

AE-101

Moving-In Checklist

A simple, step-by-step list of everything to complete and bring before move-in day.

Moving into a new home should feel calm and organized, not rushed. This checklist walks through the paperwork, health information, and personal items we gather before a resident's first night at Aeternum. Our team completes most of it with you during the admission conversation — nothing here needs to be handled alone.

Please note — Bring what you can and let us know what is missing. Nothing on this list is a barrier to moving in; we will help gather anything outstanding during the first week.

Before move-in day

- ☐ Admission paperwork reviewed, signed, and returned
- ☐ Service agreement and consent forms completed
- ☐ Release of information signed for each provider we will coordinate with
- ☐ Insurance information, Oregon Health Plan card, or payment arrangement confirmed
- ☐ Financial responsibility and personal spending arrangements discussed
- ☐ Move-in date and arrival time confirmed with the home
- ☐ Tour completed and room assignment reviewed

Health and medication information

- ☐ Current medication list including doses, times, and prescribing provider
- ☐ All prescriptions in original, labeled pharmacy containers
- ☐ Pharmacy name, address, and phone number
- ☐ Recent history and physical or discharge summary, if available
- ☐ Allergy list, including food, medication, and environmental allergies

- ☐ Immunization record and any recent lab or screening results
- ☐ Primary care provider name and contact information
- ☐ Behavioral health provider, prescriber, and case manager contact information
- ☐ Dental, vision, and specialty provider information
- ☐ Medical equipment such as CPAP, hearing aids, eyeglasses, or mobility aids

Identification and documents

- ☐ Photo identification or state ID card
- ☐ Social Security card or number, if available
- ☐ Insurance and pharmacy benefit cards
- ☐ Guardianship, conservatorship, or representative payee paperwork, if applicable
- ☐ Advance directive or declaration for mental health treatment, if one exists
- ☐ Court, probation, or parole documents, if applicable

Contacts

- ☐ Two emergency contacts with phone numbers and relationship
- ☐ Family members or friends approved for visits and phone calls
- ☐ Anyone the resident does not want us to share information with
- ☐ Preferred name and pronouns recorded

Personal belongings

- ☐ Seven to ten days of comfortable, weather-appropriate clothing
- ☐ Everyday shoes and a pair of walking shoes
- ☐ Coat or rain jacket — this is Oregon
- ☐ Toiletries and personal care items

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- ☐ All belongings labeled with the resident's name

The first week

Within the first several days, staff will sit down with each new resident to build a person-centered support plan, review house routines and rights, complete a health and wellness review, and schedule any appointments that need to happen soon.

- ☐ Orientation to the home, house agreements, and daily rhythms
- ☐ Resident rights reviewed and a copy provided
- ☐ Person-centered support plan started with the resident's own goals
- ☐ Medication routine confirmed with the prescriber and pharmacy
- ☐ Primary care and behavioral health appointments scheduled
- ☐ Family introduction call or visit arranged