APPLICATION & ADMISSION PROCEDURES EMAIL APPLICATION TO: Lowell Bartels - bartelslowell@gmail.com

APPLICATION

- 1. Fill out this form and email it to **bartleslowell@gmail.com**.
- 2. Complete the following forms:
 - a. Application form
 - b. Sign "Release of Information" form
 - c. Sign "Medical and Extended Care" agreement
 - d. Sign the waver
 - e. Contact Opportunity Resources to get placed on state list
- 3. A complete medical history is to be included with the application along with psychological evaluations from school and/or other sources, and vocational reports. The Screening Committee may request that an applicant have a psychological evaluation and/or a vocational assessment if these are not available or have become outdated.
- 4. Include recent color photograph of applicant. (An inexpensive snapshot is fine)
- 5. Return application to Farm in the Dell along with NON-REFUNDABLE \$35.00 (thirty-five dollars) application fee for each application form submitted.
- 6. The application will be reviewed by the Executive Director to determine the compatibility for placement at the Farm in the Dell. The applicant and parent or guardian will be notified of the decision.



ADMISSION

- If the Screening Committee determines that the applicant is a candidate for placement and an opening exists, an interview and introductory weekend will be scheduled. If no openings are available, the applicant will be placed on the waiting list and will be notified of an interview when an opening occurs.
- 2. Following the interview and introductory tour, the Executive Director will assess the applicant's compatibility and extend an invitation for a two (2) week compatibility period.
- 3. If the applicant is accepted for the two-week period, arrangements will be made for the date of arrival and a list of things the applicant will need to bring with them. The parents/guardians will be contacted for permission to extend the two-week period if necessary.
- 4. The following requirements must be met before the applicant moves to Farm in the Dell:
 - a. Physical and dental examinations (within six months)
 - A satisfactory method of payment is to be established. The monthly cost of care as established by the Board of Directors for Farm in the Dell is <u>\$4,000.00</u> per month.
 - c. Any requirements concerning medication, special treatment or diet, etc. must be in writing (with a physician's note if possible) and medication should accompany the candidate.
- 5. Upon arrival, the applicant is received for a six (6) MONTH period to determine compatibility. At the end of this period, a written staff evaluation is shared with the applicant and parent or guardian. At this time, a determination of initial acceptance of the individual is made. Following an extended period of ninety (90) days, the final determination is made and shared with the applicant and parent or guardian.

PURPOSE OF Farm in the Dell

1 John 4:7-12 reads, "Beloved, let us love one another, for love is from God; and everyone who loves is born of God and knows God. The one who does not love does not know God, for God is love. By this the love of God was manifested in us, that God has sent His only begotten Son into the world so that we might live through Him. In this is love, not that we loved God, but that He loved us and sent His Son to be the propitiation for our sins. Beloved, if God so loved us, we also ought to love one another. No one has beheld God at any time; if we love one another, God abides in us, and His love is perfected in us." (NASB)

The purpose of Farm in the Dell Homes and Services for the Developmentally Disabled, Inc. relates these truths to the specific responsibilities of the Corporation. It is...

"To express God's love for people with developmental disabilities by meeting their spiritual, emotional, physical, social and intellectual needs through a group home and related services."

The Farm in the Dell Home is not simply a training or pass through program, but rather a place a person can make a permanent home. The program offers a Christian living and learning experience in a farm setting. Residents participate in the daily activities and maintenance of the garden, animals and home. An on-site, community based work activities program provides vocational training and community service. Regular participation in local churches and daily devotions and prayer support the spiritual and social needs of the residents.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that he Gospel is for everyone and that we are commanded by God to share that Gospel with every living soul. We believe that this mission is carried out through the spoken word and through the living example of Christ's indwelling presence in acts of love and compassion

APPLICATION FOR ADMISSION

Farm in the Dell, International for the Developmentally Disabled 1208 Poplar Helena, MT 59601



Please note: The following forms ask for information that is vitally important, particularly if an applicant is selected for placement. We ask that you prayerfully consider all of the questions and answer them truthfully. Any falsification of information will be sufficient cause for disqualification or dismissal.

APPLICANT	DATE:
Address:	
	_ Telephone:()
Social Security Number:	
Date of Birth:	
Male [] Female [] Place of birth:	
Does applicant take any medications? [] Yes []	No (Details on pg.13)
Is applicant's primary handicap mental retardation?	[]Yes []No
Explain:	
Does the applicant have any secondary disabilities	?[]Yes[]No
Explain:	
Religious Affiliation:	
REFERRAL SOURCE: [] Organization []School	[]Physician []Other
Name :	
Address:	
	Telephone:()
Reason for referral (if referral is from someone othe	ər than parent/guardian):
IN EMERGENCY CALL: Name	Telephone: ()
Relationship:	

FAMILY OF APPLICANT:

Father's Name:	
Address:	Telephone:()
Employer:	Business phone: ()
Mother's Name:	
Address:	
	Telephone:()
Employer:	Business phone: ()
Legal Guardian's Name:	
Address:	
	Telephone:()
Employer:	Business phone: ()
Relationship:	

Give name, age and address of brothers and/or sisters of applicant:

<u>Name</u>	<u>Age</u>	<u>Address</u>	<u>Telephone</u>

PHYSICAL DESCRIPTION:

Present height	Height one year ago			
Present weight	Weight one year ago			
Difficulty with vision: Yes	[] No [] If yes describe:			
Difficulty with hearing: Yes	[] No [] If yes describe:			
COORDINATION: (Check or Gross motor coordination Fine motor coordination Walks independently Walks up & down stairs Runs Rides bicycle (If applicable) Physical limitations:	[] Excellent [] Excellent [] Excellent [] Excellent [] Excellent [] Excellent	[] Good [] Good [] Good [] Good [] Good [] Good	[] Fair [] Fair [] Fair [] Fair [] Fair [] Fair	
Comments:				
COMMUNICATION: Speech:[] V Speech can be understood Communicates basic needs Word usage Intelligible Phrase usage Speaks in sentences	[] Excellent [] Excellent [] Excellent [] Excellent [] Excellent [] Excellent	[] Gestures [] Good [] Good [] Good [] Good [] Good [] Good	[] Sign Ia [] Fair [] Fair [] Fair [] Fair [] Fair [] Fair	[] Poor
Comprehension: Understanding Follows basic directions Answers basic questions Comments:	[] Excellent [] Excellent	[] Good [] Good	[]Fair	[]Poor

SELF CARE:

<u>SELI CARE</u> .	
Eating: Requires supervision	[]No (Describe below) []No (Describe below) []Good []Fair []Poor []Good []Fair []Poor []Good []Fair []Poor []Good []Fair []Poor []Good []Fair []Poor
Dressing: Dresses self	[]Good []Fair []Poor []Good []Fair []Poor []Good []Fair []Poor []Good []Fair []Poor
Personal: Brushes teeth [] Excellent Flosses teeth [] Excellent Uses deodorant [] Excellent Shampoos hair [] Excellent Grooms hair [] Excellent Shaves [] Excellent Washes hands [] Excellent Takes bath/shower alone [] Excellent Uses toilet paper [] Excellent Menstrual care [] Excellent Comments:	[]Good []Fair []Poor []Good []Fair []Poor
HOUSEKEEPING:Cleans room] ExcellentMakes bed] ExcellentWashes clothes] ExcellentPuts clothes away] ExcellentWashes dishes] ExcellentDries dishes] ExcellentSets & clears the table] ExcellentVacuums carpets] ExcellentDusts furniture, etc.] ExcellentSweeps floors] ExcellentWet mops the floor.] ExcellentEmpties the trash] ExcellentShovels snow] ExcellentIrons clothing] ExcellentMends clothing] ExcellentMows lawn] Excellent	[]Good[]Fair[]Poor

Comments: _____

PROBLEM BEHAVIORS: (Check any that apply)

- [] Argues
- [] Self-injurious behavior
- [] Non-compliance
- [] Physically aggressive (toward others)
- [] Physically aggressive (toward property)
- [] Inappropriate sexual behavior

Please describe the individual's most significant inappropriate behaviors:

[] Swears

[] Steals

[]Lies

[] Runs away

[] Wets bed

MONEY MANAGEMENT:

[] Good	[]Fair	[]Poor	
[] Good	[]Fair	[]Poor	
[] Good	[]Fair	[]Poor	
[] Good	[]Fair	[]Poor	
	[] Good [] Good	[]Good []Fair []Good []Fair	[]Good []Fair []Poor []Good []Fair []Poor

Comments: _____

SOCIALIZATION AND COMMUNITY SKILLS:

Maintains appropriate social distance	[] Good	[]Fair	[]Poor
Offers assistance to others	[] Good	[]Fair	[]Poor
Shows consideration of others feelings	[] Good	[]Fair	[]Poor
Gets along well with peers of same sex	[] Good	[]Fair	[]Poor
Gets along well with peers of opposite sex[] Excellent	[] Good	[]Fair	[]Poor
Gets along well with adults of same sex	[] Good	[]Fair	[]Poor
Gets along well with adults of opposite sex[] Excellent	[]Good	[]Fair	[]Poor
Accepts constructive criticism	[] Good	[] Fair	[] Poor
Is willing to help when asked	[]Good	[]Fair	[]Poor
Assumes responsibility when asked	[]Good	[]Fair	[]Poor
Relates well to authority figures	[] Good	[] Fair	[] Poor
Participates in group activities	[] Good	[] Fair	[] Poor
Behaves appropriately in public	[] Good	[] Fair	[] Poor
Moves about freely in familiar surroundings[] Excellent	[]Good	[] Fair	[] Poor
Uses public transportation[] Excellent	[] Good	[] Fair	[] Poor
Makes friends easily[] Excellent	[] Good	[] Fair	[] Poor
		• •	••

Comments: _____

INDEPENDENCE:

Gives knowledge of self (name, address & tele.)[] Ex	xcellent [] Good	[]Fair	[]Poor
Operates home appliances safely	xcellent [] Good	[] Fair	[]Poor
Uses telephone	xcellent [] Good	[] Fair	[]Poor
Recognizes need for medical services[] Ex	xcellent [] Good	[] Fair	[]Poor
Seeks medical help in an emergency[] Ex	xcellent [] Good	[] Fair	[]Poor
Recognizes vital signs in another[] Ex	xcellent [] Good	[]Fair	[]Poor
Takes own medications[] Ex	xcellent [] Good	[]Fair	[]Poor
Sets alarm clock for getting up on time[] Ex	xcellent [] Good	[] Fair	[]Poor

Goes to bed at a required time	[] Excellent	[] Good	[] Fair	[]Poor
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INDEPENDENCE: (cont.)

Keeps perishable food for safe lengths	[]Good []Fair []Poor []Good []Fair []Poor
Comments:	

ACTIVITIES & INTERESTS:

Initiates hobbies during "free time"[] Excellent	[] Good	[] Fair	[]Poor
Participates in leisure activities	[] Good	[] Fair	[]Poor
Enjoys going on outings such as picnics etc	[] Good	[] Fair	[]Poor
Has shown responsibility with owning a pet	[] Good	[] Fair	[]Poor
Feels comfortable around small animals (cats, dogs)[] Excellent	[] Good	[] Fair	[]Poor
Feels comfortable around large animals (cows, sheep)[] Excellent	[] Good	[] Fair	[]Poor
Likes the out-of-doors	[] Good	[] Fair	[]Poor
Enjoys gardening[] Excellent	[] Good	[] Fair	[]Poor
Has worked in a garden[] Yes	[] No		
Knows how to swim	[] No		

Comments: _____

Applicant's indoor interests are:

Applicant's outdoor interests are: _____

ACADEMIC:

Tells time to the minute [] Excellent Tells time to 15 minutes [] Excellent Adds & subtracts basic math problems [] Excellent Uses a calculator [] Excellent Can read [] Excellent	[] Good	[] Fair	[] Poor
	[] Good	[] Fair	[] Poor
	[] Good	[] Fair	[] Poor
	[] Good	[] Fair	[] Poor
	[] Good	[] Fair	[] Poor
Can write[] Excellent	[] Good	[] Fair	[] Poor
Can communicate a message on the phone[] Excellent	[] Good	[] Fair	[] Poor
Can write a message taken on the phone[] Excellent	[] Good	[] Fair	[] Poor
Can apply number concepts up to ten[] Excellent	[] Good	[] Fair	[] Poor
Can apply number concepts beyond ten	[] Good	[] Fair	[] Poor
Comments:			

MEDICAL CARE:

1. Physician's name, address:	
	Telephone:()
Date of last physical:	Visit:
Results:	
2. Dentist's name, address:	
	Telephone:()
Date of last exam:	
Results:	
Does applicant currently require any dental work?	[]Yes []No
Explain:	
3. Eye doctor's name, address:	
	Telephone:()
Date of last exam:	
Results:	
Wears glasses?[] Yes[] NoAll the time?	[] Yes[] No
Wears contacts?[] Yes[] No	f them?[] Yes[] No
If Yes, reason for wearing glasses and/or lenses:	
Sight with glasses/lenses[] Excellent	[]Good []Fair []Poor
4. Hearing doctor's name, address:	
	Telephone:()
Date of last exam:	
Results:	
Does applicant wear hearing aids?[] Yes[]] No
Hearing with aids?[] Excellent	[]Good []Fair []Poor

INSURANCE:

Hospitalization Insurance[] Yes	[] No		
If Yes, name of company:			
Policy No			
Medical/Health Insurance?[] Yes	[] No		
If Yes, name of company:			
Policy No			
Will insurance cover dental and/or eye needs?	[]Yes	[] No	
Additional medical information:			

MEDICAL HISTORY:

For the following please indicate with a **P** for a past condition, indicate with a **C** for a continuing condition, and an **N** for never.

<u>Eyes</u> : Eye disease		Eye injury	Impaired sight		
<u>Ears</u> : Ear disease		Ear injury	Impaired hearing		
<u>Nose/throat</u> : Sinuses		Throat	Nose Trouble	Other:	
Fainting spells _		Convulsions	Loss of consciousness		
Paralysis		Frequent or severe h	eadaches	Dizziness	
Depression or anxiety _		Hallucinations _			
Enlarged glands		Goiter or enlarged the	yroid		
Skin disease (name)					
Chronic or frequent cough	_	Chest pain or angina	pectoris		
Spitting up of blood		Night sweats			
Shortness of breath		Palpitation or fluttering heart			
Varicose veins		Swelling of hands, feet or ankles			
Extreme tiredness or weal	kness	Explain:			
Kidney disease or stones .		Bladder disease	Bladder infection		
Albumin-sugar-pus-etc. in	urine	Difficulty in urinating Incontinence _			
Stomach trouble or ulcers	_	Indigestion	Liver or gallbladder	disease	
Colitis or other bowel dise	ase (name): _				
Appendicitis					
Hemorrhoids or rectal blee	eding C	Constipation or diarrhea	a		
0	t	h	е	r	

Comments or Concerns

<u>PART 2</u>

Medications:

Does the applicant take any prescribed drugs? []	Yes [] No
Please name them and give amounts and direction	s for taking them:
Medication:	Directions:
Does the applicant take any other medications or v If Yes, please name them:	
Known allergic reactions to medications? [] Yes If Yes, please name them:	[] No
Does the applicant administer own medication? [] <u>PART 3</u> Cause of Developmental Disability if known:	Yes [] No
PART 4	
Injuries:	Give type and date of injury:
Broken bones?[] Yes [] No	
Sprain or dislocation?[] Yes [] No	
Lacerations (extensive)?[] Yes [] No	
Concussions or head injuries?[] Yes [] No	
Lost consciousness?[] Yes [] No	Explain
Please explain other injuries:	

<u> PART 5</u>

Examinations & tests:	
Any x-rays in last five years? [] Yes []	No
Physician's name, address:	
Results:	
Surgery & treatments:	<u>Give details:</u>
Tonsillectomy [] Yes [] No	
Appendectomy [] Yes [] No	
Hernia []Yes []No	
Transfusion (blood or plasma) [] Yes [] No If Ye	es explain:
Blood type (if known) Hemophiliac [] Yes [] N	0
Any other operations? [] Yes [] No If Yes	es explain:
Has the applicant ever been advised to have any surg	gical operation which has not been done?
[]Yes []No If Yes explain:	
<u>PART 6</u>	
Psychological Information:	
Has the applicant ever had a psychological evaluation	n? []Yes[]No
If Yes, date of evaluation: (Mo/yr) Name of	of evaluator:
Other doctors (Neurologists, Pediatricians, Allergy Sp	ecialists or Chiropractors, etc.)
Please give dates & details:	
PART 7	
Personal Medical History (Please check all that appl	
Epilepsy (see also Part 8)[Dates and/or comments: Yes []No
Measles or German Measles[
Chicken pox or Mumps[
Whooping cough	
Scarlet fever or Scarlatina[
Pneumonia or Pleurisy[
Diphtheria or Smallpox[
Influenza[]Yes []No

Personal Medical History (cont.) (Please check all that apply)

Heart murmur[] Yes	[] No	
Arthritis or Rheumatism.] Yes	[] No	
Any bone or joint disease[] Yes	[] No	
Neuritises or neuralgia[[] No	
Bursitis, sciatica or lumbago[[] No	
Polio or meningitis[[] No	
Back or foot problems[[] No	
Bright's disease or kidney infection[] Yes	[] No	
Gonorrhea or Syphilis[] Yes	[] No	
Hepatitis[[] No	
Anemia or jaundice		[] No	
Migraine headaches[[] No	
Tuberculosis[] Yes	[] No	
Diabetes or Cancer[[] No	
High or low blood pressure[[] No	
Food, chemical or drug poison[[] No	
Hay fever or Asthma.] Yes	[] No	
Hives or Eczema[] Yes	[] No	
Frequent colds or sore throat] Yes	[] No	
Bronchitis] Yes	[] No	
Mononucleosis] Yes	[] No	
Hernia[[] No	
Frequent infections or boils[] Yes	[] No	
HIV Positive or Anti-Immune Deficiency (AIDS)[] Yes	[] No	
Any other diseases? [] Yes [] No If Yes, please explain:			

<u> PART 8</u>

<u>Seizures</u>:

Does the applicant have any history of seizures? [] Yes[] No

If Yes, please check the type:

 [] Generalized Clonic Tonic (also called Grand Mal) [] Absence (also called Petit Mal) [] Simple Partial (also called Jacksonian) [] Complex Partial (also called Psychomotor or Tempor [] Atonic Seizures (also called Drop Attacks) [] Myoclonic Seizures [] Infantile Spasms 	al Lobe)			
When was the last noted seizure activity?	Mo/yr			
Check frequency of seizures: [] Daily[] Weekly	[] Bi-weekly	[] Monthly	[] Other	
Comments:				

<u>PART 9</u>

<u>Immunizations</u>: (Please check all that apply)

		Dates.
Smallpox[] Yes	[]No	
Typhoid[] Yes	[] No	
Mantoux (TB)[] Yes	[]No	
Diphtheria-Tetanus[] Yes	[]No	
Polio or meningitis	[]No	
DPT[] Yes	[] No	
Polio Series[] Yes	[]No	
Measles/Mumps/Rubella	[]No	

Dates.

<u>PART 10</u>

<u>Allergies</u>: (Please check all that apply)

<u>raiorgioo</u> : (riodoo oriook an triat apply)			
	<u>Rea</u>	<u>ction:</u>	
Penicillin	[]Yes	[] No	
Aspirin, Codeine or Morphine	[]Yes	[] No	
Mycins or other antibiotics.	[]Yes	[] No	
Merthiolate or Mercurochromes	[]Yes	[] No	
Tetanus Antitoxin or Serums	[]Yes	[] No	
Bee stings	[]Yes	[] No	
Any other drug	[]Yes	[] No	
Any foods	[] Yes	[] No	
Adhesive tape	[] Yes	[] No	
Nail polish or other cosmetics	[] Yes	[] No	
Others (name:)	[] Yes	[] No	
,			

<u>PART 11</u>

Diet:

Is the applicant on a special diet? [] Yes [] No

If special diet, please give reason and state type & details of diet:

Is there anything about the applicants eating habits we should know about, please explain:

PART 12 (Women Only)
Menstrual History:
Age at onset _ Flow: Heavy [] Medium [] Light []
Regular Irregular Cycle: days (from start to start)
Usual duration: days
Pain or cramps:
Ever had a Pap Smear?[] Yes [] No If Yes, date:
Was it negative?[] Yes [] No
Does the applicant see to her own menstrual care? [] Yes [] No
Comments:
PART 13
Family History:
Father's health (if living): []Excellent []Good []Fair []Poor If deceased, cause: Age of Death:
Mother's health (if living): [] Excellent [] Good [] Fair [] Poor If deceased, cause: Age of Death:
Brother or sister's health (if living): []Excellent []Good []Fair []Poor If deceased, cause:Age of Death:
Brother or sister's health (if living): []Excellent []Good []Fair []Poor If deceased, cause:Age of Death:
Has any blood relative ever had: (Please check all that apply)Who:
Epilepsy. [] Yes [] No Cancer [] Yes [] No Tuberculosis [] Yes [] No Diabetes [] Yes [] No Heart Trouble [] Yes [] No High Blood Pressure [] Yes [] No Stroke [] Yes [] No Mental Illness [] Yes [] No Suicide [] Yes [] No Arthritis [] Yes [] No Back Trouble [] Yes [] No
Foot Problems

Spasticity[] Yes	6 []No	
Cerebral Palsy[] Yes	s []No	

* * * * * * * * * * * * * * CONFIDENTIALITY * * * * * * * * * * * * * * * *

Farm in the Dell, International Homes & Services for the Developmentally Disabled strictly adheres to the right of privacy for our residents and staff. Therefore, records for residents and staff files shall be maintained in a professional manner and with the utmost regard for confidentiality. The Executive Director is responsible for assuring that only appropriate persons have immediate access to these records. Specific information within the records may be made available to other professionals, agencies, and individuals who have been authorized to have access, or to review case information, either by law or with the signed consent of the individuals. Under no circumstances shall a staff member divulge without proper authorization any information relating to a resident or staff member to parties outside the organization, or to parties inside the organization not having training or supervision responsibility for that person. To do so will result in immediate disciplinary action which may include discharge from employment.

I HEREBY CERTIFY THAT THE INFORMATION PRESENTED ON THIS APPLICATION FORM IS TRUE, ACCURATE AND COMPLETE. ANY FALSIFICATION WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION OR DISMISSAL. REFERENCES AND PERSONAL INFORMATION WHICH BECOME A PART OF THIS RECORD WILL BE REGARDED AS CONFIDENTIAL.

SIGNATURE

DATE

RELATIONSHIP TO APPLICANT

NOTARY PUBLIC

DATE

MEDICAL & EXTENDED CARE AGREEMENT

I/we the undersigned do hereby agree to be responsible for the payment of all medical expenses (in the event that the applicant is not covered under Medicaid and/or Medicare) while he/she is a resident with Farm in the Dell home.

Parent	Date	
Guardian	Date	
	y, I do hereby authorize the o give consent for medical trea	Director of Farm in the Dell, or another staff atment for the applicant.
Parent	Date	
Guardian	Date	
Far	m in the Dell, International H for the Developmentally 1208 Poplar Helena, MT 5960	Disabled
	RELEASE OF INFORM	IATION
I, regarding	, give my	y consent to release any pertinent information
	to Farm in the	Dell Home.
Name of Applicant		
SIGNATURE	DATE	RELATIONSHIP TO APPLICANT
Applicant Signature	DATE	
	FARM CALLE INTERNATIONAL	
E	MAIL APPLICATIO	ON TO:
Lowell Ba	artels - bartelslow	vell@gmail.com