



Rochester & Elmore District Health Service
Checklist for Applicants
Residential Aged Care Facility

Name: _____
 Date: _____

IMPORTANT: Please check the following list to ensure you have supplied all relevant documents prior to being placed on our waiting list.

No.	Checklist	Tick when Complete	Date
MUST BE COMPLETED TO BE ELIGIBLE FOR WAITING LIST	1	Supply a photocopy of the <u>current</u> ACAS Report ("Aged Care Client Record") to the Aged Care Facility.	
	2	Complete the "Application for Respite Care or Permanent Entry to Aged Care Homes" booklet.	
	3	Complete the "Request for Asset Assessment" document and send to Centrelink/DVA. Provide a copy of the outcome of this request when available.	
Make appointment with the Residential Aged Care Facility to complete:	4	Supply a <u>current</u> copy of <i>Enduring Power Of Attorney</i> (Financial or Medical).	
	5	Make an appointment with the Residential Aged Care Facility Administration Assistant to confirm waiting list placement.	
	6	Clothing labels ordered (and purchased) through REDHS.	
	7	Discuss Aged Care fees with Residential Aged Care Facility Administration Assistant or CEO.	
	8	Make an appointment with the Residential Aged Care Facility Supervisor/Unit Manager to discuss care and wishes, and view the facility.	
Complete when you have accepted Residential (permanent) Placement in the Residential Aged Care Facility:	9	Personal property/valuables – <u>All electrical equipment (TV's, stereo's, etc) must be electrically tagged by a licensed electrician.</u> Ensure all personal items such as jewellery, dentures, portable TV's, remotes, CD players, glasses, etc, are properly engraved with resident's name or initials <u>prior to admission.</u> We take all due care for personal belongings but no responsibility for lost property.	
	10	Make appointment with Residential Aged Care Facility Supervisor/Unit Manager and Occupational Health & Safety Officer to discuss furniture and furnishings to be brought <i>(NB. These must comply with OH&S standards and the facility's 'No Lift' Policy).</i>	
	11	Electoral Role – Are you eligible to vote in Federal and Victorian State elections? <i>(It is your/family/carers responsibility to notify the Australian Electoral Commission of your change of address and /or request letter from your Medical Practitioner stating you are unable to vote).</i>	