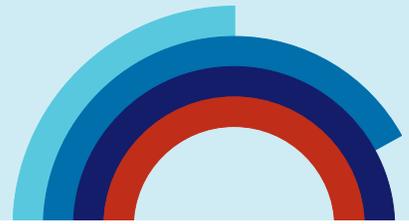


# PERSON-CENTERED PLANNING DEPARTURE CHECKLIST



Have everything you need prior to your departure for the appointment? The checklist below will make sure you are well-prepared prior to meeting with an individual to develop a care and service plan.

## People:

- Are all of the people who are needed going to be present?
- Have I arranged for any needed accommodations (such as an interpreter)?
- Am I aware of any allergies and have I planned to avoid triggers?

## Place:

- Do I know where I am going?
- Where can I park?
- What are the public transit stops and what's the schedule?
- Any specifics about the location (which entrance to use, how to contact the individual when I arrive, is it accessible)?

## Time:

- Have I arranged enough time?
- Do I have my calendar if we need to schedule another time?
- Have I cleared my schedule as much as possible so that I can be fully present?

## Safety:

- Have I left my travel plans with someone?
- Did I review my organization's safety checklist?

## Resources:

- Review previous care plans
- Have available any forms/templates needed for comprehensive assessment and care plan
- Know information about resources available to the consumer in their area
- Bring a charged phone and computer with internet connectivity, with chargers and extra batteries (and the phone number for your IT helpdesk)
- Bring business cards, identification, information to leave behind, pen, shoe coverings
- Prepare PPE: masks, gloves, hand sanitizer, wipes to clean any equipment used, trash bag and any other personal protective equipment required by your employer



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