



# Emergency Care Plan

## Care Recipient Name

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**Insert photo here**





## Emergency Respite Care Information

Care Recipient Information	
Name	DOB/ Age
Address	Phone Number
Primary Caregiver Information	
Name	Phone Number
Address	Relationship to care recipient
Emergency Contacts and Supports	
Name	Phone Number
Address	Relationship to care recipient

**Date of care recipient last ER visit:** \_\_\_\_\_

**Reason:**

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Care Recipient Primary Care Physician	
Physician	Phone Number
Location	



**Medical Conditions – if yes, fill out, if no leave blank**

<b>Dementia/ Type</b>	
<b>Cardiovascular</b>	
<b>Diabetes</b>	
<b>Wounds</b>	
<b>Dental</b>	
<b>Vision</b>	
<b>Allergies</b>	
<b>Immune Disorder</b>	
<b>Hearing</b>	
<b>Musculoskeletal</b>	
<b>Gastrointestinal</b>	
<b>Gynecological/Urinary</b>	
<b>Other</b>	

**Behavioral Challenges**

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## Care Recipient ADL/IADL Needs

Activity	Independent	Some Assistance	Total Assistance
Mobility			
Toileting			
Personal Hygiene (hair, teeth, nails, etc.)			
Showering/Bathing			
Dressing			
Eating			
Phone/computer use			
Shopping			
Cooking			
Medical Tasks			
Pet Care			

### Notes

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## Assistive Devices

X	Device	Notes
	Pacemaker	
	Cane	
	Walker	
	Communication Device	
	Contacts	
	Dental Implants	
	Dentures	
	Glasses	
	Hearing Aid	
	Metal implants	
	Wheelchair/scooter	
	Oxygen	
	Prosthetics	
	Brace	
	Other	
	Medical Tasks/Wound Care	



### Caregiver Safety Plan - Know When to Get Help

What are the warning signs that you are beginning to struggle with things? These can include thoughts, feelings, or behaviors.

1.

2.

3.

### Use Coping Skills

What can you do, or where can you go by yourself, to take your mind off the problem?

1.

2.

3.

### Reach Out to Social Support

If you are struggling to handle your problem alone, contact trusted family members or friends.

Name	Relationship	Contact Info
1.		
2.		
3.		

**Remember my strengths that get me through difficult times. They are:**

### Seek Help from Professionals

If you need to talk, call the 988 Suicide & Crisis Lifeline. Whether you're facing mental health struggles, emotional distress, or just need someone to talk to, our caring counselors are here for you. You are not alone. **IMMEDIATELY call/text 988**



## **Making Respite Time More Effective**

Respite is temporary relief or time away, whether planned or emergency, from the daily obligations of providing care to a loved one. Respite has been identified as one of the most needed and desired services for family caregivers. Research suggests that respite is at least moderately effective in reducing caregiver burden and improving well-being, health, and confidence in caregiving. Some studies have also indicated that respite, when used for planned activities by the caregiver, can be better at reducing caregiver burden than respite time used for activities which were unplanned.

## **Set Goals to Maximize Your Respite Time**

Space is provided below for you to write down one to three specific goals you would like to accomplish during your respite time. Your goals can be anything (e.g., sleeping, cleaning, going to lunch with a friend), but they must be attainable during your three-month respite timeframe. We encourage you to choose activities that:

- you have always enjoyed doing
- you did before you became a caregiver but may not have been doing lately
- have religious or spiritual meaning
- may improve satisfaction with caregiving
- may reduce the stress you might feel from caregiving

There is no right or wrong answer - this is merely a tool to help you focus on your own needs for a short time, so you may have the opportunity to recharge your batteries and catch your "second wind" for your caregiving journey.<sup>1</sup>

## **List one to three (1-3) goals, or things you would like to do while receiving respite:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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<sup>1</sup> This information has been modified slightly from its original context located in a brochure entitled "Respite Services: Enhancing the Quality of Daily Life for Caregivers and Care Receivers," developed by faculty members from California State University, San Bernardino and The University of Utah, June 2010, 4<sup>th</sup> Ed. \*This information is used with permission from North Carolina Respite Project & High Country Area Agency on Aging.





## **Choosing a Respite Provider**

The Caregiver Respite Program is self-directed, meaning that you choose and train the care provider. Caregiving is both rewarding and challenging. Breaks are crucial to your physical, mental and emotional well-being. Taking time for self-care, whatever that looks like, can alleviate stress, foster feelings of rejuvenation and prevent burnout. It's healthier for you, the care recipient and the family.

Think about what respite looks like for you, your loved one and your family. This includes the type of respite (i.e. in home or day center, family/friend or agency provider), how long and often, and how to make the best use of this time for yourself and loved one. When we take care of ourselves, we provide better care for those we love.

The following information is from the ARCH National Respite Network and Resource Center. You will find practical tips on the process and considerations of choosing a respite provider if it is someone outside of your family or friend. Additional resources and information on located on the caregiver support and information list provided in the care packet.

## **How Do I Decide What is Right for Me?**

Once you have decided to use respite care, you want to make sure the service you are considering is right for your situation and family. Unfortunately, in some areas there may only be one option for respite care. If you do have a choice of services, however, use the following tips when selecting what's right for you.

If you have feelings of guilt or anxiety about leaving your loved one, speak to another family caregiver about their respite experiences.

Respite for you will mean that you will be better prepared to continue providing care.

- Plan a time to sit down with your family members to discuss the possibility of using respite services. Be sure to include your loved one in the discussion if possible. To include family members living far away, consider arranging a conference call or Skype session.
- Take time to explore respite options and decide what would work best; in-home or out-of-home care, adult day care, or care in a residential or medical setting. Discuss how often you would like to use the respite service.



- Confirm what each family member would need to make the most of respite care. Are there activities your loved one would like to do while you are getting respite? Are there important considerations that need to be addressed so that your family members are comfortable?
- Make a list of questions to ask potential providers (see ideas below).
- Create a checklist of important information you think the care provider needs to know about the medical, behavioral, and daily living (toileting, feeding, and mobility) needs of the person who will receive care, including dietary, recreational and other preferences
- **If respite is provided in the home consider strategies to increase safety and avoid theft, such as placing all valuables and medication in a safe. Do not tempt folks. Be sure to discuss whether the respite provider will be given a key or access to home security systems.**

## Contact Potential Providers

Once the family has had an initial discussion, and you have identified possible respite services or providers, ask each provider you are considering; to send you a brochure and other pertinent information in advance so you can get familiar with their services. Contact the potential providers, with your loved one, when possible, and discuss your family's expectations and these questions:

- How are the respite providers selected and trained?
- Are background checks performed?
- Do the respite providers have training and/or experience with individuals with dementia including Alzheimer's?
- Are respite providers licensed and bonded, if required?
- What tasks can be performed by the respite provider?
- Are individuals with incontinence issues or behavioral issues able to attend?
- Can the respite provider administer medications, assist with medical tasks or daily living needs, including toileting, if necessary?
- Will the respite provider engage in or offer activities or companion services requested by the care recipient?
- What hours and days are services available?
- If the provider will be driving the care recipient, do they have a valid driver's license?
- What is the eligibility process for families?
- What are the fees and how are they paid?
- How are emergencies and problems handled?
- Are references available?



If you are considering respite services outside the home, request a tour for you and your loved one. When possible, visit the facility or program more than once and observe the engagement between participants and staff. Observe for cleanliness and the types of activities available. Are there opportunities for social engagement or other activities desired by the care recipient? Are there any therapeutic services provided?

If you decide to hire a private independent provider who is not an employee of an agency, then the questions listed above become essential. In addition, it is even more important to check references, use telephone interviews to screen providers, and conduct a background check for safety reasons.

Although finding someone on your own is usually less expensive, it is more complicated. Remember, you may also be responsible for paying household employee taxes if you use one provider consistently. To find independent providers, start by asking family and friends, check with religious communities and online respite registries, and you may consider placing an ad in local newspapers or using vetted online resources. **\*As a precaution, consider having the initial face-to-face interview outside the home (i.e. local coffee shop).**

### **Preparing My Loved One for Respite**

Respite provides a much-needed break for both the caregiver and the care recipient. Some care recipients, however, may be resistant because they are uncomfortable in an unfamiliar environment or being with people who are considered "strangers." This may be especially true for those with dementia, including Alzheimer's disease. Allowing someone new to provide help may be outside of his or her comfort zone, and yours.

Here are a few tips that may help:

- Introduce the idea of respite well in advance of when you might want to start using it. Planning is key! Set aside enough time to prepare your family member for the respite experience and enough time to plan for how it will occur.
- You, as the caregiver, have the primary responsibility for making the decision to access respite services. However, when it is possible, involving the care recipient in some aspects of respite service planning may help smooth the transition and assist in acceptance of respite care. Ways in which the care recipient might be involved could include choosing the location of service,



- activities, or time frames. Providing appealing respite options with desirable activities or social opportunities may increase the care recipient's willingness to participate.
- When talking about the respite service, use positive language and show your excitement about the opportunity.
- Keep in mind that for someone with advanced Alzheimer's /other dementias, you may not be able to involve them in the decision to use respite.
- Have someone else who your loved one respects explain how helpful respite will be for the family.
- Try spending time with your family member in the respite setting or with the respite provider to help them feel more comfortable.
- Have the respite provider arrive early so that you can plan a smooth transition for your family member. This also provides an opportunity to share up-to-date information or any changes in the care recipient's needs.
- Consider hiring your family member's daytime caregiver to provide overnight respite care.
- To make the respite situation more comfortable for your family member with dementia or Alzheimer's disease, be sure that familiar routines and activities will be included in the respite experience

## **Orienting Respite Providers**

As mentioned earlier, it will be helpful to create a checklist for the respite provider. Make it clear to the respite provider that you, as the caregiver, are the primary point of contact.

## **Checklist for the Respite Provider**

- Your contact information
  - The care recipient's preferences, likes and dislikes
  - Information about special diets, medications, and daily living needs (e.g., the need for toileting assistance or use of incontinence products).
  - Overview of a typical day in the life of the care recipient
  - Tips for how to deal with any difficult behaviors exhibited by the care recipient
- Summarize key information in a packet that the care provider can "grab and go" if they need to take the care recipient to the hospital. Include essential information from the above checklist and put the packet by the door for easy retrieval.



- If the respite provider is qualified to perform medical tasks, administer medication, or assist with more complex activities of daily living, make sure you dedicate sufficient time before you leave to demonstrate correct and preferred approaches.

You know your loved one best. By sharing your expectations and training providers thoroughly, on how care is to be provided, you will help ensure the safety and well-being of your loved one.





## Daily Routine

<b>S M T W T F S</b>	<b>Make additional copies as needed</b>
<b>Time</b>	
<b>6 am</b>	<b>4 pm</b>
<b>7 am</b>	<b>5 pm</b>
<b>8 am</b>	<b>6 pm</b>
<b>9 am</b>	<b>7 pm</b>
<b>10 am</b>	<b>8 pm</b>
<b>11 am</b>	<b>9 pm</b>
<b>12 pm</b>	<b>10 pm</b>
<b>1 pm</b>	<b>11 pm</b>
<b>2 pm</b>	<b>12 am</b>
<b>3 pm</b>	<b>1 am - 6 am</b>



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<b>11 am</b>	<b>9 pm</b>
<b>12 pm</b>	<b>10 pm</b>
<b>1 pm</b>	<b>11 pm</b>
<b>2 pm</b>	<b>12 am</b>
<b>3 pm</b>	<b>1 am - 6 am</b>





