



Institute on Aging
Helping Bay Area Seniors Live Independently

Irene Swindells Center for Adult Day Services

Basic Services

Institute on Aging's Irene Swindells Center for Adult Day Services offers a safe, warm, and caring environment, while providing specialized activities to help individuals with memory impairments stay engaged and active. The center offers 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 provides reassurance, orientation, redirection, social support, and encouragement during all activities. Lunch and snacks are included and transportation can be arranged (see "Transportation" on the reverse side).

Our hours of operation are from 9:30am to 3:30pm (6 hours) Monday through 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 are 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 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 doctor approval and TB clearance within the last 6 months)
3. Completing application forms for paratransit (processing of transportation form usually takes 3 weeks, but may take longer). *Optional*
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 item 3, if not applicable.

Payment Provisions

Billing is mailed at the beginning of the following 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. ***For detailed information on payment and rates, please contact (415) 600-2691.***

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.

(Continued on reverse)



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Transportation provided by the center is an optional service and is currently provided at no additional charge. However, depending on financial circumstances, this could potentially change. Pick-up and drop-off times vary greatly depending on the number of clients on the bus on any given day. Approximate pick-up times are 8:30-9:00am and 3:30-4:00 pm drop-off.

For those using this service, please understand that transportation will be handled as quickly and efficiently as possible. There will be occasions when times will vary and 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

Institute on Aging's Irene Swindells Center for Adult Day Services is a social center and does not have a medical staff on site. All employees are first aid and CPR certified, but if an emergency should arise, a family member is contacted and if necessary, 911 or an ambulance.

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

Medications

Institute on Aging's Irene Swindells Center for Adult Day Services can centrally store and distribute medication for participants. **Staff cannot administer any medication; participants must be able to take them on their own.** All medication must come with physician's orders and must come in their original containers labeled with instructions and an expiration date. Evaluation of the center's ability to store and distribute medication 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. **Institute on Aging's Irene Swindells Center for Adult Day Services will not be responsible for any lost items.** Please keep money and valuable items at home. If possible, it is advised that clothing items such as jackets be labeled to prevent mix-ups.

Contact Information

3698 California Street (at Maple), 2nd Floor
San Francisco, CA 94118

Office Phone	(415) 600-2690
Activity Room	(415) 600-2695
Fax	(415) 600-2699

Genya Boyko, <i>Program Director</i>	(415) 600-2693
Ryan Uyeda, <i>Clinical Social Worker/Gerontologist</i>	(415) 600-2691
Phillip Scherrens, <i>Activity Coordinator</i>	(415) 600-2692