

Today's Date: \_\_\_\_\_

## Record-Keeping Form For Resident Concerns

This form can be used to keep records of a problem or concern and how it is addressed by the facility. Keeping track of who you spoke to and when, what the response was, and what actions were taken to resolve the problem can strengthen your advocacy, both in the facility and beyond. This form can be used to facilitate conversations and follow-up with staff and administration, raise issues at resident or family council meetings, or support a complaint to a government agency.

**Date When Issue Occurred or Was Discovered:** \_\_\_\_\_

**Issue:**

**People Involved or Witnesses (if any):**

**Staff Person(s) Spoken To:**

**Response/Plan of Action from Staff:**

**Actions Taken:**

Today's Date: \_\_\_\_\_

*--- Make as Many Copies of This Page as Necessary to Track Your Concern ---*

**Issue (Update):**

**Staff Person(s) Spoken To:**

**Response/Plan of Action from Staff:**

**Actions Taken:**

Today's Date: \_\_\_\_\_

**Issue (Update):**

**Staff Person(s) Spoken To:**

**Response/Plan of Action from Staff:**

**Actions Taken:**

For additional information and resources, please visit  
[www.nursinghome411.org](http://www.nursinghome411.org).