

Enrollment Process:

1. Fill out the enrollment application and submit it either electronically through the website, email or stop in and drop it off.
2. Once we receive the application we will call you and speak with you and offer a walkthrough of our Center and speak with you more about what we do and how we can help your loved one.
3. Make an appointment with your loved one's physician and have the physician's report form and the tb assessment completed. Be sure ALL fields have something in them even if N/A. We need all paperwork signed and dated by the physician along with a current medication list signed and dated.
4. Return above paperwork to the Center via drop off, fax or email and we will check for completion.
5. Once inspected, we will set a day and time with you for your loved one's assessment. The assessment takes place in house at 509 Amherst St. You and your loved one will attend and typically your loved one will stay with the rest of the group while you meet with the Director to complete required paperwork. Occasionally families want their loved one with them during the assessment, however we do discourage it as it is hard to speak candidly about someone's journey in front of them. We need that candid information to provide the best care for your loved one. The assessment takes 1- 1.5 hours.
6. At that time, the number of days (2 minimum) per week and the start date will be determined.

If your loved one has Medicaid:

Once we receive the enrollment application and the UAI that you should've gotten from the Department of Social Services upon enrollment, we will send an authorization request for our services. If you do not have the UAI, be sure to include your loved one's social worker's information and we can reach out and obtain what we need.

Proceed with above steps.