

### ***Social Services Department Checklist***

Starting Date \_\_\_\_\_

Social Services Professional \_\_\_\_\_

<b>Daily — Areas to be completed</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Department Head Meetings							
Complete Assessments on New Admission							
Complete Multidisciplinary Discharge Summary							
Paperwork Related to Room Changes							
Introduce Residents to New Roommates							
Fix Up Room Changes with Visit about Move							
Chart Room Changes and Adjustments							
Document Significant Behavior Changes							
Document Significant Changes in Condition							
Record Lost Dentures, Glasses and Hearing Aids							
Clothing and Personal Care Needs							
Transportation Needs							
Family and Resident Counseling							
Deaths							
Other							
<b>Weekly</b>							√
Quarterly, Annual Progress Note Updates (Including MDS)							
Attend Resident Care Conferences							
Attend Rehabilitation Meetings							
Organize Rehabilitation Meetings with Resident and Family							
New Resident Adjustment Issues							
In-Service Training							
Staff Meetings							
<b>Monthly</b>							√
Send Out Notices for Next Month's Resident Care Conferences							

**Notes:**