



## Institute on Aging

Helping Bay Area Seniors Live Independently

# Irene Swindells Center for Adult Day Services

## Basic Services

The Center offers a safe, warm, and caring environment, which along with specialized activities help people with memory impairments stay engaged and active. The Center plans recreational, social, and physical activities suited to the needs of the participants and designed to stimulate the mind and body. In addition, our caring staff provide to participants reassurance, orientation, redirection, social support, and encouragement in all activities. Lunch and snacks are included and transportation can be arranged (see “Transportation” on the back of this page).

Our hours of operation are from 9:30 a.m. to 3:30 p.m. (6 hours, including transportation time) Monday thru Friday (except holidays).

## Minimum eligibility

- Mild to moderate dementia
- Ability to walk with minimal assistance
- Must be able to use restroom with some assistance
- Special diets maybe accepted on a case by case basis
- Must be able to tolerate a group setting
- Must be able to tolerate a 4-6 hour program
- Medical and/or behavioral needs will be assessed on a case by case basis

## Process

If all eligibility requirements are met, our social worker (Ryan Uyeda) will assist in:

1. Completing an intake screen (can be done via phone)
2. Completing medical forms to be sent to the primary physician or appropriate medical professional (must have approval of doctor and TB clearance within the last 6 months)
3. *(Optional)* Completing application forms for paratransit (processing of transportation form usually takes 3 weeks, but may take longer)
4. Preparing contracts, release forms, and emergency contact forms (all of which need to be signed and dated).

All fields above must be completed with the exception of (3).

## Payment Provisions

Billing is monthly and mailed at the end of each month. Billing is based on the number of *scheduled* days of attendance regardless of actual attendance. Missed days can be made up on a non-scheduled day within a month of the missed day. Payment is based on a sliding scale. A minimum attendance of 2 days per week is required.

The following reflects the rates and method of billing for scheduled attendance:

- 2 days per week at the equivalent of \$74.50 per day
- 3-4 days per week at the equivalent of \$71.40 per day
- 5 days per week at the equivalent of \$66.30 per day

To avoid large rate increases, the Center will increase rates by 2% each year on July 1st. We reserve the right to change this and may do so in writing within 30 days notice.



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## Transportation

Currently families/caregivers have the option of arranging their own transportation or using transportation provided by the center. To ensure their own safety, participants may not walk to and from the center by themselves.

Transportation provided by the Center is an optional service and is currently provided with no additional charge, but depending on financial circumstances might someday become fee-for-service. Times for pick-up and drop-off vary greatly depending on the number of clients on the bus on any given day. Approximate times are 9:00-9:30 a.m. pick-up and 3:00-3:30 p.m. drop off. Transportation time is part of the 6 hour program.

For those using this service it is understood that transportation will be handled as quickly and efficiently as possible, but there may be occasions when the time en route will vary. It is the responsibility of the participant/responsible party to be ready when the van arrives. Participants using this service must have a responsible party in the home when the client is picked up and dropped off.

## Emergencies

The Irene Swindells Center for Adult Day Services is a social center and does not have medical staff on site. All employees are first aid and CPR certified, but if an emergency should arise, family are called and if necessary, 911 or an ambulance as well.

Please notify center staff of any pertinent medical information (medical/food allergies, injuries, medical conditions, medications, etc.) and make copies of any important forms (DNR, medical cards, medication regimen, etc.).

## Medications

The Irene Swindells Center for Adult Day services can centrally store and distribute medications for participants. (Staff cannot administer any medications; participants must be able to take them on their own.) All medications must come with physician's orders and must come in their original containers labeled with instructions and expiration date. Evaluation of the Center's ability to store and distribute medications will be made on a case by case basis.

## Items of Value

Because the participants we serve have memory loss, money and items of value are often lost or misplaced. The Irene Swindells Center for Adult Day Services will not be responsible for any lost items. Please keep money and valuable items at home. Any clothing items such as jackets should be labeled if possible with the client's name to prevent mix-ups with other clients' items.

## Contact Information

3698 California Street (at Maple), 2<sup>nd</sup> Floor  
San Francisco, CA 94118

### Office Phone

Activity Room

Fax

**(415) 600-2690**

(415) 600-2695

(415) 600-2699

Genya Boyko, *Program Director*

Abby Lamb, *Intake & Enrollment Specialist*

Ryan Uyeda, *Social Worker*

Gino Garzarelli, *Activity Coordinator*

600-2693

750-5330 ext. 362

600-2691

600-2692