



**St Bart's**

## James Watson Centre

**Application & Placement Information Booklet**

for potential Consumers, Families, Carers and Referring Agencies

# Welcome

Thank you for considering placement with James Watson Centre and for taking the time to read through this information booklet to best assist you with your application.

In this booklet you will find helpful advice about:

- Completing your Application Form
- Your Decision-making Rights
- Fees, Costs and Subsidies
- Your Health Information
- Frequently Asked Questions

## Queries or Concerns

We aim to make this process as simple as possible, so if you have any queries or concerns at any stage of completing the Application Form, please feel free to get in touch at [Manager.AgedCareServ@stbarts.org.au](mailto:Manager.AgedCareServ@stbarts.org.au) or (08) 9323 5117.



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# Section 1:

## Your Personal Information

To ensure that you are easily contactable for updates on your position in the wait-pool or when a vacancy arises, please fill in as much personal information as possible.

### Enduring Power of Attorney/Guardianship and Advance Health Directive

Do you have authorities in place? If you are unsure, please read the following information from the State Government website and complete this section of your Personal Information accordingly.

### Making Decisions about the Future

The ability to make decisions and manage our affairs is a fundamental human right, yet sometimes people lose the capacity to exercise this right due to dementia, mental illness, accident or trauma.

The Guardianship and Administration Act 1990, however, provides the legal framework for three tools that can enable adults to exercise an element of control over how decisions will be made on their behalf, should they ever lose the capacity to make decisions for themselves.

These are:

- **Enduring Power of Attorney**, which enables an adult with full legal capacity to appoint another person to make decision on their behalf about property and financial matters.

- **Enduring Power of Guardianship**, which enables an adult with full legal capacity to appoint another person to make decisions on their behalf about personal, lifestyle and treatment matters.
- **Advance Health Directive**, which enables an adult with full legal capacity to make decisions about what treatments they might want (or not want) to receive if they ever become sick or injured and were unable to communicate their wishes personally. An Advance Health Directive would speak for them.

## Summary of Types of Authority

Legal Authority	Can Make Decisions About
Enduring Power of Attorney	<ul style="list-style-type: none"> <li>• Pension</li> <li>• Every day expenses and bills</li> <li>• Sale or lease of property</li> </ul>
Enduring Power of Guardianship	<ul style="list-style-type: none"> <li>• Where you live</li> <li>• Medical, dental and other health treatment</li> <li>• Services you receive</li> <li>• Contact with others</li> </ul>

An enduring power of attorney cannot be made by another person on behalf of a donor whose capacity might be in doubt due to mental illness, acquired brain injury, cognitive impairment or dementia.

An enduring power of attorney can be operational while the person still has capacity but may be physically unable to attend to financial matters.

To apply on behalf of someone to have a guardian or administrator, you can complete a free online application through the Department of Justice at [ecourts.justice.wa.gov.au/eCourtsPortal](https://ecourts.justice.wa.gov.au/eCourtsPortal)

#### Reference:

Government of Western Australia – Department of Justice – Office of the Public Advocate via [www.publicadvocate.wa.gov.au](http://www.publicadvocate.wa.gov.au)

## Section 2: Your Pension, Medicare, Assets & Income Information

To best estimate your liable costs and fees, as well as possible government subsidies you may be eligible for, please ensure you provide all Pension, Medicare, Assets and Income details.

The Australian Government subsidises a range of aged care services in Australia. Subsidies based on your care needs are paid directly to the facility.

If you are eligible, you are expected to contribute to the cost of your accommodation and care, if you can afford to.

### Aged Care Home Costs

There are various fees you may be asked to pay, including:

<p><b>Basic Daily Fee</b> Covers your day-to-day living costs. Everyone can be asked to pay this fee.</p>	<p><b>Means-tested Care Fee</b> If your income and assets are over a certain amount, you can be asked to contribute to the cost of your care.</p>
<p><b>Accommodation Costs</b> Some people will have their accommodation costs paid in full or in part by the Government, while others will need to pay the price agreed to with the aged care home.</p>	<p><b>Fees for Extra and Additional Services</b> You may have to pay extra if you choose a higher standard of accommodation or additional services.</p>

The government sets the maximum means-tested care fee and basic daily fee. There are also rules about how much you can be asked to pay for your accommodation.

You will need to discuss and agree to any accommodation payments and fees with your aged care home before you enter.

## Care Subsidies

Dependent on your Centrelink Assets and Income Assessment, you may be eligible for a number of Government-funded clinical and personal care subsidies. Please ensure you that you have lodged your Centrelink Assets and Income Assessment prior to applying for placement.

## Paying for Accommodation

**If you are eligible for assistance with your accommodation costs, the amount you can be asked to pay for your accommodation is based on your income and assets:**

- No accommodation costs: if your income and assets are below a certain amount, the Australian Government will pay your accommodation costs.
- An 'accommodation contribution': if you need to pay for part of your accommodation, the Australian Government will pay the rest. You can choose if you would like to pay your accommodation costs by a refundable accommodation contribution (RAC), daily accommodation contribution (DAC), or a combination of both.

**If you are not eligible for assistance with your accommodation costs, you may be asked to pay:**

- An ‘accommodation payment’: you can choose if you want to pay your accommodation costs by a refundable accommodation deposit (RAD), daily accommodation payment (DAP), or a combination of both.

If you don’t have an income and assets assessment, you will not be eligible for Government assistance with your accommodation and care costs. The aged care home can then ask you to pay an accommodation payment and the maximum means-tested care fee.

**Reference:**

Australian Government – My Aged Care – via [www.myagedcare.gov.au](http://www.myagedcare.gov.au)

**What if I Cannot Afford to Pay My Fees and Costs?**

St Bart’s is committed to providing for the financially disadvantaged, with a specific focus on those who are homeless or at risk of homelessness. If you have no assets, you can still apply for residential care as all applications are individually assessed and based on the unique needs of each person.

The Australian Government has put in place Financial Hardship Assistance for those who experience difficulty in paying for their care.



## Section 3:

# Your Health Information

It is a Government mandatory prerequisite that potential consumers have a current Aged Care Assessment (ACAT) – also known as an Aged Care Client Record (ACCR) – to determine their eligibility to access residential care and any relevant subsidies.

By ensuring a consumer's health and wellbeing information is up-to-date, we will be able to offer a placement that directly reflects their individual care and accommodation needs.

### Application Checklist

To assist with timely waitlisting and an offer of placement, please ensure you have answered each section to the best of your ability and provided the required supporting documents.

### Sending Your Application

You may wish to fill the application form by hand or digitally. Once you have completed all sections of the form in detail, please sign the declaration form and send with all relevant documents. Your options for submitting your application are below.

#### Post or In Person:

7 Lime Street, East Perth WA 6004

#### Email

(with supporting documents): [Manager.AgedServ@stbarts.org.au](mailto:Manager.AgedServ@stbarts.org.au)

# Frequently Asked Questions

## What happens after I submit my application?

Your application will be reviewed within 3 - 4 business days with the outcome communicated to you within 5 business days following this. If we require more information, we will contact you by phone or email.

## My health and wellbeing needs have changed. What do I do?

Please contact our Aged Care Manager on (08) 9323 5117 to advise of any changes that may affect your priority for placement. This includes admission to hospital or transitional care. If you have accepted an offer of placement with another provider, we would appreciate it if you could let us know.

## What happens if I am offered placement?

Our Aged Care Manager will contact you regarding the offer of placement, arrange a viewing of the room within 24 hours, and clarify costs and fees. Upon your viewing the room, the Aged Care Manager will be available to answer any residential facility queries you may have.

You have 2 business days after viewing the room to accept or decline the offer of placement. If you decline the vacancy, it will not impact your position to re-apply.

## How long do I have to move in after accepting the offer?

We generally require our consumers to move in to the Centre within 48 - 72 hours following the acceptance of the offer. Ideally, admission will take place between 10.00 am - 11.00 am.

**Please note:**

- You must bring your medications, prescriptions and any medical reports.
- James Watson Centre will provide supporting documentation such as the Resident Agreement, Consent Forms, Financial Forms and Residential Facility Information.
- You will have a meeting with the Aged Care Manager or delegate to complete paperwork and clarify any queries or concerns you may have on admission.

**What happens once I move in?**

The Aged Care Manager will discuss what the Centre will provide you with, both now and in the future. They will work with you to ensure that your clinical and care needs are met at all stages. If the Centre is no longer able to meet your needs, we will assist you to find an alternative placement.

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