



## 2020 Camp and Respite Registration

True Friends partners with caregivers to provide a successful experience for all parties involved. We collect a lot of detailed information to serve you or the person you represent, below are a handful of reminders:

1. All questions in the application must be answered before the application is submitted. You will not be registered for a session until a completed application has been received.
2. As a Home and Community Based Service, and operating under a 245D license, we must provide you with our policies and procedures. These policies and procedures can be found by visiting [www.truefriends.org/policies-procedures](http://www.truefriends.org/policies-procedures). Paper copies will be available at check-in.
3. Please allow up to two hours to complete the application. Please work through the application from beginning to end to help prevent questions from being missed. The application is speaking directly to the participant, if you are not the participant, please provide the information as if you were the participant. Throughout the application you may be asked to provide additional questionnaires (see list to the right). Please send copies of these documents with your application, they can be found at the end of the application.
4. Deposits are required to attend a True Friends Camp session. Please see the camp catalog to identify the deposit amount required for your session(s). Applications will not be confirmed or processed until a deposit has been received. Deposits will be applied toward the total cost of camp. Deposits are not required for individuals using Waivered Service Funds, County Funds or Adoption Assistance Funds to pay for their sessions.
5. **New in 2020 – Individuals using Waivered Funds**  
Your most recent Coordinated Service Support Plan (CSSP)/Consumer Support Plan (CSP) is required for individuals using Waivered Service Funds (BI, CAC, CADI, DD, CDCS, EW). The CSSP/CSP must be sent with your application. Applications will not be confirmed or processed until a CSSP/CSP has been received. Please call your Case Manager to obtain a copy or for additional questions.
6. If you wish to make any session, medication, or behavior changes AFTER you submit your application, please call or email with those changes. Changes made in your account following application submission, will go unnoticed, unless a phone call or email is received.

If you have any questions please contact our Customer Relations team at [registration@truefriends.org](mailto:registration@truefriends.org) or 952.852.0101. The team is available Monday – Friday, 8 a.m. – 4:30 p.m.

## Documents Needed at the time of Registration

Please send the following documents with your application. Your application will not be processed until all of the required documents are received:

### Required Documents

- \_\_\_ Annual Physical
- \_\_\_ Medication List from health care professional
- \_\_\_ True Friends Medication Administration Form
- \_\_\_ Deposit (if applicable)
- \_\_\_ CSSP/CSP- See #5. (if applicable)

### If Applicable Documents

- Health care questionnaires
- \_\_\_ Catheter/Colostomy
  - \_\_\_ Diabetes
  - \_\_\_ Feeding Tube
  - \_\_\_ Orthopedic
  - \_\_\_ Seizure Action Plan
  - \_\_\_ Suctioning/Trach.