



# National Caregiver Support Collaborative Checklist for Caregiver Assessments

**About This Resource:** The National Caregiver Support Collaborative (NCSC) Checklist for Caregiver Assessments provides a self-guided roadmap for aging, tribal and kinship networks to advance the use of caregiver assessment in Older Americans Act (OAA) caregiver programs. The checklist aims to fully capture the range of caregivers' needs, match caregivers to services, and ensure these services effectively address their needs. The NCSC derived key characteristics of a strong caregiver assessment from an environmental scan of caregiver assessment promising practices and interviews with leading programs.

## Checklist

This checklist guides organizations through the process of improving family, kin, and tribal caregiver assessments. Organizations can select and prioritize specific areas of practice below based on their level of experience using caregiver assessments and the needs of the caregivers they serve.

#	Area of Practice	Check if Applicable:
1	Assessment protocols	<input type="checkbox"/> Organizations have a protocol to determine how and when to administer caregiver assessments (e.g., embedded into person-centered options counseling, information and assistance, or referral protocols to caregiver specialists) <input type="checkbox"/> Initial intake includes screening to identify caregivers, including intake into the <a href="#">No Wrong Door (NWD)</a> system of access to supports
2	Person-centered considerations	<input type="checkbox"/> The assessment process follows a person-centered approach and is completed with direct participation from the caregiver (note: timing of assessment should accommodate the caregiver's expressed needs) <input type="checkbox"/> The assessment's tone is conversational and focused on relationship building between the assessor and caregiver <input type="checkbox"/> The assessment process considers the needs of unique populations
3	Assessment components	<input type="checkbox"/> When possible, the assessment is an evidence-based or evidence-informed tool <sup>1</sup> <input type="checkbox"/> The assessment has electronic capability to capture data and allows caregivers to access key outcomes from the assessment <input type="checkbox"/> The assessment is didactic: it includes education and resources as well as discussion of needs and desired outcomes <input type="checkbox"/> The assessment is strengths-based: it builds on what is going well

<sup>1</sup> An evidence-based assessment is defined as: proven effective through evaluation using experimental or quasi-experimental design; research results published in a peer-review journal; inclusive of developed dissemination products that are available to the public (e.g., manual); translated at least once before in one or more community site(s) with fidelity to the approach used in the published research. An evidence-informed assessment is defined as: found to be effective through evaluation, but not using experimental or quasi-experimental design; inclusive of guidance to carry out essential activities (e.g., protocol, checklist); translated at least once before in one or more community site(s).

#	Area of Practice	Check if Applicable:
<b>3</b> <b>(cont.)</b>	Assessment components (cont.)	<input type="checkbox"/> The assessment includes the following domains: <sup>2</sup> <ul style="list-style-type: none"> <li>• Background on the caregiver and the caregiving situation</li> <li>• Caregiver's perception of health and functional status of the care recipient</li> <li>• Caregiver's values and preferences with respect to everyday living and care provision</li> <li>• Health and well-being of the caregiver</li> <li>• Effects of caregiving on the caregiver</li> <li>• Care-provision requirements (skills, abilities, knowledge)</li> <li>• Resources to support the caregiver</li> </ul>
<b>4</b>	Training for staff administering the assessment	<input type="checkbox"/> The organization has a procedure manual or guidance for conducting assessments <input type="checkbox"/> The organization has a training program for assessors, including self-paced online and in-person modalities incorporated into staff onboarding processes and ongoing staff training <input type="checkbox"/> In-person training includes shadowing and feedback from a mentor assessor <input type="checkbox"/> Training includes techniques to build rapport with caregivers and inspire action (e.g., motivational interviewing)
<b>5</b>	Linkage to services and supports	<input type="checkbox"/> The assessment data are used to link caregivers to services that support their unique needs identified through the assessment <input type="checkbox"/> The assessment includes an action plan that lists next steps, the person responsible, and timelines
<b>6</b>	Evaluation and tracking	<input type="checkbox"/> The organization leverages deidentified caregiver assessment data to inform continuous quality improvement for caregiver support (e.g., measure outcomes and satisfaction with supports) <input type="checkbox"/> Assessment data feed into an information technology system used for coordination of access to services and supports and meets federal reporting requirements
<b>7</b>	Follow-up	<input type="checkbox"/> The organization maintains written protocols for routine assessment follow-up to ensure caregivers are sufficiently connected to support services according to their changing needs

## Learn More

Please visit the [NCSC website](https://www.ncsc.org/) to explore additional resources related to caregiver assessments.

If you have additional questions or would like to request technical assistance to improve your caregiver assessment practices, please e-mail the NCSC ([caregivercollaborative@acl.hhs.gov](mailto:caregivercollaborative@acl.hhs.gov)).

<sup>2</sup> Family Caregiver Alliance. (2006). *Caregiver Assessment: Principles, Guidelines, and Strategies for Change: Volume I*. [https://www.caregiver.org/uploads/legacy/pdfs/v1\\_consensus.pdf](https://www.caregiver.org/uploads/legacy/pdfs/v1_consensus.pdf)