**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) |  |  |  |  |