

**ADVANCE DIRECTIVE CHECKLIST
AND DOCUMENTATION
CSH-425**

Admission Personnel*: Imprint with the client's stamp plate.

Initiate form for all legally competent adult clients.

Give Your Right to Decide and document.

Record any known Advance Directives.

Get client to read and sign following the statements at the bottom.

When necessary, read information to the client. Witness client's signature and get second witness if client signs with a mark.

If client would like more information about advance directives, the Unit Director is responsible for contacting the Ethics Forum chair to follow up.

If the client is unable to give or receive information, place the 425 and CSH-170 Your Right to Decide in the chart.

CSH-

Social Work/Case Manager: Verify completion of CSH-425 and receipt/documentation of all supporting documentation.

If client continues to be unable to give or receive information, the family should be questioned and CSH-425 updated as soon as possible. At a minimum given persistent inability in complete the CSH-425, the social worker will so note on the CSH-425 when the client moves to an extended care area and in annual psychosocial assessments thereafter.

* For direct admissions to CSH nursing home units, the social worker on the living unit will be responsible for this admission function as well as follow up efforts, as indicated.