Resident Admission Checklist  
LIFE ENRICHMENT COORDINATOR

Resident Name:______________________________________________________________

Apt. #:_________________________ Move In Date:______________________________

PRIOR TO ADMISSION

☐ Read Pre-Move-In Evaluation/Service Plan & become familiar with resident preferences, needs and history

BY END OF 2ND DAY of MOVE IN

☐ Welcome resident to community. Tour resident: lobby, dining room, location of med room, beauty shop, activity room and areas, etc.

☐ Provide Activity Calendar and review with resident. Discuss outings, sign-up process, etc.

☐ Initiate resident Activity Attendance Log

☐ Discuss Resident Council, Food Council and Town Hall meetings, invite and encourage resident to participate

BY END OF 7TH DAY OF MOVE IN

☐ Interview resident and family (if applicable) and complete Resident History Social Profile

_______________________________________________ __________________________
Life Enrichment Coordinator Signature Date