

Nursing Home Admission Checklist

This checklist can help you compare the aged nursing facilities you visit. Look at the checklist before you go on your visit or tour. This will give you an idea of the questions to ask and what you should look for as you tour the facility and meet the staff and residents.

Some of these questions may be more personally important to you and your family, and some are more important for determining the quality of care the residents receive.

Name of the nursing facility: _____

Nursing facility address: _____

Date of visit: _____

Facility contact information: _____

Basic information			
Statement	Yes	No	Comments
The facility is certified.			
The facility provides the skilled care you need, and a bed is available.			
The facility has special services if needed in a separate unit (like dementia, ventilator, or rehabilitation), and a bed is available.			
The facility is located close enough for friends and family to visit.			
Residents are clean, appropriately dressed for the season or time of day, and well-groomed.			
Living spaces			
Statement	Yes	No	Comments
The facility is free from overwhelming unpleasant odors.			
The facility appears clean and well-kept.			
The temperature in the facility is comfortable for residents.			
The facility is located close enough for friends and family to visit.			

Statement	Yes	No	Comments
Noise levels in the dining room and other common areas are comfortable.			
Smoking isn't allowed or may be restricted to certain areas of the facility.			
Furnishings are sturdy, yet comfortable and attractive.			
Nursing home staff			
Statement	Yes	No	Comments
The relationship between the staff and the residents appears to be warm, polite, and respectful.			
All staff wear name tags.			
Staff knock on the door before entering a resident's room and refer to residents by name.			
The facility offers a training and continuing education program for all staff.			
The facility does background checks on all staff.			
The guide on your tour knows the residents by name and is recognized by them.			
There's a full-time Registered Nurse (RN) in the SNF at all times, other than the Administrator or Director of Nursing			
The same team of nurses and Certified Nursing Assistants (CNAs) works with the same resident four to five days per week.			
CNAs work with a reasonable number of residents.			
CNAs are involved in care planning meetings.			
There's a licensed doctor on staff. Is he or she there daily? Can he or she be reached at all times?			

Nursing home residents			
Statement	Yes	No	Comments
Residents may have personal belongings and/ or furniture in their rooms.			
Each resident has personal storage space (closet and drawers) in his or her room.			
Each resident has a window in his or her bedroom.			
Residents have access to a personal phone and television.			
Water pitchers can be reached by residents.			
There are policies and procedures to protect residents' possessions.			
Safety protocols and danger prevention			
Statement	Yes	No	Comments
Exits are clearly marked.			
There are quiet areas where residents can visit with friends and family.			
The facility has smoke detectors and sprinklers.			
All common areas, resident rooms, and doorways are designed for wheelchair use.			
There are handrails in the hallways and grab bars in the bathroom.			
The facility has an emergency evacuation plan and holds regular fire drills.			
Residents get preventive care, like a yearly flu shot, to help keep them healthy.			
Residents may still see their regular doctors.			

Statement	Yes	No	Comments
The facility has an arrangement with a nearby hospital for emergencies.			
CNAs are involved in care planning meetings.			
Care plan meetings are held with residents and family members at times that are most convenient or whenever possible.			
The facility has corrected all deficiencies (did not fail to meet one or more Federal or state requirements) on its last state inspection report.			
Food and drinks			
Statement	Yes	No	Comments
Residents have a choice of food items at each meal. (Ask if your favorite foods are served.)			
Nutritious snacks are available upon request.			
Staff help residents eat and drink at mealtimes if help is needed.			
Activities			
Statement	Yes	No	Comments
Residents, including those who are unable to leave their rooms, may choose to take part in a variety of activities.			
The facility has outdoor areas for residents to use, and staff help residents go outside. It also has an active volunteer program.			

Nursing home admission checklist

Client information

Client's full name:	Age:
Gender:	Contact information:
Family, next of kin, and emergency contact information:	
Income range (theirs or sponsor's):	
Sponsor's name (if applicable):	
Relationship with the sponsor (if applicable):	Sponsor's contact information (if applicable):
Personal medical history:	
Family medical history:	
Medications (if any):	

Illnesses, disabilities, and allergies to note:	Personal needs and required treatments:
Activity preferences or requirements:	Dietary preferences or requirements:
Social and/or religious considerations:	
Other considerations (if any):	
Insurance details (please include the provider's information, client's insurance number, and plan details):	
Legal record (if applicable)	

Note: Please print out this form and attach any relevant documents supporting everything written on it.