



Application & Admission Procedures

FASD Communities
National Headquarters
1516 Avon Way
Honolulu, HI 96822

APPLICATION

1. Complete the following forms:
 - a. Application form (Including Expectations of Parents/Caregivers)
 - b. Sign "Release of Information" form
 - c. Sign "Medical and Extended Care" agreement
 - d. Sign the waver
2. A complete medical history is to be included with the application along with the psychological evaluations from school/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an applicant have a psychological evaluation and/or a vocational assessment if these are not available or have become outdated.
3. Include recent color photograph of applicant. (An inexpensive snapshot is fine)
4. Return application to FASD Communities along with a NON-REFUNDABLE \$50.00 (fifty dollar) application fee for each application form submitted.
5. Please DO NOT Staple papers together when returning application and supporting documents.
6. The application will be reviewed by the Executive Director to determine the compatibility for placement at a FASD Community. The applicant and parent or guardian will be notified of the decision.

ADMISSION

1. If the Screening Committee determines that the applicant is a candidate for placement, a phone interview will take place as soon as possible.
2. Following the interview, the Screening Committee will assess the applicant's compatibility and make a determination regarding a two-day visit to the FASD Community.
3. If the applicant is accepted for the two-day 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 the FASD Community:
 - a. Physical and dental examinations (within six months)
 - b. A satisfactory method of payment is to be established. Currently the monthly cost of care as established by the Board of Directors for FASD Communities is \$4,000.00. (The goal of sustainability for the FASD Community is 4-5 years after opening.)
 - 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 **6-MONTH** trial period. 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 put forth. Following an extended period of 90 days, the final determination is made and shared with the applicant and parent of guardian.

PURPOSE of FASD COMMUNITIES

The purpose of FASD Communities is to provide structured, supportive housing, ongoing mentoring and employment, along with predictable daily routines in a family atmosphere to young adults with Fetal Alcohol Spectrum Disorders. In doing so, FASD Communities will create a safe, sustainable living environment where its residents can reach their full emotional, intellectual, social, and vocational potential through interaction with and support from well-trained staff and the local community.

We are not a faith-based organization though attendance at houses of worship is supported. FASD Communities welcomes applicants from all religious, ethnic, and cultural backgrounds.

MAIL APPLICATION FOR ADMISSION to: FASD Communities

National Headquarters
1516 Avon Way
Honolulu, HI 96822

Please note: The following forms ask for information that is vitally important, particularly if an applicant is selected for placement. We ask that you carefully 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

If yes, list medications:

Is applicant's primary medical diagnosis a FASD?

Other diagnoses?

Explain

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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT'S PHYSICAL DESCRIPTION:

Present height: _____

Present weight: _____

Difficulty with vision: Yes [] No [] If yes, describe:

Difficulty with hearing: Yes [] No [] If yes, describe:

COORDINATION: (Check One)

-
- Gross motor coordination.....[] Excellent [] Good [] Fair [] Poor
 - Fine motor coordination.....[] Excellent [] Good [] Fair [] Poor
 - Walks independently.....[] Excellent [] Good [] Fair [] Poor
 - Walks up and down stairs.....[] Excellent [] Good [] Fair [] Poor
 - Runs.....[] Excellent [] Good [] Fair [] Poor
 - Rides bicycle.....[] Excellent [] Good [] Fair [] Poor

(If applicable) Physical limitations:

Comments: _____



COMPREHENSION: (Check One)

- Understanding..... Excellent Good Fair Poor
- Follows basic directions..... Excellent Good Fair Poor
- Answers basic questions..... Excellent Good Fair Poor

Comments: _____

SELF CARE: (Check One)

Eating:

- Eats family style..... Excellent Good Fair Poor
- Uses fork..... Excellent Good Fair Poor
- Uses spoon..... Excellent Good Fair Poor

Comments: _____

Dressing:

- Dresses self..... Excellent Good Fair Poor
- Cares for clothes..... Excellent Good Fair Poor
- Selects clothes..... Excellent Good Fair Poor
- Changes clothes as needed..... Excellent Good Fair Poor

Comments: _____

Personal:

- Brushes teeth..... Excellent Good Fair Poor
- Flosses teeth..... Excellent Good Fair Poor
- Uses deodorant..... Excellent Good Fair Poor
- Shampoos hair..... Excellent Good Fair Poor
- Grooms hair..... Excellent Good Fair Poor



- Shaves..... Excellent Good Fair Poor
- Washes hands..... Excellent Good Fair Poor
- Takes bath/shower alone..... Excellent Good Fair Poor
- Uses toilet paper..... Excellent Good Fair Poor

Comments: _____

HOUSEKEEPING:

- Cleans room..... Excellent Good Fair Poor
- Makes bed..... Excellent Good Fair Poor
- Washes clothes..... Excellent Good Fair Poor
- Puts clothes away..... Excellent Good Fair Poor
- Washes dishes..... Excellent Good Fair Poor
- Dries dishes..... Excellent Good Fair Poor
- Sets and clears the table..... Excellent Good Fair Poor
- Vacuums carpets..... Excellent Good Fair Poor
- Dusts furniture, etc..... Excellent Good Fair Poor
- Sweeps floors..... Excellent Good Fair Poor
- Wet mops the floor..... Excellent Good Fair Poor
- Empties the trash..... Excellent Good Fair Poor
- Shovels snow..... Excellent Good Fair Poor
- Irons clothing..... Excellent Good Fair Poor
- Mends clothing..... Excellent Good Fair Poor
- Mows lawn..... Excellent Good Fair Poor

Comments: _____

PROBLEM BEHAVIORS: (Check any that apply)



- Argues
- Self-injurious behavior
- Non-compliance
- Physically aggressive (towards others)
- Physically aggressive (towards property)
- Innapropriate sexual behavior
- Swears
- Steals
- Lies
- Bosses others
- Runs away
- Wets bed
- Up at night

Please describe the individual's most significant inappropriate behaviors and describe past drug/alcohol use and or criminal charges if applicable:

If individual underwent treatment for drug/alcohol abuse, please explain:



MONEY MANAGEMENT:

- Understands money..... Yes No
- Gives next dollar over amount..... Yes No
- Pays exact amounts..... Yes No
- Uses checkbook..... Excellent Good Fair Poor
- Buys personal items..... Excellent Good Fair Poor
- Shops in store..... Excellent Good Fair Poor
- Withdraws & deposits money in bank..... Excellent Good Fair Poor

Comments: _____

SOCIALIZATION AND COMMUNITY SKILLS:

- Maintains appropriate social distance..... Excellent Good Fair Poor
- Offers assistance to others..... Excellent Good Fair Poor
- Shows consideration of others feelings... Excellent Good Fair Poor
- Gets along well with same sex peers..... Excellent Good Fair Poor
- Gets along with opposite sex peers..... Excellent Good Fair Poor
- Accepts constructive criticism..... Excellent Good Fair Poor
- Is willing to help when asked..... Excellent Good Fair Poor
- Assumes responsibility when asked..... Excellent Good Fair Poor

INDEPENDENCE:

- Can give name and other contact info... Excellent Good Fair Poor
- Operates home appliances safely..... Excellent Good Fair Poor
- Uses telephone..... Excellent Good Fair Poor



- Recognizes need for medical services..... Excellent Good Fair Poor
- Seeks medical help in emergencies..... Excellent Good Fair Poor
- Recognizes vital signs in another..... Excellent Good Fair Poor
- Takes own medication..... Excellent Good Fair Poor
- Sets alarm clock for getting up on time... Excellent Good Fair Poor
- Goes to bed at required time..... Excellent Good Fair Poor
- Keeps perishable food for safe lengths.... Excellent Good Fair Poor
- Fixes breakfast and lunch for self..... Excellent Good Fair Poor
- Fixes at least 2 different evening meals... Excellent Good Fair Poor
- Safely uses a sharp kitchen knife..... Excellent Good Fair Poor
- Does home repair and maintenance..... Excellent Good Fair Poor
- Uses electric equipment (drill, saw,...)..... Excellent Good Fair Poor
- Uses sewing machine..... Excellent Good Fair Poor
- Uses washer/dryer..... Excellent Good Fair Poor
- Has knowledge of fire safety..... Excellent Good Fair Poor
- Leaves Building at sound of fire alarm..... Excellent Good Fair Poor
- Has a valid Driver's License..... yes No
- Has a good driving record..... Excellent Good Fair Poor

Comments: _____

ACTIVITIES & INTERESTS:

- Initiates hobbies during "free time"..... Excellent Good Fair Poor
- Participates in leisure activities..... Excellent Good Fair Poor
- Enjoys going on outings Excellent Good Fair Poor
- Feels comfortable around animals..... Excellent Good Fair Poor



- Likes the out-of-doors..... Excellent Good Fair Poor
- Enjoys gardening..... Excellent Good Fair Poor
- Has worked in a garden..... Excellent Good Fair Poor
- Knows how to swim..... Excellent Good Fair Poor

Comments: _____

Applicants indoor interests are: _____

Applicants outdoor interests are: _____

ACADEMIC:

- Tell time to the minute..... Excellent Good Fair Poor
- Tells time to 15 minutes..... Excellent Good Fair Poor
- Knows basic math..... Excellent Good Fair Poor
- Uses a calculator..... Excellent Good Fair Poor
- Can read..... Excellent Good Fair Poor
- Can write..... Excellent Good Fair Poor
- Can communicate a message by phone.. Excellent Good Fair Poor
- Can write a message taken by phone..... Excellent Good Fair Poor
- Can apply number concepts up to ten.... Excellent Good Fair Poor
- Can apply number concepts beyond ten Excellent 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 [] No.....All the time? [] Yes [] No

Wears contacts? [] Yes [] No.....All the time? [] 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:

PART 1

Present health condition..... [] Excellent [] Good [] Fair [] Poor

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

Eyes:

Eye disease __ Eye injury __ Impaired sight __

Ear disease __ Ear injury __ Impaired hearing __

Nose/throat:

Sinuses __ Throat __ Nose Trouble __ Other __

Fainting spells __ Convulsions __ Loss of consciousness __

Paralysis __ Frequent or severe headaches __ Dizziness __

Depression or anxiety __ Hallucinations __

Enlarged Glands __ Goiter or enlarged thyroid __

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 weakness _____ 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 disease (name): _____

Appendicitis ___

Hemorrhoids or rectal bleeding ___ Constipation or diarrhea ___

Other: _____

Comments or Concerns: _____

PART 2:

Medications:

Does the applicant take any prescribed drugs? [] Yes [] No

Please name them and give amounts and directions for taking them:

Medication: _____ Directions: _____

Medication: _____ Directions: _____

Medication: _____ Directions: _____

Medication: _____ Directions: _____

Medication: _____ Directions: _____

Medication: _____ Directions: _____

Does the applicant take any other medications, supplements or vitamins regularly or frequently?

[] Yes [] No



If Yes, please name them: _____

Known allergic reactions to medications? [] Yes [] No

If Yes, please name them: _____

Does the applicant administer own medication? [] Yes [] No

PART 3

Cause of Developmental Disability if known: _____

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 in detail any other injuries: _____

PART 5

Examinations & Tests:

Any x-rays in last five years? [] Yes [] No

Physician's name, address: _____

_____ Telephone: () _____

Results: _____

Surgery & treatments:

Give details:



Tonsillectomy Yes No _____

Appendectomy Yes No _____

Hernia Yes No _____

Transfusion (blood or plasma) Yes No If yes, explain: _____

Blood type (if known) _____ Hemophiliac Yes No

Any other operations? Yes No If Yes, explain: _____

Has the applicant ever been advised to have any surgical operation which has not been done?

Yes No If Yes, explain: _____

PART 6

Psychological Information:

Has the applicant ever had a psychological evaluation? Yes No

If Yes, date of evaluation: _____ (Mo/yr) Name of evaluator: _____

Other doctors (Neurologists, Pediatricians, Allergy Specialists, Chiropractors, etc)

Please give dates and details:

PART 7

Personal Medical History (Please check all that apply)

Dates and/ or comments:

Epilepsy (also see PART 8).....[Yes No

Measles or German Measles.....[Yes No

Chicken pox or Mumps.....[Yes No

Whooping Cough.....[Yes No

Scarlet fever or Scarlatina.....[Yes No

Pneumonia or Pleurisy.....[Yes No

Diphtheria or Smallpox.....[Yes No



- Influenza.....[] Yes [] No
- Rheumatic fever or heart disease.....[] Yes [] No
- Heart Murmur.....[] Yes [] No
- Arthritis or Rheumatism.....[] Yes [] No
- Any bone or joint disease.....[] Yes [] No
- Whooping Cough.....[] Yes [] No
- Neuritis or neuralgia.....[] Yes [] No
- Bursitis. Sciatica or lumbago.....[] Yes [] No
- Polio or meningitis.....[] Yes [] No
- Back or foot problems.....[] Yes [] No
- Bright's disease or kidney infection.....[] Yes [] No
- Gonorrhea or Syphilis.....[] Yes [] No
- Hepatitis.....[] Yes [] No
- Anemia or jaundice.....[] Yes [] No
- Migraine headaches.....[] Yes [] No
- Tuberculosis.....[] Yes [] No
- Diabetes or Cancer.....[] Yes [] No
- High or low blood pressure.....[] Yes [] No
- Food, chemical or drug poison.....[] Yes [] 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.....[] Yes [] No



Frequent infections or boils.....[] Yes [] No

HIV Positive or AIDS[] Yes [] No

Any other diseases? [] Yes [] No If Yes, please explain: _____

PART 8

Seizures:

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

If yes, please check the type:

[] Generalized

[] Absence (also called Petit Mal)

[] Simple Partial (also called Jacksonian)

[] Complex Partial (also called Psychomotor or Temporal Lobe)

[] Atonic Seizures (also called Drop Attacks)

[] Myoclonic Seizures

[] Infantile Spasms

When was the last noted seizure activity? _____ Mo/yr

Frequency of seizures? [] Daily [] Weekly [] Bi-weekly [] Monthly [] Other

Comments: _____

PART 9

Immunizations: (Please check all that apply)

Dates:

Smallpox.....[] Yes [] No _____

Typhoid.....[] Yes [] No _____



Mantoux (TB).....[] Yes [] No _____

Diphtheria-Tetanus.....[] Yes [] No _____

Polio or meningitis.....[] Yes [] No _____

DPT.....[] Yes [] No _____

Polio Series.....[] Yes [] No _____

Measles/Mumps/Rubella.....[] Yes [] No _____

Allergies: (Please check all that apply) **Reaction:**

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 other foods.....[] Yes [] No _____

Adhesive tape.....[] Yes [] No _____

Nail polish or other cosmetics.....[] Yes [] No _____

Others (name: _____).....[] Yes [] No _____

PART 11

Diet:

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

If special diet, please give reason and state type and 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:[] Yes [] No

If Yes, what is usually done? _____

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 at death: _____

Mother's health (if living):

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



If deceased, cause: _____ Age at death: _____

Brother's or sister's health (if living):

Excellent Good Fair Poor

If deceased, cause: _____ Age at death: _____

Brother's or sister's health (if living):

Excellent Good Fair Poor

If deceased, cause: _____ Age at 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 _____
- Congenital Deformities.....[Yes No _____
- Back Trouble.....[Yes No _____
- Foot Problems.....[Yes No _____
- Spasticity.....[Yes No _____
- Cerebral Palsy.....[Yes No _____

EXPECTATIONS OF PARENTS AND CAREGIVERS



1. Please describe below the social, emotional, and vocational expectations that you have for your young adult who chooses to live in a FASD Community?

2. FASD Community homes are set-up to be family-style environments and dating among residents is not permitted. What, if any, concerns do you have about this policy?

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

FASD Communities 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 Director of FASD Communities 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 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
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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 FASD Communities.

Parent	Date
--------	------

Guardian	Date
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In the event of an emergency, I do hereby authorize the Director of FASD Communities, or another staff member of FASD Communities, to give consent for medical treatment for the applicant.

Parent	Date
--------	------

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Guardian

Date

FASD Communities
National Headquarters
1516 Avon Way
Honolulu, HI 96822

RELEASE OF INFORMATION

I, _____, give my consent to release any pertinent information

Regarding

_____ to FASD Communities.

Name of the Applicant

SIGNATURE

DATE

RELATIONSHIP TO APPLICANT

APPLICANT SIGNATURE

DATE