Ovella Living

Care found. Trust earned.

NEW RESIDENT MOVE-IN CHECKLIST

A practical provider checklist for preparing before move-in, staying organized on move-in day, and following up during the first week.

BEFORE MOVE-IN: FIT & CARE NEEDS

- ■ Required assessment or screening completed, as applicable
- ■ Provider has determined it can safely meet the resident's needs
- ■ Mobility and transfer needs understood
- ■ ADL assistance needs understood
- ■ Cognitive, dementia, behavioral, and safety needs reviewed
- ■ Nighttime assistance needs understood
- ■ Dietary needs, allergies, and preferences documented
- ■ Nursing, hospice, home health, or medical-equipment needs reviewed

BEFORE MOVE-IN: RECORDS & MEDICATIONS

- ■ Admission documents completed as required
- ■ Current medication list and orders reviewed
- ■ Recent medication changes clarified
- ■ Pharmacy arrangements confirmed
- ■ Diagnoses and relevant medical history received
- ■ Physician / health-care provider information confirmed
- ■ Emergency and authorized family contacts confirmed
- ■ Advance directive, POA, guardianship, or other relevant documents received, if applicable

BEFORE MOVE-IN: PERSON & HOME

- ■ Preferred name and communication needs known
- ■ Daily routines and sleep schedule discussed
- ■ Favorite foods, dislikes, interests, and meaningful activities discussed
- ■ Triggers, fears, calming strategies, and important personal history shared
- ■ Cultural, language, spiritual, or religious preferences discussed
- ■ Room cleaned and prepared
- ■ Needed equipment arranged
- ■ Safe pathways, lighting, and accessibility reviewed
- ■ Care team briefed before the resident arrives

MOVE-IN DAY

- ■ Resident personally welcomed by name
- ■ Caregivers introduced
- ■ Room and important areas explained
- ■ Belongings organized and familiar items placed
- ■ Medications handled according to applicable requirements
- ■ Immediate care needs reconfirmed
- ■ Primary family contact and communication expectations reviewed
- ■ After-hours contact process explained
- ■ Resident given time and space to settle

FIRST 24 HOURS: OBSERVE

- ■ Actual mobility and transfer needs
- ■ Eating, hydration, and dietary tolerance
- ■ Toileting and continence needs
- ■ Whether the resident asks for help when needed
- ■ Confusion, anxiety, behaviors, or safety concerns
- ■ Response to caregivers and new surroundings
- ■ Nighttime routine and assistance needs
- ■ Medication-related concerns

FIRST WEEK: REVIEW & FOLLOW UP

- ■ Compare actual care needs with pre-admission information
- ■ Review adjustment, mood, sleep, eating, and hydration
- ■ Address differences in mobility, transfers, cognition, or nighttime needs
- ■ Update care/service plan when appropriate and required
- ■ Communicate meaningful observations with authorized family contacts
- ■ Follow up on unresolved medication, equipment, or clinical questions
- ■ Ask the family whether they have concerns or new information
- ■ Address problems early rather than waiting for a crisis

NOTES & FOLLOW-UP