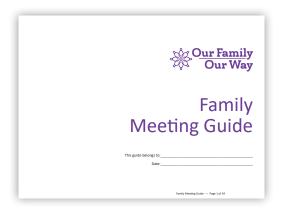
Preparing Your Our Family, Our Way Materials

The Our Family, Our Way (OFOW) family meeting materials consist of 3 main documents:



Family Meeting Guide (34 pages)

The Family Meeting Guide walks your family through your meeting. Each member of your family that will be participating in the family meeting should get a copy of the Family Meeting Guide in advance of your meeting.





Individual Tools (29 pages)

There are two versions of the Individual Tools – one for the person with care needs (PWCN) and one for caregivers. Both versions contain the same information, but with slightly different wording. Before the family meeting, each participating family member completes the version that is appropriate for him or her.







Family Meeting Record (46 pages)

At your family meeting, you will need one copy of the Family Meeting Record to write down your family's agreements and plans.

	O <u>ur Family</u> Our Way
	Family Meeting Record
Date:In Attendance:	
	Family Meeting Record — Page 1 of 46

Downloading and Printing the Family Meeting Materials

To download and print the family meeting materials from the OFOW website you will need these supplies:

- » Internet connection
- » Printer (inkjet or laser)
- **white, 8 x 11 printer paper** (avoid glossy paper as this is difficult to write on)
- » Some way to bind the materials (stapler, binder clips)





Some OFOW users create a 3-ring binder for each participating family member that contains the OFOW materials. If you decide to do this, you will need a 1-inch 3-ring binder for each participating family member and a 3-hole punch. If you use binders that have a front cover pocket, there is an OFOW Binder Cover available for download and printing on the OFOW website that can be placed in the binder cover pocket.

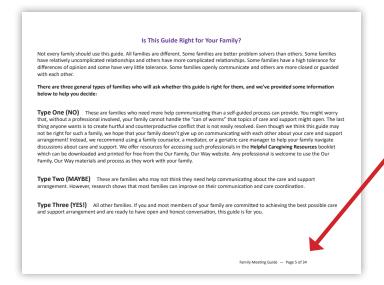




NOTE: All OFOW materials can be printed in color or black & white and 1-sided or 2-sided depending on your preference.

Navigating the OFOW Materials

There are several features built into the OFOW materials to help you find your way as you're using them.



The location of the page numbers alternates by page. You will find the page number either at the top or the bottom of the page.

Family Meeting Guide — Pag
Before You Begin......Did You Know?

(What every family should know about care and support at home.)

- You are not alone. Caring for a parent or spouse are common forms of care in the U.S. Nearly half (47%) of caregivers to an adult age 50 and over are caring for a parent or parent-in-law. One in ten cares for a spouse. Approximately 34.2 million Americans have provided unpaid care to an adult age 50 or older in the prior 12 months. (National Alliance for Caregiving and AARP, Caregiving in the U.S. 2015 Report)
- Care at home is increasing and so is reliance on family caregivers. About half (48%) of older adults who receive care live in their own homes. The more care that is needed, however, the more likely the older adult is likely to live with the caregiver, (National Alliance for Caregiving and AARP, Caregiving in the U.S. 2013 Report.)
- Many older adults receive a mix of family care and formal (paid) services. Use of paid services in addition to
 family care was reported by one in three family caregivers (32%) in a 2015 study of caregiving in the U.S. (National Alliance for
 Caregiving and AARP, Caregiving in the U.S. 2015 Report)
- Unpaid family care has economic value. Unpaid help provided by family caregivers saves both family and public financial resources. Nursing home care can cost up to \$100,000 per year and in-home services can cost up to \$25.00 an hour. The Helpful Caregiving Resources booklet includes information about available resources to help you estimate costs for long-term care in your area.

The name of the document always appears next to the page number so you can see at a glance which document you're using.

ucn protessionals in the **Heipful Caregiving Resources** booklet ir Way website. Any professional is welcome to use the Our

eed help communicating about the care and support on their communication and care coordination.

f your family are committed to achieving the best possible care ersation, this guide is for you.

Family Meeting Guide — Page 5 of 34

Other Items Available On The OFOW Website

The OFOW website contains other materials for caregiving families that can also be downloaded and printed free of charge:



Helpful Caregiving Resources

This booklet is designed to assist you in locating resources that may be helpful to your family as you plan and revise your care and support arrangement.



Helpful Caregiving Resources



Sample Follow-Up Meeting Agenda

This agenda is an outline that your family can use for continued discussions about your care and support arrangement.



Sample Follow-up Meeting Agenda

Your first family meeting is a great start, but it's not the end. Your care and support arrangement will need adjustments over time as family members' needs and circum smoothly and to address unresolved litems or issues that require further consideratt might choose to set regular meetings (monthly, every 6 months, etc.) or plan your no on at a time. Not all meetings need to be face-to-face. Ow bank works for your fam one at a time. Not own the works of the control of the contr

This sample meeting agenda may be helpful as you meet again

Checking in: How's it going overall?

- » What's changed since our last meeting? (for the person with care needs and careg

- lved areas from our last meeting?
- Are we ready to tackle some of the unresolved areas from our
 Do we have new items to add to our list of unresolved areas?

- Are we using the right types of communication and care coordination tools?
- » Are we missing important information or resources, and how will we find them?
 » When should we meet again, or how will we decide when to meet again?



Tip Sheets

The OFOW website contains several tips sheets to help you think through various topics such as, who should be involved in your family meeting, how to prepare for your family meeting, and what to do if major differences occur during your meeting.



Who should be involved in our family meeting?

1 Include the person who needs care

We all want to have a say in our own lives. Including the person with care needs in your family meeting tells that individual that you value their perspective.

2 Think about everyone who is closely affected by the care and support arrangement