



SUGGESTED QUESTIONS

Use this form to track the information gathered for the different facility/residence options being researched. (Photocopy or print multiple copies to fill out for each option being researched.)

Date: _____

Name of Facility / Residence: _____

Address: _____

Phone number: _____

Type of housing:

- Continuing Care
- Assisted Living
- Residential Care Home (aka Board and Care, Adult Family Home)
- Nursing Home

Is the facility/residence:

- Medicare certified
- Medicaid/Medical certified

Is Medicaid/Medical accepted? If so, at what point?

What is the current total occupancy? What is the maximum total occupancy?

When is a room available?

What type of room is available?

- Shared Room
- Private Room
- Shared Bath
- Private Bath

COSTS

Is there an entrance fee or deposit required? Can that be waived?

Is there a contract? If so, what are the main contract terms?

- Yes
- No

Terms: _____

What are the monthly fees?

What do the monthly fees not include? (meals, transportation, beauty/barber, etc.)

When and how often would the fees change?

STAFF & MEDICAL CARE

Who is the care manager? How long have they been in that role?

What is the staff/patient ratio?

Who are the current staff and how long have they been there?

What prompts communication with the family?

Who schedules physician visits?

- Patient/Family
- Care Staff
- Physician has a scheduled monthly/quarterly rotation

Who determines the care provided by the physician including medications?

- Patient/Family
- Care Staff

Is the family included in care plan meetings?

- Yes, automatically
- No
- Yes, by request only

When do care plan meetings happen?

- Scheduled on:
- As needed

Are residents permitted to use their own pharmacy?

- Yes
- No

What are the medication distribution procedures and who manages these?

How are medication changes handled? Is the patient/family notified of any changes?

Does the nursing home participate in any efforts related to reducing antipsychotic medication use in nursing homes (like the National Partnership to Improve Dementia Care)?

When are care staff on duty?

- Daytime hours: am to pm
- Nighttime hours: pm to am
- 24/7

Are the staff trained to manage care for:

- Persons who are immobile
- Persons with dementia
- Persons with IVs
- Persons with feeding tubes

Is there a point at which the facility/residence would no longer be able to provide care? If so, when?

Are there RN or CNA licensed staff members? If so, when are they available?

- RN CNA
- On-call
- Part-time
- Full-time

Is a physician on staff? When are they available?

- Physician is not staff
- Physician is on staff and is available:
 - On-call
 - Part-time
 - Full-time

Are residents permitted to maintain care from their personal physician?

- Yes No

Does the facility have an arrangement with a nearby hospital?

- Yes, Name: _____
- No

SOCIAL

Do residents get to choose when they bathe, get up, go to bed and take their meals?

Can residents take meals in their rooms?

What social events & activities are available?

What are the details of the schedule on a typical day?

Is transportation available?

- Yes No As Needed

Are there outdoor areas available for resident use?

What are the hours for visitors?

ROOMS

Can the residents have personal belongings and furniture in their rooms?

- Yes
- No
- Yes, with these exceptions:

Can the room be personalized (pictures hung, painting, etc.)?

- Yes
- No
- Yes, with these exceptions:

Are residents provided internet and a personal television?

- Yes
- No

Are lockable cabinets/closets provided to protect possessions?

- Yes
- No

Do residents have a choice of roommates?

- Yes
- No

PERSONAL CARE

Describe the personal care/hygiene support. (Help with showers, dressing, shaving, etc.) How frequently are these done?

What is the policy should the older adult refuse personal care or meals?

Additional suggestions:

- View the current State Dept of Health facility report and note history.
- Don't schedule a visit, but drop by unannounced to get a better sense of the facility/residence.
- Eat a meal there to get a sense of the quality of the food.
- Review a current calendar of events.
- Talk to several adult family members of residents to get a sense of their experience.