

First Contact Follow-Up Checklist

Item	Complete	Notes
▪ If in hospital/ER: 1. Call Deb or Joan to contact physician 2. Determine a discharge date 3. Contact Luis Calderon for placement assessment		
▪ Schedule medical appointment with Joan or Deb ▪ Deb to tag in LCR		
▪ Schedule baseline with Janell		
▪ Enter client in AIREs, CCMS, or LCR		
▪ Check labs, order if out of date		
▪ If no ID set appt/send for birth certificate if needed		
▪ Find out emergency contact information		
▪ Assess need for advanced directive and discuss with Joan		