

# Care Plan Checklist

Use this checklist to ensure all essential information is captured when creating or reviewing a client care plan. It helps guide consistent documentation of needs, goals, and interventions.

## Client Information

- Legal name and preferred name
- Primary language
- Cultural or religious considerations
- Key contacts (family, caregivers, physicians)

## Assessment & Diagnosis

- Current physical and mental health status
- Primary and secondary diagnoses
- Mobility status and assistive devices

## Medical History

- Chronic conditions
- Allergies
- Past procedures or hospitalizations

## Medications

- Medication list with dosages
- Administration instructions
- Schedule and monitoring notes

## Goals & ADLs

Use this section to document the client's goals alongside their Activities of Daily Living (ADLs). Include both short-term and long-term goals, and note how support will be provided to help the client make progress.

- Short-term and long-term goals
- Frequency of activities or therapies
- Evaluation and progress

## Nutrition & Lifestyle

- Dietary needs and restrictions
- Meal preferences
- Exercise and social activity preferences

## Interventions

- Prevention plan
- Home safety considerations
- Emergency protocols

## Emergency Contacts

- Primary emergency contact
- Physician and specialist contacts
- Backup contacts

## Date & Signatures

- Signature
- Effective Date