



CREATING A CARE TEAM ACTION CHECKLIST

Chapter 2 of *The Complete Eldercare Planner*

HOW TO TELL WHEN YOUR ELDER NEEDS HELP	To Do By	Completed
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Observe your elder

performing tasks _____

physical conditions _____

environment _____

mental health _____

Review Communicaring chapter _____

SHARE THE CARE

List eldercare tasks

homemaking _____

personal care _____

home health care _____

quality of life _____

Set caregiver goals

short-term _____

long-term _____

Create a list of helpers _____

Make a list of help needed

short-term _____

long-term _____

Hire caregivers

create list of questions _____

check all references and licenses _____

create and sign job contract _____

have proper insurance _____

look into Social Security taxes _____

Have a plan to

oversee quality of care _____

request reports _____

Review community assisted-living programs

home-delivered meals _____

emergency response devices _____

telephone monitoring services _____

carrier alert _____

social outlets _____

senior day services _____

respite care _____

Consider volunteers _____

Obtain a copy of elder's

- telephone directory _____
- personal address book _____
- community senior directory _____
- Record emergency telephone numbers*** _____
- Know phone numbers of***
- hospital social services _____
- family service agency _____
- area agency on aging _____
- family members _____
- friends and neighbors _____
- hired caregivers _____
- geriatric case manager _____
- social worker _____
- Make sure your elder has access to a telephone*** _____
- Duplicate and post phone numbers; keep copies***
- at home _____
- at work _____
- in car _____
- in wallet/purse _____
- flash drive _____
- Duplicate and distribute phone numbers to***
- designated persons*** _____