

OAKLAND COUNTY SENIOR RESOURCE DIRECTORY

Assisted Living Facility Checklist

QUESTIONS	Y	N	COMMENTS
ASSISTED LIVING LICENSING AND FINANCIAL INFORMATION			
Is the facility licensed?			
Is there an application fee or security deposit? Are they refundable?			
Is a signed contract for care/cost required?			
Can a contract be terminated by the resident/family?			
For what reasons will a contract be terminated by the facility? How much notice is given?			
Is there a refund policy?			
What services are included in the monthly rate?			
Are additional services available? What are the costs?			
What utilities are included in the monthly rate?			
What will happen when the resident's funds run out?			
Is the resident's personal property insured by the facility?			
May residents manage their own finances?			
FACILITY CHECKLIST			
Is the environment clean and well maintained?			
Is the atmosphere warm, friendly, homelike?			
Is there more than one type/style of housing unit?			
Are units furnished or unfurnished?			
Is there a 24 hour emergency response system/staffing?			
May residents smoke in their room or in public areas?			
Is a kitchen area/unit provided?			
If there is no kitchen, may residents keep food in their unit?			
Is there a policy regarding pets?			
Is phone/cable TV available? How is it billed?			
Is the facility well designed for residents' mobility? (wide hallways with hand rails)			
Is there safety equipment including bathroom grab bars and emergency pull cords?			
Is there a safety program that allows residents to indicate that they are in at night/up in the morning?			
Is there a generator in case of power outages?			

QUESTIONS	Y	N	COMMENTS
ASSISTED LIVING FACILITY CHECKLIST (continued)			
Is there a visitation policy?			
How many meals are provided in the monthly rate?			
Are the meals provided both balanced and appealing? Are beverages and/or snacks available between meals?			
Are special requests for food honored?			
May residents have their meal brought to their room?			
Are guest meals available? How much notice required?			
Is there a private room for entertaining guests?			
Are there overnight facilities for families?			
STAFFING/SERVICES			
Is the staff friendly, caring, and attentive?			
Is the direct care staff employed by the facility or another agency? Who supervises them?			
Is staff trained in assisting/caring for seniors?			
Are criminal background checks completed on all staff?			
Are resident's needs reassessed periodically?			
When care needs change, are alternatives discussed with the resident and/or family?			
Is there a policy on response to medical emergencies?			
Is staff available to give twenty-four hour assistance activities of daily living?			
Is there onsite medical care available?			
Are there medication policies? (administration, storage, reminders)			
Is transportation service available? Do they provide group trips for errands and/or individual appointments?			
Is there an organized activity program? Are there planned activities outside the facility?			
What housekeeping and laundry services are provided in the monthly rate?			