

**PROCEDURE FOR ADMISSION TO A PROVINCE
SKILLED CARE/ASSISTED LIVING HEALTH CARE FACILITY
For either permanent or temporary admission**

Province Approved Facilities	<ul style="list-style-type: none">• Chateau de Notre Dame (New Orleans, LA)• Loretto Home (Springfield, IL)• St. Agnes Home (Kirkwood, MO)• Treemont (Dallas, TX)
Local Prioress and the Sister	<ul style="list-style-type: none">• Discern together on a move to a province health care facility• Contacts team liaison for province health care facilities
Team liaison for province health care facilities	<ul style="list-style-type: none">• Informs provincial and team members• Contacts the delegate sister for the province health care facility concerning available space. Consults with the prioress and delegate sister to arrange admission• Informs provincial secretary and treasurer when appointment is confirmed
Provincial	<ul style="list-style-type: none">• Appoints the sister to the province health care facility at the next team meeting
Local Prioress	<ul style="list-style-type: none">• Contacts the delegate sister of the province health care facility to arrange admission• Receives and fills out the health care facility's application/admission papers• Sends copies of the completed application/admission papers to the health care facility and to the delegate sister• Sends or has doctor send medical records of sister to the province health care facility on or before admission date• Sends the sister's personal file to the delegate sister of the health care facility
Provincial Secretary	<ul style="list-style-type: none">• Records admission date on file at the Provincialate
Delegate Sister	<ul style="list-style-type: none">• Assumes responsibility for the sister's personal file and regular contact with the sister.

**PROCEDURE FOR TRANSFER
FROM A PROVINCE ASSISTED LIVING HEALTH CARE FACILITY
TO A PROVINCE SKILLED CARE FACILITY**

Province Skilled Care Facilities	<ul style="list-style-type: none">• Francis Place (Eureka, MO)• Our Lady of Wisdom (New Orleans, LA)
Delegate Sister	<ul style="list-style-type: none">• Consults with the sister and determines need for transfer• Consults with team liaison for province health care facilities
Team Liaison for province health care facilities	<ul style="list-style-type: none">• Consults with delegate at skilled care facility*• Informs provincial prioress and team members• Informs provincial treasurer and secretary when appointment is confirmed• Consults with both delegates to arrange admission and transfer
Provincial	<ul style="list-style-type: none">• Appoints the sister to the health care facility at the next team meeting
Provincial Secretary	<ul style="list-style-type: none">• Records date of transfer on file at Provincialate
Delegate Sister for Skilled Care Facility	<ul style="list-style-type: none">• Assumes responsibility for the sister's personal file and regular contact with the sister.

* If a sister has been in the province health care facility on a temporary basis, she will also consult with the sister's local prioress.

**GUIDELINES CONCERNING MONEY AND GIFTS
RECEIVED AT A PROVINCE SKILLED CARE/ASSISTED LIVING
HEALTH CARE FACILITY**

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| Gifts | <ul style="list-style-type: none">• If a donation is made to a sister residing in an Ursuline Health Care Facility, it comes to the provincialate as income to the retirement fund.• If a sister receives a personal monetary gift, it is turned in to the delegate sister of the province health care facility. At that time, the sister may ask if all or part of the gift can be spent for something she needs or wants. |
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