**Documenting the Current State**

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| Stage | **What is working well?** | **Where do things go wrong?** | **Gaps and unmet needs?** | **Solutions and ideas?** |
| **Stage 1:**  How/where is the client identified?  (describe how/where here) |  |  |  |  |
| **Stage 2:**  How/where is the client referred?  (describe how/where here) |  |  |  |  |
| **Stage 3:**  Is there a comprehensive assessment? Where does it take place and who is involved?  (describe here) |  |  |  |  |
| **Stage 4:**  Is there a case conference and development of a care plan? Where does it take place and who is involved?  (describe here) |  |  |  |  |
| **Stage 5:**  Who provides the services?  How are the services coordinated?  (describe here) |  |  |  |  |
| **Stages 6 through 9 are internal to the community** | | | | |
| **Steps** | **What is working well?** | **Where do things go wrong?** | **Gaps and unmet needs?** | **Solutions and ideas?** |
| **Step 6:**  Does the client have the choice to die at home?  (describe here) |  |  |  |  |
| **Step 7:**  What is involved at the time of the client’s passing?  (describe here) |  |  |  |  |
| **Step 8:**  Who provides follow-up and bereavement support?  (describe here) |  |  |  |  |
| **Step 9:**  What is involved in the case closure process?  (describe here) |  |  |  |  |