

Date: October 2019

Managing Care Home Closures – Relocation checklist

Checklist as devised by the Association of Directors of Adult Social Services (ADASS).

- 1.1 Residents are re-assessed and adequate resource requirements are completed.
- 1.2 We will consider broadest range of options for supporting residents to move, which fit their assessed needs, including suitable local care home, out of area placement, step-up care, step-down care
- 1.3 We will check choice(s) of area/homes that are available and appropriate for the resident's needs with the resident/carer
- 1.4 We will arrange for the potential new homes to assess residents to ensure that care needs can be met.
- 1.5 We will maximise residents' ability to make an informed choice about compatible area/homes available.
- 1.6 We will consider whether there are friendships between residents that need to be maintained.
- 1.7 Where possible, offer opportunity for resident/carer to view/visit/trial visit care homes
- 1.8 We will seek care home staff help to inform/visit potential homes with resident where applicable
- 1.9 We will work with resident/carer to decide on new home and date to move
- 1.10 We will consider whether residents need the help of care staff to escort them to potential new homes on placement

- 1.11 We will appoint transport co-ordinator to act as single point of contact and oversee timely moves, e.g. to notify ambulance staff in good time
- 1.12 We will arrange transport to new homes, in and out of county, e.g. car/minibus/ambulance – identify cost and who pays
- 1.13 We will ensure residents are helped to move only in daylight hours and are not kept waiting for transport outside the home by scheduling appropriately
- 1.14 We will ensure residents are supported to move at their own pace / convenience (as far as possible) and contact within 48 hours to ensure the they are OK
- 1.15 We will ensure residents are accompanied by someone familiar on the day of the move, including volunteers and carers if possible
- 1.16 We will use current care home staff to the fullest; passing on their knowledge of residents to new homes, escorting, transporting, etc.
- 1.17 Staff handover to new homes – verbal and written. Care summaries, including care plan that details health and social care needs, pharmacy and medication details, GP and hospital appointments
- 1.18 Tell the new home what system of medication administration was used in the home the resident was moved from (i.e. original pack/ specific monitored dosage system), so the new home is aware if there is a need to urgently request a new prescription and supply
- 1.20 Maintain a log of decisions and movement of residents, when and where they move to and that they have arrived safely
- 1.21 Ensure residents' belongings are accounted for, including valuables held by the care home, that they are carefully logged, packed and moved with them (no bin bags)
- 1.22 Programme social worker/nursing reviews at 4 weeks (or before if they are more at risk because of moving) and as necessary thereafter and keep other stakeholders (LA/CCG/CQC) informed of progress and any

issues

- 1.23 Residents' medications and treatment details are logged and go with residents and checked on arrival at new care home
- 1.24 Particular attention to be made to ensure relocated residents are correctly identified
- 1.25 Change of GP and new home recorded
- 1.26 Placements made out of county should be notified to the receiving CCG/local authority
- 1.28 Consider how many family members/friends might visit the resident in the new care home; can we assist them to do so?
- 1.29 Notify Department of Work and Pensions of change of home
- 1.30 Liaise closely with the LA/CCG Commissioning Team (new contracts need to be issued, old contracts terminated)
- 1.31 Consider whether residents' moves should be arranged to coincide with others or spread over more than a week (if time is available)
- 1.32 Consider the desirability of temporary/second moves
- 1.33 Ensure new care home is registered for the category of care required
- 1.34 Liaise with CQC, CCG, LA staff to ensure there are no concerns about the new care home in terms of residents' needs, safety, quality or sustainability of the home