

The following checklist should be used to help RCF/ALFs prepare for Assessment and Care Planning processes. Understanding these requirements and having the needed resources available will help improve efficiency and accuracy of assessments and care plans.

Who needs to be available?

- An administrator and/or facility staff, who is familiar with participant's needs, should be available and present to provide input regarding the assessment and care plan.
- Participant must be notified the assessment is going to be completed and involved in assessment process to the best of their ability.

Where does the assessment need to take place?

- A private space must be available to complete assessment.
- The assessor will need to view the participant's individual living space.

What information will be needed?

- MoHealthNet Number (DCN) and Date of Birth
- Copy of guardianship paperwork or POA/DPOA paperwork (if applicable).
- Face sheet, chart, and physician orders available for review.
- Contact information for the participant's primary care physician, mental health worker, therapist, etc. Hands-on assistance needed and how much time each task takes to complete.
- Number of times per day the participant takes medications (number of med passes).
- Backup Plan: Who would provide backup support should the facility be unavailable in an emergency situation? (Include: name, phone number, relationship to participant, and what they are available to help with.)
- Goal: Something the participant hopes to accomplish. A goal should focus on promoting safety, health, independence, well-being, and/or community integration.