

ADVOCATE'S CHECKLIST – FACILITY LEVEL OF CARE

Many of our clients are residents of independent living, assisted living facilities and nursing homes. Residents of these facilities are dependent upon others for some (or in many instances, much of their care. It is up to you as the advocate to see that the necessary and appropriate care is provided to your family members, as and when they need it.

We recommend that you and other family members take the following steps to monitor the care your family member is receiving to insure your family member's good health, safety, and well being:

- Make weekly (minimum) *unannounced* visitations.
- Observe status and changes in family member's physical and mental health.
- Investigate causes of physical and mental health changes.
- Talk directly to doctors or medical personnel as needed.
- Review family member's chart monthly.
- Request and participate in care plan reviews and updates regularly.

If you notice areas of concern, you should be prepared to advocate on your family member's behalf in the following areas:

- Quality of care issues
- Environmental issues
- Social issues

Our role is to educate and support you in your advocacy work. We encourage you to take full advantage of the following services provided to you as part of your Life Care Plan Contract:

- Advocacy and Education Training – Ongoing at Anderson Elder Law.
- Monthly Email Newsletter for legal updates and resources
- Support of your advocacy work by contacting health care and other providers, when needed.
- Investigate community resources and make appropriate referrals when necessary (ex. Ombudsman)
- Schedule follow-up assessment visit/review (at least annually)

Time spent per NH visit							
Food preparation							
Nursing home or pharmacy business Errands.							
Errands - Travel time							
Insurance, Legal, Management							
Miscellaneous							

Weekly	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Are there repairs that need to be made to clothing?							
Are there items that need to be relabeled?							
Monthly							
Review Chart:							
Plan of Care							
MD Notes							
Therapy Notes							
Wounds							
Weight							
Monthly							
Review medical chart for plan of care, doctor notes, therapy notes, wound care, and to monitor weight							
Has there been regular medical care and follow up?							
Has there been weight loss?							
Is there a need to speak to a doctor?							
Is there a Family Council Meeting that I should attend?							
Every Three Months							
Is there a Care Plan Meeting							

scheduled?							
Request Care Plan meeting if not scheduled.							
<p>Other Tips:</p> <p>Remember to provide positive feedback as well as stating concerns. Conduct the meeting in a positive manner. Offer instruction rather than complaint, i.e., my father prefers his vegetables cooked soft.</p>							

¹⁴ Sudden changes in cognition, physical condition, mood or behavior may be an indicating that there is a medical issue that should be addressed by a physician.