

## CHECKLIST FOR ADMISSION TO ASSISTED LIVING FACILITY/PERSONAL CARE HOME

### PRIOR TO DATE OF ADMISSION IT IS IMPORTANT TO:

- \_\_\_\_\_ Pay deposit/community fee & rental fees
- \_\_\_\_\_ Physician's Report and current TB test results in last 30 days or  
Chest x-ray in last 12 months (Physician Form must be completed within 30 days of admission)
- \_\_\_\_\_ Coordinate with community to do an assessment of resident, if not already been completed
- \_\_\_\_\_ Complete application packet received from the community
- \_\_\_\_\_ Make a copy of Medicare, insurance, and other pertinent cards (ie: photo ID/Driver License)
- \_\_\_\_\_ Legal documents: Polst, Living Will, Power of Attorney, Guardianship, etc.
- \_\_\_\_\_ Select a pharmacy from the preferred pharmacy list provided by the community for medication packaging and complete necessary forms for pharmacy to set up an pharmacy account
- \_\_\_\_\_ Choose clothing and personal items. Recommendations:
  - Only bring clothes appropriate for the current season
  - Make sure that clothing fits and is in good repair
  - Match outfits if possible and hang or fold together
  - If resident is incontinent, pack extra pants
  - Provide a sweater or jacket as older adults tend to get chilly even in hot weather
  - Bring coat hangers
  - Don't forget personal hygiene items, a denture cup, lotion, etc., adult briefs, alarm clock, favorite pillow, radio, TV, CD or tape player, personal phone book, telephone with large numbers(with frequently used numbers programmed)
- \_\_\_\_\_ Label clothing and other personal items with a permanent marker
- \_\_\_\_\_ Call the cable/phone/internet company (if appropriate) to start service
- \_\_\_\_\_ Leave valuables and expensive jewelry at home. Residents often hide or give away their personal belongings. (Residents in memory care typically do not need to have cash on hand)
- \_\_\_\_\_ With the resident's help, pick out favorite family photos and other mementoes.
- \_\_\_\_\_ Notify friends, relatives, neighbors, the church/synagogue, and anyone else who might be important - of the address, phone, and move date.  
{Don't forget to notify post office of appropriate forwarding address for bills to be sent to}

### ON THE DATE OF ADMISSION

- \_\_\_\_\_ Medications : Be sure to let the facility know when the next dose of medication will be needed. If community is assisting with medications, all medications from home, including over the counter needs to be given to the director/nurse at the community. \*\*\*Make sure you have verified all medications on the physician form are exactly what shall be given.
- \_\_\_\_\_ Payment to Community, if not paid prior to admission
- \_\_\_\_\_ Clothing and personal items (see above)
- \_\_\_\_\_ Furniture {Minimum furniture needed: Bed, night stand, dresser, & Chair} TV, if applicable  
Rooms vary in sizes try not to overcrowd the room to allow for resident's to move safely around in the room. Avoid using rugs if all possible.
- \_\_\_\_\_ Bathroom Furnishings: Shower curtain, Shower rod, bath towels, washcloths, hand towels, trash can, etc..  
{Note: Check with facility to see what will be provided for the bathroom}