

Support Checklist-- How am I supported right now to meet my needs?

This checklist is a tool to assist in understanding the assistance each person may need and is meant to be individualized. The checklist is arranged in categories.

Check if support is needed	Category	Please indicate who is responsible for each item by checking the appropriate box.				
		Individual	Family Member	Paid Support	Friend or Volunteer	Other
	Daily Living					
	Schedule and supervise daily living support staff					
	Assist with meal planning					
	Assist with food shopping					
	Assist with meal preparation					
	Clean kitchen/manage food storage					
	Assist with eating					
	Assist in preparing lunch and snacks for work; keep lunch bag clean					
	Provide food in required formats such as blended, chopped, minced, soft, etc.					
	Assist to get haircuts on a regular basis					
	Assist with subscriptions to newspapers, magazines and on-line video services and cable/internet services					
	Support pet ownership; assure safety and health of pets					
	Teach healthy eating habits while supporting choice					
	Support use of communication technology					
	Develop and implement tools such as visual schedules to support maximum autonomy					
	Teach cooking and food handling skills to people supported and to direct support staff					
	Problem-solve and arrange for dietary changes needed for health reasons					
	Arrange nutritional consultations					
	Assist with weight management (gain/lose) plans					
	Shop for clothing and household items					
	Problem-solving assistance on daily living events and questions that occur e.g. managing the mail, neighbor issues					
	Assist people to manage their personal budget and personal funds					
	Account for personal funds to payee					
	Assist people to have personal spending money					
	Communicate with payee					
	Manage and complete required spend-downs					
	Conduct banking tasks					
	Assist people to establish self-care routines for bathing, oral care, and other grooming					
	Provide stand by and hands on assistance as needed for personal cares including showering and dressing					

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	Assist with toileting and or changing of personal care undergarments					
	Assist with transfers from bed to chair, etc.					
	Assist with mobility to move safely within their home and community					
	Assist with laundry, including changing bedding as needed; often daily					
	Assist in establishing a plan for keeping a home clean and orderly such as creation of a chore schedule					
	Provide or arrange all needed chore services					
	Provide emergency support when work providers are closed due to weather and holidays, family plans change, job suspensions, health issues, etc. prevent maintaining typical routine					
	Provide training to staff and people supported on new technologies, and address personal safety with on-line platforms, password management, etc.					
	Manage iPads, cellphones and other personal technology					
	Maintain a complete record of all contact information for each individual					
	Assist people to create and maintain their personal calendar of important events in their lives and contacts for friends and family					
	Facilitate all required personal care training, verifications and daily record of care documentation					
	Provide safety and emergency training to people supported and/or to staff					
	Establish a plan for making sure that trash and recycling is managed according to plan					
	Community & Relationships					
	Provide respectful, trained staff to deliver all needed assistance; hire, train, schedule and support daily living staff					
	Assist people to build and maintain relationships with family, friends, neighbors and co-workers					
	Learn about each person's interests, gifts and capacities to participate in community life					
	Assist people to engage in meaningful activities in their home and in the community					
	Assist people to join and participate in spiritual communities					
	Maintain thorough personal histories for each person					
	Develop ways to assist people to share their story with people who are new to them					
	Support active community involvement in non-segregated activities					
	Coordinate vacation plans, including summer camps					
	Provide emotional support and companionship					

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		Individual	Family Member	Paid Support	Friend or Volunteer	Other
	Assist people to access libraries and cultural events					
	Support participation in condo associations and neighborhood associations					
	Assist people to send cards to family and friends for birthdays and holidays					
	Provide all needed assistance to participate in coordinated community activities such as sports teams, bowling leagues, art classes. Provide all logistical support including registration and transportation.					
	Support family relationships, including staff support and transportation for visits, as needed					
	Support relationship building with housemates; mediate disagreements as needed					
	Housing					
	Locate and modify housing for each individual					
	Physically assist with moves to new homes: pack, arrange to move, and unpack belongings					
	Assist people to make their home their own; pictures, etc.					
	Continue to assess and modify housing environment as needs change over time					
	Support home ownership: get the gutters cleaned, buy major appliances, maintain water softeners, etc.					
	Change furnace filters on a regular basis					
	Report maintenance issues					
	Maintain good working order of smoke and CO alarms					
	Arrange for opportunities to consider sharing home and support					
	Resolve environmental issues and damages such as pest control, fire, flooding					
	Assist with planning for, and making moves to new housing					
	Lawn care and snow and ice removal					
	Assist with purchasing renters or homeowners insurance					
	Maintain communication with landlords					
	Support relationships with neighbors					
	Manage use of Section 8 and other housing subsidies					
	Establish and manage utilities including phone and cable					
	Arrange temporary housing and supports when needed due to safety or other emergent issues					
	Arrange for electronic monitoring necessary for safety					
	Transportation					

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		Individual	Family Member	Paid Support	Friend or Volunteer	Other
	Provide assistance with transportation directly via staff vehicles					
	Assist with learning bus routes and community safety					
	Arrange mobility training services					
	Assist to maintain a current bus pass					
	Assist to apply for paratransit services					
	Schedule para-transit rides					
	Address transportation glitches					
	Schedule medical rides					
	Health Care					
	Provide assistance to access routine primary health care					
	Schedule and attend medical appointments					
	Arrange or provide transportation to medical appointments					
	Communicate actively with health care providers					
	Create logging systems and provide documentation for health care needs					
	Arrange for a system of medication management					
	Assist with pharmacy selection, packaging, compounding, etc.					
	Assist individuals to take prescribed medications					
	Draft health care protocols and plans, and obtain professional assistance in creating plans as needed					
	Verify all medications are received and are accurate, per physician's orders					
	Provide emergency response and support to access urgent healthcare					
	Coordinate hospital admissions and discharges, and assure continuity of care					
	Provide healthcare education and support on preventative and chronic healthcare issues					
	Provide support for ongoing critical health treatments such as radiation, dialysis, etc.					
	Communicate with the support team about medication or health issues					
	Locate new medical providers when necessary; primary and specialty					
	Provide personal protective equipment for staff					
	Provide blood borne pathogens training for staff					
	Provide specific training for staff on use of lifts, c-pap's bi-pap's, nebulizers, and other medical equipment, orthotics, TED's					
	Assist in managing My Chart Accounts					

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		Individual	Family Member	Paid Support	Friend or Volunteer	Other
	Assist in completing Advanced Directives					
	Assist to obtain all medical alert bracelets					
	Provide training for staff on RN delegated tasks					
	Provide staff training on specific medical needs such as blood sugar management, use of insulin pumps, use of gastric tubes, first aid, CPR, pharmacology, care for ostomies, suctioning, wound care, general skin care, proper feeding techniques, complex positioning ROM, catheters, etc.					
	Arrange for OT and PT assessments and follow up on recommendations					
	Arrange for assessment of durable medical equipment needs, such as wheelchair and seating assessments, lift assessment, etc.					
	Assist in accessing mental health support					
	Support end of life needs					
	Provide nail and foot care					
	Assist in funeral planning					
	Provide support and access to training on stress reduction practices; mindfulness practices, etc.					
	Maintain durable equipment and arrange for repair					
	Maintain complete medical histories including all past medical issues, surgeries, allergies, routine appointment schedules, etc.					
	Arrange for durable and disposable medical equipment					
	Support Coordination					
	Provide 24 hour On-call service for urgent needs					
	Complete annual written summaries of all services received					
	Maintain an accurate and accessible database of all pertinent information for each person supported					
	Reconcile personal spending accounts					
	Manage staff logs, data compilation and tracking, and communicate information to others					
	Assure all required insurances are in place, and verifications are completed and submitted as needed to maintain benefit eligibility					
	Manage required guardian consents; releases, verbal consent, etc.					
	Complete application process for Energy Assistance, Rental Subsidies and tax returns, as needed					
	Manage MA Personal Care service delivery and record keeping functions					
	Work to collaborate with vocational support agencies					
	Record keeping to track all services provided, etc.					

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		Individual	Family Member	Paid Support	Friend or Volunteer	Other
	Advocacy & Support					
	Commit to thoughtful, individual support planning that keeps the hopes, dreams and interests of the person at the center					
	Provide required abuse and neglect training to staff, train fact-finders, conduct investigations					
	Support voting and participation in civic events					
	Stick with people as their lives change; modify supports as a person's life changes					
	Keep looking for another way to offer and provide support in difficult times					
	Actively participate in development of behavioral support plans					
	Assist people to complete advance directives and fund burial plans					
	File complaints related to unsafe or disrespectful delivery of services: transportation, health care, etc.					
	Participate in any required support plan review, including restrictive measures applications					
	Support people in all stages of life, including end of life					
	Support autonomy and choice in daily life and decision making about bigger life choices including medical care, service needs, etc.					
	Involve legal advocates when necessary including Adult Protective Services					
	Assist with arranging and managing special needs trusts					
	Assist with probate matters including guardianship					