

## **CHECKLIST FOR ASSISTED LIVING FACILITIES RESIDENTS' ADVANCE CARE PLANNING**

1. Ask your resident or the resident's caregiver/family if the resident has any advance directives.  
Living will  
Medical Durable Power of Attorney  
CPR Directive
2. Ask your resident or the resident's caregiver/family to give you a copy to keep.
3. Keep copies in a separate file for each resident, clearly marked "Advance Directives for \_\_\_\_\_(Name)"
4. Let your staff, especially night staff, know where these files are kept. Do not keep them locked up.
5. Residents are allowed to see copies of their Advance Directives at any reasonable time.
6. Review the Advance Directives with residents at least once a year, or after significant changes in health status, such as returning from the hospital.
7. Write down the contact information for your resident's personal physician, and keep it in the same file with Advance Directives.
8. Remember that a General Durable Power of Attorney does NOT automatically include power to make decisions about medical treatment or personal care. You must read the document in order to know what it covers. If you have questions, ask your attorney.
9. If someone tells you that they are the agent, or the "power of attorney" for one of your residents, ask for a copy of the legal document and keep a copy in the resident's file.
10. If someone tells you that they are the guardian for one of your residents, ask for a copy of the court order and "letters of guardianship" and keep copies in the resident's file. You must read these documents in order to know what they cover, and what powers the guardian actually has. If you have questions, ask your attorney.
11. You are entitled to ask a guardian for a copy of the report that (s)he files with the court about your resident, because it might be helpful in developing a Plan of Care for the resident.
12. If you think that an agent or a guardian for one of your residents is not doing the right thing, call your legal counsel or the Ombudsman for DRCOG.