



PASSARA • CAREGIVING | QUÉBEC

Planning care accommodation for a loved one

Family checklist • Research reviewed October 10, 2026

For families supporting an adult with a loss of autonomy or a disability. Use this checklist to prepare meetings and organize the process. Care teams and the relevant residence or health network determine eligibility and admission.

1. Request an assessment

- ☐ Contact the CLSC serving your loved one's area, or the case worker already involved. If your loved one is in hospital, ask the team who coordinates the process.
- ☐ Explain daily difficulties, services already used and the help the caregiver can still provide. Request an assessment of needs and support or accommodation options. [1, 2]
- ☐ Record your loved one's wishes: location, language, proximity to family, routines and activities. Losing autonomy does not automatically mean losing the ability to decide. [3]

2. Understand the options

Setting	Process to clarify
RPA • private seniors' residence	Contact the residence; check certification, actual services and lease. Complex needs require careful verification.
RI / RTF • intermediate or family-type resource	Referral through the health network based on needs and local availability. Ask about the relevant program and contribution rules.
CHSLD / seniors' home	For significant support and care needs. Public-network admission follows an assessment; confirm the facility's status.
Alternative home (maison alternative)	May accommodate adults with a physical or intellectual disability, or autism. Confirm eligibility and availability with the network.

Do not assume that an RPA is suitable, or rule it out based on age alone. For someone under 65, ask specifically about resources suited to their condition. [2, 4, 5, 15]

Priorities for a progressive condition

Ask how swallowing difficulties, transfers and increasing needs would be addressed. Explain the caregiver's limits and request a support plan during the wait. For someone under 65, ask about age-appropriate options. These are issues for the care team to assess, not a recommendation of a setting.

My first action

Contact: _____ Phone: _____
Planned date: _____ Main need: _____

Questions for the case worker

Bring to your social worker or the person responsible for the case

PASSARA compiled these practical questions. They are not an official list of admission requirements.
[1, 2, 4, 6]

Needs and referral

- ☐ Which setting can meet current needs and their expected evolution? Why is it being recommended?
- ☐ Which assessments remain to be done, by whom and when? What documents do we need to provide?
- ☐ How are caregiver limits and exhaustion considered? What support or respite can we request now?
- ☐ For a person under 65, which suitable options are available?

Application and waiting

- ☐ Who submits the application, and to which service? How can we confirm it has been received and is complete?
- ☐ Is the application eligible? What is its priority, and how should changes in circumstances be reported?
- ☐ Can we express preferences for a facility or area? Are they guaranteed?
- ☐ What waiting-time estimate can you give for this case? When should we follow up, and with whom?
- ☐ Could temporary accommodation be offered? How would a later transfer to the preferred setting work?
- ☐ When a place is offered, how long do we have to respond and move? What would refusing mean in our case?

Safety while waiting

- ☐ What should we do if home support is insufficient, our loved one's condition changes or the caregiver can no longer provide care? Who can we contact evenings or weekends?

Immediate danger: 911. Psychosocial guidance: 811, option 2. Caregiver support and referrals: Info-aidant, 1 855 852-7784. These services do not reserve accommodation places. [7, 8]

Case worker: _____ Next follow-up: _____
Priority answer to obtain: _____

Visit and compare settings

Check essential needs before comparing price and appearance

Use the same checklist for each visit. Ask for precise answers and written confirmation of promised services. PASSARA proposes these questions based on visit guides. [5, 9]

Care and assistance

- ☐ Which staff are actually present during the day, evening and night? Which care requires an outside professional?
- ☐ How do residents get help at night? How are call requests and emergencies handled?
- ☐ Can you provide transfers, toileting assistance, mobility support and wheelchair access? What equipment is available?
- ☐ If there are swallowing difficulties, how are the care team's instructions followed at meals? Who can help with eating?
- ☐ Who manages medication and medical follow-up? What rehabilitation services are available?
- ☐ What are your service limits if needs increase? How would relocation be arranged?

Daily life and family involvement

- ☐ What choices does the resident retain about meals, waking times, visits and activities?
- ☐ How are activities adapted to age, abilities, language and interests?
- ☐ Who is our contact? When is the care plan reviewed? How are families informed of changes?
- ☐ How can we contact the users' or residents' committee and access the complaints process?

What to observe

Staff respect and patience; responses to requests; help at meals; accessible rooms and bathrooms; cleanliness; atmosphere and social opportunities. A visit provides an impression, not a guarantee.

Setting: _____ Date: _____

Essential need not yet confirmed: _____

Question for the care team: _____

Documents and budget

Gather what is available; confirm what is actually required

My preparation file

This is a suggested family preparation file, not a universal list of mandatory documents. Do not delay first contact because a document is missing. [1, 10]

- ☐ Identification and health insurance card; contact details for the resident, family contact and professionals.
- ☐ Recent medication list from the pharmacy; allergies; available assessments and clinical instructions.
- ☐ Summary of daily assistance, equipment, dated incidents and caregiver limits.
- ☐ Your loved one's preferences, routines and communication methods.
- ☐ Relevant representation documents, if any; confirm their scope before signing or deciding for someone else. [3]
- ☐ For financial assessment only: income, benefits, assets, family obligations and documents requested by the RAMQ or setting.

Clarify what will be paid

Public institution: the RAMQ sets a contribution; a reduction can be requested based on ability to pay. At the time of review, the listed monthly maximums were \$2,242.20 (single room), \$1,872.90 (2 beds), and \$1,395.30 (3 or more beds). These are indexed annually: check the RAMQ page before using them. [11]

RI: contribution rules differ. Use the RI-specific page and calculator, not CHSLD rates. [4]

RPA: obtain rent, individual service prices and extras. Services must appear in the mandatory lease schedule. Check tax assistance directly with Revenu Québec; it does not automatically apply to every family. [12, 13]

Monthly budget to confirm	Amount
Rent or contribution	\$_____
Additional services / care	\$_____
Transportation, medication, phone and personal expenses	\$_____
Gross total / confirmed assistance / balance	\$_____ / \$_____ / \$_____

Confirm the CHSLD's status and applicable fees. The word "private" alone does not establish its funding. Moving does not automatically end an existing lease: verify required notices and documents with the TAL. [6, 12]

Admission and follow-up

Prepare the move, then check how the transition is going

When a place is offered

- ☐ Record the setting, deadlines, arrival date and admission contact.
- ☐ Confirm with the team that essential needs can be met; clarify unanswered questions before responding.
- ☐ Request the local checklist of documents and belongings; arrange suitable transportation.
- ☐ Have relevant professionals transmit clinical information; confirm medication and equipment on arrival.
- ☐ Plan address changes, existing-lease arrangements and applicable financial steps.

Make the new setting familiar

Bring labelled clothing, useful personal aids and a few permitted reassuring objects. Confirm what the setting supplies. Prepare a short note about routines, preferences and communication methods. [10]

After arrival

- ☐ Identify our contact and agree on a first care-plan follow-up.
- ☐ Record adjustment difficulties or missing services and discuss them with the team.
- ☐ Share visits and tasks among family members; request caregiver support if needed. [14]

Compare two options

Criterion	Setting A	Setting B
Essential needs confirmed	_____	_____
Service limits	_____	_____
Confirmed total cost	_____	_____
Proximity / preferences	_____	_____
Availability to confirm	_____	_____
Unanswered question	_____	_____

Track the process

Date / contact	Answer or document	Next action / date
_____	_____	_____
_____	_____	_____

Sources and scope

Clickable references • Consulted October 10, 2026

Independent PASSARA summary. No organization listed has validated or endorsed this checklist. Confirm local procedures and required documents with the responsible service.

- [1] Santé Québec Montérégie-Ouest • Accommodation access process
- [2] Québec Ombudsman • Understanding seniors' accommodation
- [3] Éducaloi • Supporting an older person with loss of autonomy
- [4] RAMQ • Intermediate-resource accommodation and calculator
- [5] L'Appui • Choosing a private seniors' residence
- [6] L'Appui • Managing the transition to a CHSLD
- [7] Québec.ca • Info-Social 811
- [8] L'Appui • Contact Info-aidant
- [9] FADOQ • Choosing a residence with services
- [10] Santé Québec Chaudière-Appalaches • CHSLD arrival checklist
- [11] RAMQ • Public-institution accommodation and reduced contributions
- [12] Administrative Housing Tribunal • Lease with a seniors' residence
- [13] Revenu Québec • Seniors' residence and home-support tax credit
- [14] L'Appui • Accommodation interview with Geneviève Gladu
- [15] Québec.ca • Seniors' homes and alternative homes

Reference titles are translated for convenience; some linked pages are in French.

What the research confirms

Procedural rules come from government, RAMQ and TAL sources; organizations add preparation advice. Source [14] is an Info-aidant counsellor. The older FADOQ guide was used for visit topics, not outdated rules or rates.

Montérégie-Ouest [1] was available through indexed results; full access to that page and the Montérégie-Est memo failed. No unreviewed local form or waiting period is presented as a confirmed rule.

Family accounts highlight concerns; they cannot predict a specific case's wait or cost. This guide addresses adult accommodation related to autonomy and disability, not every emergency or specialized housing pathway.

More clarity in your next steps

PASSARA helps caregivers organize administrative steps, documents and follow-ups. Explore the tool to see whether it suits your needs. This checklist is free to use without registration.

Discover PASSARA: passara.ca



Scan the QR code to visit the website.