



Information sheet

No. 30 Check list flat sharing communities for individuals with dementia

This check list intends to help you selecting a flat sharing community (WG) for individuals with dementia. It helps you to clarify, what is important to you. Carefully consider what you can and want to contribute, but also what the other relatives want and what you, possibly, expect from them. You can adapt the catalogue to your personal requirements by removing or adding items and using the free fields for entries.

Use the catalogue as selection help or guide line for your own decision. It may be the basis for a discussion with the relatives, the care service provider and the landlord. It may also help to strive for improvements.

Please consider: Not everything can be implemented in situ on a 1 to 1 basis. However, the relatives can, together, exercise significant influence the well-being of their family member suffering from dementia.

Residents

1. How many people live in the flat sharing community? Does the group size match my wishes?	yes <input type="checkbox"/> no <input type="checkbox"/>
2. Do all residents suffer from dementia?	yes <input type="checkbox"/> no <input type="checkbox"/>
3. Does your ill family member match the other residents regarding a) disease progression, b) age, c) specific interests and treatments?	a) yes <input type="checkbox"/> no <input type="checkbox"/> b) yes <input type="checkbox"/> no <input type="checkbox"/> c) yes <input type="checkbox"/> no <input type="checkbox"/>
4. Does the flat sharing community seem harmonic and equitable? Is there interaction between the residents?	yes <input type="checkbox"/> no <input type="checkbox"/>

Self-determination

1. Do the relatives meet a) often, b) rare c) not at all? <i>As a potential new resident you should ask for contact information of active relatives and legal guardians. You may, have to ask the care services to ask the relatives and caregiver, if they agree to passing on their information.</i>	often <input type="checkbox"/> rare <input type="checkbox"/> not at all <input type="checkbox"/>
2. Do the relatives invite the caregivers or the landlord to the meetings?	
3. Is there a relatives committee?	yes <input type="checkbox"/> no <input type="checkbox"/>
4. Is there a relatives speaker? <i>As potential new resident ask for the contact information.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
5. Is there an oral or written agreement for regulating the essential questions of living together? <i>As potential new resident ask for a copy of the agreement.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
6. Do a) the relatives, b) the care services with participation of the relatives or c) the care services decide about a new resident or possible leaving?	
7. Do a) the relatives, b) the care services with participation of the relatives or c) the care	

services decide on larger purchases, e.g. washing machine or furniture?	
8. How many residents are represented by legal guardians? Do they take active part in the flat sharing community? Do they participate in meetings, in which important decisions are made? Do they order third parties within the scope of their legal possibilities?	
9. Are there agreements regarding the handling of conflicts (a complaints management)?	yes <input type="checkbox"/> no <input type="checkbox"/>
10. Do the relatives have access at any time to the care documentation? Is the care documentation locked away – as stipulated?	yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/>
11. Do the residents, not under care or the relatives have house and residence keys? <i>This should be standard, as they are the heads of the households.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
12. How many residents are visited by their relatives or legal guardians? How many are visited a) weekly, b) monthly, c) never? <i>By this you can easily recognise in how involved relatives and legal guardians are.</i>	
13. How many relatives take active part and how, into the everyday of the flat sharing community?	
14. Can I easily reach the flat sharing community from my home?	
15. Does the location of the flat sharing community allow my ill relative to remain in his usual environment? Is the residence located in a lively living quarter with possibilities for outside activities, e.g. for walks in gardens or shopping?	yes <input type="checkbox"/> no <input type="checkbox"/>
16. Does the flat sharing community make it easy for potential new residents to get to know them? Is there an option of a) several hours of visiting, b) trial residence, c) participation in a meeting of the relative committee d) talks with relatives and the care services?	

Personnel

1. Is there more than one care service provider at the residence? If yes: Are there any agreements for cooperation?	yes <input type="checkbox"/> no <input type="checkbox"/>
2 Are there fixed promises for staff employment?	yes <input type="checkbox"/> no <input type="checkbox"/>
3. How many employees care for how many residents? <i>Note the number. From this an approximate care ratio is apparent.</i>	
4. Is there a care specialist with 3-years education, regularly active at the residence? <i>Note number. You can then calculate the approximate percentage of specialist caregivers in the total personnel in the residence.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
5. Is trained personnel present at all time of day or night? <i>The personnel regulation of the residence participation law – WTG- stipulates this, as soon as a resident in the residence has a care level II or higher and is demented.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
6. Is there double presence during core hours? If not: Why is this not required or possible?	yes <input type="checkbox"/> no <input type="checkbox"/>
7. Do the relatives and legal representatives always know which staff members are present and at what time, and what qualifications they have? Are there any current overviews? <i>Ask the care service provider for this information. You are the customer.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
8. Is there a fixed contact person in the flat sharing community for suggestions, questions, problems and complaints? <i>Ask for this and note the contact information and attendance times!</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
9. How many staff members have an additional geronto-psychiatric training? <i>Note the number. You can then approximately calculate how high the percentage of staff is, who have been trained on the subject dementia. Speak with the care service provider about their respective planning. Ask if staff members have been trained in other medical issues of residents or will be trained.</i>	
10. Do changes of personnel occur often or rare? <i>Attention: Continuity is especially important in the care of individuals with dementia. Speak with the care personnel about this.</i>	
11. Are volunteers active in the flat sharing community?	yes <input type="checkbox"/> no <input type="checkbox"/>

<p>12. Does the care service provider cooperate with other services, therapists and facilities? What do they contribute? <i>Note the cooperation partners, e.g. mobility help services, visiting services, low-threshold care service offers.</i></p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
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Living and living environment

<p>1. How many square metres (individual room plus share of the common areas) are available per resident? <i>Note the amount of square metres. The SWA sets an area requirement of about 30 m² per person. The minimum size of the individual rooms should not be less than 12m² and not exceed 20 m². Also, ensure that the amount of m² conforms to the accommodation costs. The social services office is only allowed to take over costs within the set guidelines. Get information on this from the social services office before entering a contract, if your mother will need social benefits from the social services office now or possibly in the future.</i></p>	
<p>2. Does the residence have a protected and freely accessible outdoor installation, e.g. a terrace, a balcony or a garden?</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>3. Are the common areas, such as kitchen, living room or corridors large enough and well arranged for the number of residents? <i>For instance, pay attention that</i></p> <ul style="list-style-type: none"> • <i>the dining area and table are large enough for the residents and staff to have meals together,</i> • <i>the kitchen is large enough for several persons carrying out work in the kitchen,</i> • <i>one or more additional comfortable sitting areas exist,</i> • <i>there is sufficient parking and moving space for rollators and wheelchairs.</i> 	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>4. Does every resident have his own room?</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>5. Are there sufficient sanitary facilities according to the number of residents and is this also the case for increasing care need?</p>	
<p>6. Is the residence free from barriers and easy accessible? <i>Pay particular attention that the residence is easy accessible and free from steps and thresholds and that the doorways are wide enough for rollators and wheelchairs</i></p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>7. Is the residence furnished cosy and need-oriented designed? Do the colouring and lighting appeal to your relative with dementia and you? May the residents bring their own furniture with them? Is there a door lock?</p>	
<p>8. Have precautions been taken for fire protection? Is there a second rescue route, an early smoke warning installation e.g. a smoke alarm detector, fire extinguisher, technical measures for preventing fire in the kitchen area, like such as switching off the cooker if the care personnel are not present? Are care personnel, residents and relatives sufficiently trained for the case of fire? Is at least one caregiver always present? <i>Discuss this among each other or with the care personnel and the landlord.</i></p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>

Care, housekeeping, social care

<p>1. Is there a care and provision concept especially for individuals with dementia? <i>Let someone explain the concept and possibly, ask for a copy.</i></p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>2. Can the caregivers of the flat sharing community, in which not only individuals with dementia reside, comprehensibly explain how they meet the different requirements of each resident? <i>Ask for the concept to be handed over and explained. Ask which advantages or disadvantages are connected with the make-up, what plans exist and how the caregivers meet the often different demands.</i></p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>

3. Can residents stay in the residence even if their health status decreases; possibly to their death?	yes <input type="checkbox"/> no <input type="checkbox"/>
4. Does the care personnel include the residents in the daily activities, e.g. cooking and washing up?	yes <input type="checkbox"/> no <input type="checkbox"/>
5. Does the flat sharing community offer group activities? Do the residents actively take part?	yes <input type="checkbox"/> no <input type="checkbox"/>
6. Does the flat sharing community offer activities outside the residence, e.g. outings, shopping, walks? Can they cover this with own staff or cooperation partners?	yes <input type="checkbox"/> no <input type="checkbox"/>
7. Is biography work performed in the residence? <i>Memory weakens with age, particularly with dementia. Biography work serves as the key to keep still existing abilities, which are promoted, in order to keep them as long as possible.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
8. Is validation used in the residence? <i>Validation is a special method to communicate with old individuals with dementia.</i>	
9. Are techniques of Basal Stimulation used in the residence? <i>Basal Stimulation also serves the purpose of opening up access and communication routes, particularly by addressing the five senses.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
10. Are the offers and activities, e.g. cooking, eating, occupation offers, use of the media directed to the wishes and needs of the residents?	yes <input type="checkbox"/> no <input type="checkbox"/>
11. Are the times for meals and sleeping times adapted to the individual habits of the residents? How flexible is this handled?	yes <input type="checkbox"/> no <input type="checkbox"/>
12. Can a pet be brought?	yes <input type="checkbox"/> no <input type="checkbox"/>
13. Is the way of speaking respectful and acknowledging between all involved?	yes <input type="checkbox"/> no <input type="checkbox"/>

Financing

1. Are there separate contracts for rent and care?	yes <input type="checkbox"/> no <input type="checkbox"/>
2. Do landlord and care providers actually seem to be independent from each other?	yes <input type="checkbox"/> no <input type="checkbox"/>
3. Are the costs and services presented transparent and comprehensible? <i>There must be a separation between accommodation costs, housekeeping money, care and nursing, and administration flat rate. Have all costs, you will potentially face, specifically be explained? Also note what services you will get for this. Ask for a written quotation. Speak with other relatives and legal guardians. Ensure that all residents are treated the same</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
4. Can all costs be permanently covered from income of the resident? <i>If not, ask the responsible social services office before moving into the residence for advice as to which costs can be accepted and how much you must possibly contribute as a relative.</i>	yes <input type="checkbox"/> no <input type="checkbox"/>

This check list is based on the check list in the brochure "Flat sharing communities for individuals with dementia. An alternative housing and care form".

The federal state of Berlin provides additional information in the care portal regarding outpatient care in flat sharing communities; there is also an overview with contact information and tasks of the most important contact partners in Berlin. Internet: www.berlin.de/pflege/index.html

The staff at the nursing support centre is happy to advise you.

www.pflegestuetzpunkteberlin.de

The responsible body for the nursing support centre are the insurance companies of Berlin and the state Berlin.

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