

CHECKLIST

ASSISTED LIVING - SELECTION CONSIDERATION

The following steps may help you find a suitable home. If you are assisting a loved one in looking for a facility, include him or her in as much of the selection process as possible. Consider that person's interests, ideas and wishes as you look at the options.

Ask Friends, relatives, clergy and physicians about their experiences in particular facilities.

Contact the Ombudsman, for information on types of adult care homes, location and services available and for public records information.

Contact the County Department of Social Services:

- **Financial Aid:** Applications for financial assistance can be made at the county Department of Social Services. A physician for all residents entering an adult care home or family care home must complete a condensed medical summary.
- Talk with the Adult Home Specialist at the local Department of Social Services, which monitors the homes. Ask for an opportunity to review ***Monitoring Report Forms and/or Corrective Action Reports. These reports are public record.***

Visit the home. In addition to arranging a meeting with the administrator and/or supervisor-in-charge, make unexpected visits on weekends (during visiting hours) and at meal times. Identify yourself to the staff and ask if you might walk through the facility to determine if you or your relative could live there comfortably.

- **Remember to respect the residents' right to privacy** as you visit. Use your eyes, ears, and nose to determine whether residents are receiving reasonable and proper care.
- **Ask about the administrator and/or supervisor's involvement** with the facility and its residents - the hours they are on site, the staff ratio, the stability of the staff and the manner in which problems are resolved.

Carefully examine the facility's contract. Carefully examine the facility's contract. Note what services are included and which services may require additional fees. If possible, have an attorney review the language of the contract to protect the interests of the resident. **Check for language that asks consumers to waive their rights such as mediation clauses.**

Review the facilities written policies. Are you comfortable with the requirements and guidelines? Smoking, for example, may not be allowed indoors or be limited to certain rooms.

Ask about any special needs the resident might have. Determine provisions made for people allergic to tobacco smoke or require a special diet. Determine that there is adequately trained staff to meet the resident's need.

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