

**CHECKLIST FOR RESIDENT & FAMILY MEMBERS ON
TRANSFERRING PERSONAL ITEMS¹**

Items to be transferred with the resident are:

- _____ All medications
- _____ Complete medical record, including comprehensive care plan
- _____ Personal funds with full accounting
- _____ Family or legal representative contact information
- _____ Legal papers, such as powers of attorneys an advance directives
- _____ Personal property with inventory list – how will the property be transferred, who will pay the cost, phone service changes, if applicable, etc.
- _____ Identification with the resident

¹ Adapted from LOCAL LONG-TERM CARE OMBUDSMAN “KIT” from, Murtiashaw, Sherer, The Role of Long-Term Care Ombudsmen In Nursing Home Closures And Natural Disasters: National Long Term Care Ombudsman Resource Center, January 2000.