

Virginia Care Home Move-In Organizer

A practical checklist for a move into a residential care setting.

Confirm the selected home's exact admission requirements. Assessments, clinician forms, testing, agreements, and timelines can vary by resident needs and license type.

Resident name

Facility

Planned move-in date

Primary family contact

Medical and care information

- ☐ Facility-required assessment or clinician information completed.
- ☐ Current medication list includes dose, schedule, purpose, prescriber, and pharmacy.
- ☐ Allergies, diagnoses, mobility limits, dietary and communication needs documented.
- ☐ Medication supply, labels, refills, and delivery process confirmed.
- ☐ Equipment is labeled and checked: mobility aids, glasses, dentures, CPAP, oxygen, or other items.
- ☐ Primary care, specialists, preferred hospital, hospice, or home-health contacts recorded when applicable.

Documents and agreement

- ☐ Identification and insurance cards copied as requested.
- ☐ Emergency contacts and authorized representatives are current.
- ☐ Advance directive, health-care agent, power of attorney, guardianship, or medical orders copied only when applicable.
- ☐ Admission agreement, fee schedule, house policies, and resident rights copied for the family.
- ☐ Deposit, refunds, rate changes, extra charges, and move-out terms confirmed in writing.

Room, belongings, and routines

- ☐ Clothing, shoes, sleepwear, and personal-care supplies packed and labeled.
- ☐ Room measurements and allowed furniture or decorations confirmed.
- ☐ Valuables inventoried; irreplaceable items stored safely elsewhere unless needed.
- ☐ Phone, charger, hearing-aid batteries, and communication tools prepared.
- ☐ Laundry, linens, toiletries, and replacement responsibilities confirmed.

Preferred name / language

Morning and bedtime routine

Foods enjoyed / avoided

Calming strategies

Interests / activities

Move-in day and first week

- ☐ Bring medications and paperwork exactly as instructed.
- ☐ Review room inventory, emergency contact, and initial care plan with staff.
- ☐ Confirm the ongoing contact person and first follow-up date.
- ☐ Ask the resident privately about meals, sleep, care, and interactions.
- ☐ Review any unexpected charge, missed routine, fall, or health change promptly.

Virginia next step: Use the Virginia Department of Social Services assisted living search to check a licensed ALF. Match the name and address and review the available license and inspection information. Adult foster care follows a separate local-department approval route; an absent ALF result alone does not establish whether a small home is approved. Ask the local department of social services about that setting.

Official source: [Virginia Department of Social Services](#). Source reviewed September 2026. Confirm current requirements directly.

Educational organizer only. Follow the facility's instructions and qualified medical or legal advice.