

# *Elderwerks* Assisted Living Checklist

<b>COST</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Can the contract be terminated?			
What are the refund policies?			
Are additional services available? What are the costs?			
Is renter's insurance required?			
Does the resident have to move when care needs change?			
What kind of deposit is required?			
What is the monthly rent?			
What are the monthly care costs?			
When do you reevaluate the new resident for levels of care?			
How often do you assess new increases in rent and/or care costs?			
Is there a visitation policy?			

<b>OUTSIDE SPACES</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is the outside of the building clean and welcoming?			
Are there sitting areas in the front of the building? Outside?			
Are there walking paths?			
Is there a patio?			
Is there a communal garden?			
Is there a lot of noise outside?			
Is there a pond?			
Are there any special nuances to the community?			
Does the community have ample parking for residents?			

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<b>COMMON SPACES</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is the building clean and inviting?			
Is there a library?			
Is there a community room or activity area?			
Is there a house dog, cat, birds, or other animal?			
Is banking available onsite?			
Is there a beauty parlor? Spa? Nail salon?			
Is there a swimming pool or therapy pool?			
Is there a fitness room and/or classes?			
Do you have happy hour?			
Is there a computer room?			
Is there a movie theater?			
Is there a chapel or prayer room?			
What special spaces are available?			

<b>APARTMENT LIVING</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is the apartment clean & welcoming?			
Can we get a fully furnished apartment?			
Can we paint or decorate?			
Is there a 24-hour emergency response system?			
Is a full kitchen provided?			
May residents keep food in their apartment?			
Does the apartment include a private			

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bathroom?			
Is housekeeping included?			
Is laundry service included?			
<b>APARTMENT LIVING</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is there a policy regarding pets? What kind? Weight limits?			
Is phone, cable, and WiFi available? How is it billed?			
Are overnight guest suites available for families?			

<b>MEALS</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
How many meals are provided per day?			
What do extra meals cost?			
Are fresh meals prepared daily?			
Do meals vary from day to day?			
Is there a nutritionist on staff?			
Can special dietary restrictions be followed?			
Are special requests for food honored?			
Are guest meals available? On short notice?			
May residents eat in their apartment?			
Can meals be made for a special event?			
Can people sample the food?			
Are there snacks and drinks available throughout the day?			

<b>STAFFING</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is the staff friendly, caring, and attentive?			
What is the ratio of staff to residents?			
What is the longevity of staff?			

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What specialized training does the staff receive?			
Are they trained on elder abuse? Where do they report abuse?			
<b>STAFFING</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is there a policy on response to medical emergencies?			
Is staff available 24-hours per day to assist with ADLs?			
Has the staff been a part of all emergency preparedness training?			
Is there a backup generator?			
Do you have a shelter-in-place or evacuation policy?			
Are you a CHUG member? (Collaborative Healthcare Urgency Group) assist with shelter-in-place & evacuation for safety.			

<b>PERSONAL SERVICES</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Is staff available to give 24-hr assistance with activities of daily living?			
Are there medical care providers available to residents?			
Is there a concierge?			
Are transportation services available?			
Is there an organized activity program?			
Are therapies available onsite? (physical, occupational, speech)			

<b>HEALTH</b>	<b>Y</b>	<b>N</b>	<b>Notes</b>
Are care plans developed and shared			

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with the POA?			
If there is a health issue how long will it take to get notified?			
What is the medication policy?			
Can medications be self-administered?			

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HEALTH	Y	N	Notes
Is there someone who can help coordinate home health care visits, physical therapy, podiatry, dentistry, etc.?			
Is there a written policy for medical emergencies?			
Are incontinence supplies included with monthly fees?			
What is the assessment process for services a resident may need?			
Does the assessment process include family and physician input?			
Is transportation available for doctor's appointments?			
Is there a separate fee for transportation?			
Is onsite hospice available?			

The resident or his or her legal representative should sign the contract with the assisted living community. Federal law prohibits Medicare or Medicaid approved homes from requiring anyone other than the resident to be financially responsible. If you are asked to sign the contract as POA, sign your name followed by "POA for..." or "Guardian of..." just sign your name.

Elderwerks Educational Services  
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**855-462-0100**

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