DD/MM/YYYY): |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| <u> </u>  |  |  |  |
| _   |  |  |  |
|   |  |  |  |
| _   |  |  |  |
|   |  |  |  |
|   |  |  |  |



### What are the Applicant's Limitations?

| Mobility:                           |   |  |  |
|-------------------------------------|---|--|--|
| Walking/                            | Independent Independent with Aids Requires Assistance   |  |  |
| Standing                            | Should the applicant need assistance, please select all that applies:   |  |  |
| _                                   | Walking Outside Walking Inside Sitting  |  |  |
|                                     | Standing More then 15 Minutes Going Up/Down the Stairs  |  |  |
| Lifting                             | Regarding applicants' ability to lift, please select all that applies:  No Lifting Some Lifting, for example shopping bags            |  |  |
|                                     | Heavy lifting, for example 24 cans of cola  |  |  |
| Gripping                            | Should the applicant have limitations with the following tasks,   |  |  |
|                                     | please select all that applies:   |  |  |
|                                     | Eating utensils Opening lids Opening lids   |  |  |
| Reaching Up                         | Should the applicant have limitations with the following tasks, please select all that applies:  Above shoulders  Items from cupboard |  |  |
| Bending,                            | Should the applicant have limitations with the following tasks,   |  |  |
| Twisting/                           | please select all that applies:   |  |  |
| Repetitive                          | Making a Bed Picking Up Items on the Floor  |  |  |
| Movement                            | Folding Laundry and/or Putting Away Clothes  Sweeping/Moving/Vacuuming/Washing Floors   |  |  |
| Specify if adapt<br>Please specify: | tive aids would help with any of the tasks, for example bath aids.  |  |  |
| Additional Info                     | rmation/Comments:   |  |  |
|                                     |   |  |  |



| Personal Care            |  |  |  |  |
|--------------------------|--|--|--|--|
| Dressing                 | Independent Needs Assistance Cueing Should the applicant need assistance, please select all that applies:  Putting on Footwear Buttoning a Shirt/Pants         |  |  |  |
| Bathing/Other            | Independent Needs Assistance Cueing Should the applicant need assistance, please select all that applies:  Getting In/Out of the Shower/Tub Standing in Shower |  |  |  |
| Incontinence/<br>Bladder | Yes No Unknown If yes, is applicant independent with use of products/supplies? Yes No  |  |  |  |
| Incontinence/<br>Bowel   | Yes No Unknown If yes, is applicant independent with use of products/supplies? Yes No No   |  |  |  |
| Special Needs            | Speech Vision Hearing Other Details:   |  |  |  |
|                          |  |  |  |  |
| Dietary Requirements:    |  |  |  |  |
| Allergies                | Yes No Unknown Details:  |  |  |  |
| Special Dietary          | Yes No Unknown   |  |  |  |
| Requirements             | Details:   |  |  |  |
| Any Other                | Comments:  |  |  |  |
| Limitations?             |  |  |  |  |



| Section 2D- Additional Medical Information   |   |  |  |
|--|---|--|--|
| Social History/Presenting Problem:   |   |  |  |
| Does the Applicant have a Substitute Decision Maker?   | Yes No Unknown Details:                             |  |  |
| Has the Applicant been deemed incompetent?   | Yes No Unknown Details:                             |  |  |
| If yes, please provide details/contact information regarding Public Guardian and Trustee, Power of Attorney, or Other. |   |  |  |
| Is the applicant receiving any community   | Yes No Unknown                                      |  |  |
| support services? (for example, CCAC, ACT, CMHA)   | If yes, provide details/contact information:        |  |  |
| Does the applicant have a substance use?   | Yes No Unknown                                      |  |  |
| Does the applicant have a substance use:   | Yes- Past   |  |  |
|  |   |  |  |
|  | If yes, provide details:                            |  |  |
| Does the Applicant Have:   |   |  |  |
| • Community Treatment Order?   | Yes No Unknown                                      |  |  |
| • Court Disposition Order?   | Yes No Unknown                                      |  |  |
| • Criminal Involvement?  | Yes No Unknown                                      |  |  |
| • Probation/Parole?  | Yes No Unknown                                      |  |  |
| • Probation Parole Officer?  | Yes No Unknown                                      |  |  |
|  | If yes to any of the above, please provide details: |  |  |
|  |   |  |  |



# LANARK COUNTY Adult Supportive Housing Application/Referral- Part 2

| Signs and Symptoms of the Illness Based on the Medical Diagnosis, select the |              |  |  |
|--|--------------|--|--|
| applicable areas listed below and pro-                                       | vide details |  |  |
| Area:  | Details:     |  |  |
| Anxiety N/A  |              |  |  |
| Aggression N/A   |              |  |  |
| Apathy N/A   |              |  |  |
| Anxiety N/A  |              |  |  |
| Cognitive Functioning N/A  |              |  |  |
| Communication N/A  |              |  |  |
| Delusional thinking N/A  |              |  |  |
| Depression N/A   |              |  |  |
| Inappropriate Sexual Behaviour N/A   |              |  |  |
| Obsessive/Compulsive Behaviour N/A   |              |  |  |
| Paranoia N/A   |              |  |  |
| Safety Issues N/A  |              |  |  |
| Suicidal Thoughts/Behaviours N/A   |              |  |  |
| Wandering/Confusion N/A  |              |  |  |
| Other  |              |  |  |



| Current Medication:                 |  |  |  |
|-------------------------------------|--|--|--|
| Name of Medications:                | Dosage / Frequency (for Example, Daily, Weekly, Monthly) |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |
| Current Pharmacy Name and Location: |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |

| Hospitalizations (Over the Past 2 Years) |          |             |                    |  |
|--|----------|-------------|--------------------|--|
| Date of Admission                        | Duration | Institution | Presenting Problem |  |
|  |          |             |                    |  |
|  |          |             |                    |  |
|  |          |             |                    |  |
|  |          |             |                    |  |