**APS Home Visit Preparation Checklist**

Review the referral.

Confirm the address (is the building a locked building)

Google the Address to see what the home/place looks like.

Property Search (who owns the property)

Confirm the phone number.

Look up other referrals if received. What was the result? Talk with previous worker.

Review comments in MIDAS

Review Scripts

Review and check current prior LTCFS if applicable.

Contact SS to determine if person is receiving benefits, where they are going and for what dx

Gather any additional information needed from referral source if needed.

Look up Medicaid PFLTC or inquire if other services such as MH services.

Create a file folder and bring appropriate note taking, assessment forms.

Identify any environmental concerns (secure protective equipment)

Do general searches on google, Forward Health, WISIN, White Pages, Cares, CCAP General Google Searches.

Identify any other names the person may have used AKA or maiden names.

Social Media searching Facebook, Instagram, twitter.

Put the address on your calendar to ensure safety.

Review the risk assessment and prepare questions based off of the referral.