**Extended Family Care Plan**

**For Veteran Families**



**What is the purpose of a Family Care Plan?**

The purpose of a Family Care Plan (FCP) is to prepare families to be taken care of in case of unforeseen events such as accidents and unplanned long-term absences of the primary caregiver. In preparing a FCP, designated caregivers will have to be identified by the family to provide care to family members in needs and to supervise the household in-routine activities. As emergencies happen unexpectedly, it is recommended that all families have in hand a FCP and can count on trustworthy caregivers.

**What should be included in the FCP?**

* Name of the Designated and Alternate Caregivers
  + Ensure that designated and alternate caregivers:
    - Are reliable;
    - Have accepted to help you;
    - Understand their role and responsibilities; and
    - Will be fully available to fulfill their duties.
  + Ensure that family members have been informed about who, in your absence, has been designated as the caregiver.
* Financial Dispositions
  + Confirm that arrangements have been made with the designated caregiver to ensure that financial obligations will be fulfilled (i.e.; timely payment of in-routine bills).
* Family Member(s) Medical Information including medications, allergies and appointments; and
* Children Daily Activities including mealtimes, bedtimes, homework & extra-curricular activities, etc.

**When should the FCP be updated?**

It is important to keep the FCP current. It recommended to review and update the plan annually, or when a major family change occurs.

The FCP should be revised and updated:

* After a divorce;
* At the death of an immediate family member;
* Upon relocation to a new place of residence;
* After a child custody decision that involves long-term visitation;
* Upon adoption of a child or a parent;
* In prevision of long-term absence of a spouse; and
* Upon the birth of a child.

**Planning for the Unexpected: Important Questions**

* **Household in-routine**
  + Who would be able to perform the basic maintenance of your home in the event you are incapacitated? (spouse, child, friend ?)
  + Whoever you are considering, would this designated caregiver be able and willing?
  + Should you not be able to pay the in-routine bills, who else (spouse, child, parent) would be prepared to undertake this responsibility?
  + If not your spouse, would this designated caregiver be trustworthy enough to access to your banking accounts?
  + Would the designated caregiver know how to pay the bills?
    - If the bills are paid electronically, would the designated caregiver be sufficiently computer literate?
    - To proceed with the payments, have you gave access to the designated caregiver to your internet account, the links and the passwords?
  + What kind of arrangements have you made with the designated caregiver?
* **Caring for an injured family member**
  + What are the services that the injured person would require? (i.e.; driving to the medical appointments, meal preparation etc)
  + Should the injured family member require regular medical appointments:
    - Who will be driving him / her to the appointments?
    - Should you not be available to drive the injured family member to his / her appointments, who else (neighbour, friend, family member) would be in the best position to accommodate you?
    - Would the person you have designated as a caregiver be willing to help you?
    - In the affirmative for how long?
    - Would the designated caregiver have the flexibility to adapt his / her schedule?
    - Would the designated caregiver be able to drive the injured family member to all his / her appointments? (in such a case, you might need more than one designated caregiver)
    - Should the designated caregiver be no longer able to accommodate you, who else could?
    - Should you not be able to find a volunteer within your network, have you considered looking at outside resources that could help you?

**Potential unexpected situations: Things to do for the family**

* **Long-Term Absences**
  + Single or spouse travelling together:
    - Paying routine bills: Make arrangements with companies and banks
    - Review the Life Insurance Plan,
    - Consideration of buying a travel insurance;
    - Car insurances: If required, make arrangements with the company; Securing housing, lawn mowing, taking care of the pet, show removal etc.: Having a friend or neighbour to periodically conduct checkups (ensure that the selected individual is reliable and he / she is willing to help);
    - If feasible, contact the family network for help;
    - If required, ensure that medications are renewed; and
    - If required: Medical screening including immunization.
  + Spouse not travelling:
    - Call your MFRC phone # of the 24 hour information line, know the services provided and location of the MFRC;
    - Ensure that your spouse has access to your bank account(s);
    - Inform neighbours, friends & family network about your long-term absence;
    - Contact you family network for help (if living in the vicinity)
    - If required, ensure that medications are renewed; and
    - If required: Medical screening including immunization.
* **Accident of a family member** (with injuries requiring hospitalization**) What should be done?**
  + Contact your MFRC to enquire for dependent support services such as daycare and psychological support;
  + Inform medical staff about the current medications taken by the injured and any kind of allergies;
  + Inform the family network about the accident and ensure they have your coordinates;
  + Contact the employer HR department to enquire about the accommodation policy, due to the time spent out of the office during regular work hours;
  + If a car accident:
    - Obtain the police accident report; and
    - Contact the insurance company.
* **If the accident involves my spouse / partner?**
  + Contact your MFRC to enquire for dependent support services such as daycare and psychological support;
  + Contact your immediate personal network (friends, trustworthy neighbours willing to help) to help you with the household’s immediate needs
  + If required, coordinate for extended childcare;
  + Contact your spouse / partner employer and enquire about the disability & insurance benefits; and
  + Spend time with your children and observe children’s reactions to the accident.
* **If the child is the victim**
  + Contact his / her school;
  + Contact your insurance company for disability benefits;
  + Spend time with your children and observe your children’s reactions to the accident; and
  + *Above all, don’t hesitate to ask for support for yourself !!!*
* **Natural Disasters**

In preparing the family for a potential natural disaster, the following link can be consulted.

*Government of Canada: Your Emergency Preparedness Guide*

<https://www.getprepared.gc.ca/cnt/rsrcs/pblctns/yprprdnssgd/index-en.aspx>

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| **Designated Caregiver** | | |
| Contact Name: | Contact Phone Number: | |
| Contact Address: | | |
| Relationship to Family: | | |
| Important Information: | | |
| **Alternate Caregiver** | | | |
| Contact Name: | | Contact Phone Number: | |
| Contact Address: | | | |
| Relationship to Family: | | | |
| Important Information (i.e. responsibilities): | | | |

|  |  |  |
| --- | --- | --- |
| **Designated Caregiver** | | |
| Contact Name: | Contact Phone Number: | |
| Contact Address: | | |
| Relationship to Family: | | |
| Important Information: | | |
| **Alternate Caregiver** | | | |
| Contact Name: | | Contact Phone Number: | |
| Contact Address: | | | |
| Relationship to Family: | | | |
| Important Information: | | | |

**Forms to be completed: General / Medical Information and Instructions for the Designated Caregiver**

In assisting the designated caregiver in the performance of his / her duties, in preparing a FCP, the family will have to provide information on family members’ medical circumstances, in-routine activities and household basic maintenance. Therefore, the following forms will have to be completed:

1. The Emergency Family Care Plan form;
2. The Medical Information form for each family member;
3. The Instructions to Parents/Guardians form; and
4. The Caregiver Checklist to be provided to the designated caregiver. This form consist of an aide-memoire for the caregiver in the performance of his/her duties.

*Note: In reviewing the FCP, it is important to make sure that all the information on the forms is current.*