



# Housing Bureau for Seniors

## Assisted Living Care Checklist

Assisted living care (ALC) is a minimally regulated industry, which has no common definition in Michigan. ALC offers services for people who want to live with some support services, but who do not require the medical care that a nursing home provides. In ALCs you are a resident, not a patient. Visit several ALCs, and once you narrow your search to two or three residences, ask for a copy of their resident agreement, their most recent licensing or certification inspection report and disclosure contract.

As you move through the selection process use the checklist below to compare the features of places you visit. This checklist can help you keep track of what you have seen and remind you of some important questions to ask. Add your own questions at the end.

### Instructions

Below there are spaces for three ALC communities. Consider each an **option**. Circle each option (1, 2 or 3) when you can answer **YES** to the question in each category. For example, with the question "Do you like the location?" circle 1 if you like the location and can say **YES** for your Option 1. Make notes as you wish.

ALC Option 1.
ALC Option 2.
ALC Option 3.

Location and Appearance				Notes
Option 1	2	3	Do you like the location?	
Option 1	2	3	Is it easy for family and friends to visit?	
Option 1	2	3	Is it homelike, attractive & comfortable?	
			Are the common areas clean?	
Option 1	2	3	Does the apartment or room have	
Option 1	2	3	adequate windows, lighting, & storage?	
			Is the noise level acceptable?	
			Are the grounds well maintained?	
Option 1	2	3		
Option 1	2	3		

Staff				
Option 1	2	3	Is the staff friendly?	
Option 1	2	3	Does staff know resident names and interact with them?	

<b>Option 1</b>	<b>2</b>	<b>3</b>	Are you satisfied with the ...	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-weekend and after hours staffing levels (ask who is in charge)	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-staff turnover rate	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-training/certification of caregivers	

**Safety**

<b>Option 1</b>	<b>2</b>	<b>3</b>	Does the building have a controlled access system?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Are there emergency pull cords in apartments/rooms? (Where are they?)	
<b>Option 1</b>	<b>2</b>	<b>3</b>	What kind of emergency response system is provided?	

**Care Services and Medication Management**

<b>Option 1</b>	<b>2</b>	<b>3</b>	Are there professional nursing services on site? If so, to what extent?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know if care plans are provided and by whom (e.g., RN, LPN other) ?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know how often a care plan is reviewed by & whom (e.g., RN, LPN)?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know if aids or nurses pass out medications?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know how medication use is monitored?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know how medication errors are handled?	

**\* Solvency, Contracts and Resident Agreements**

<b>Option 1</b>	<b>2</b>	<b>3</b>	Is the provider or entity legally and financially responsible? (Did you see proof?)	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Is the provider financially sound?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	If you need to sign a contract, do you know what it covers on	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-base rate (what does it include?)	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-additional costs for services, amenities or products (e.g., transportation, incontinence care, supplies) ?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-rental insurance (or is it extra?)	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know why and how often fees can be increased and how much notice you get?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you have a copy of the resident and facility rights and responsibilities?	

**Policies**

<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you have a copy of resident handbook? Do you know the discharge policies?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Is there a grievance procedure?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	Do you know the policy ... -on pets?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-for non-payment of fees?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-on overnight guests?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-on smoking?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-use of motor scooters?	
<b>Option 1</b>	<b>2</b>	<b>3</b>	-eating in the dining room (e.g. arranged seating, self feeding only)	

For more information on assisted living refer to *The American Bar Association Legal Guide for Older Americans* by Charles Sabatino, et al, Times Book or go to their web address at [eldlawanswers.com](http://eldlawanswers.com)