



To begin the process, we would like to have the below items:

- ☐ Copy of a Photo ID
- ☐ Copy of Social Security Cards
- ☐ Copy of Primary and Secondary Insurance Cards (front and back)
- ☐ Copy of Durable Power of Attorney for Health Care and Financial Documents
- ☐ Medical Records, including diagnosis, progress notes, medications, immunizations
- ☐ Copy of COVID Vaccination card
- ☐ A CARE Certificate would be needed if coming in directly for Long-Term Care  
(these can be obtained by calling Area Agency on Aging at 913-715-8861)
- ☐ Completed Financial Review in addition to 3 months of bank statements, if Privately  
Paying or Medicaid Pending
- ☐ Pre Move-In Application

All of the above can be scanned and emailed to Miles Hartley [milesh@ecojc.org](mailto:milesh@ecojc.org) or  
faxed to 913-477-8001.

Please visit the website at [www.ECOJC.org](http://www.ECOJC.org) for more info and view the brochure at [Evergreen  
Community Brochure](#).

Let us know if you have any additional questions.