

Wisconsin Care Home Move-In Organizer

A practical checklist for a move into a adult family home, community-based residential facility, or residential care apartment complex.

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.

Official starting point: [Wisconsin Assisted Living Provider Search](#) (Wisconsin Department of Health Services, Division of Quality Assurance). Verify current rules, forms, fees, records, and deadlines directly with the agency. Source reviewed September 2026.

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