

Free Information for Family Caregivers www.nextstepincare.org

The **Next Step in Care** project, created by the United Hospital Fund, provides information to help family caregivers and health care professionals work together to make the shift of your loved one from one patient care setting or level of care to another as smooth and effective as possible. The information covers moving into and out of hospitals, rehab units in nursing homes, and home care agency services.

Guides for All Caregivers

- The First Step in Care: Becoming a Family Caregiver**: Essential questions and points to consider as caregiving begins and continues for both new and more experienced caregivers.
- HIPAA: Questions and Answers for Family Caregivers**: Because the federal privacy law is often misunderstood and misused to withhold relevant information from family caregivers, this brief guide clarifies that information can be shared.
- Your Family Member's Personal Health Record**: A form that allows family caregivers to maintain valuable basic health information about their family members such as health insurance, treating physicians, major diagnoses, and medication needs.
- Medication Management: A Family Caregivers' Guide**: Miscommunication about medications is one of the leading causes of serious, preventable adverse events. This guide helps family caregivers, who are often expected to manage complex medication regimens.
- Medication Management Form**: An easy-to-use record to list all the prescriptions and over-the-counter medications the patient takes at home and to help track changes in medications after a hospital or nursing home stay.
- Advance Directives: A Family Caregiver's Guide**: An introduction to advance directives (including DNR orders in and out of health care settings), and the New York State Health Proxy form.
- Emergency Room Visits: A Family Caregiver's Guide**: An emergency room's confusing environment and the rapid pace can lead to major lapses in communication of crucial information. This tool describes how emergency room decisions are made, the different levels of staff involved, and how the caregiver can prepare for the next step in care.

Hospital Stay and Discharge Planning Options

- Hospital Admission: How to Plan and What to Expect During the Stay**: This guide orients family caregivers to the hospital experience, what to expect during the admission and the stay. It contains titles and job responsibilities for many hospital-based health care professionals, reviews common problems and ways to solve them, and provides other important facts.
- What Do I Need as a Family Caregiver?** A caregiver questionnaire that the caregiver can fill out alone or with a staff member to help make a realistic plan for discharge. It identifies specific areas of care responsibilities for which family caregivers can indicate whether they can perform these tasks, training is needed, or they are unable to perform the necessary tasks.

- ❑ **Hospital-to-Home Discharge Guide:** The guide offers information and orientation to the discharge process and prompts the caregiver and the health care provider to discuss key issues related to patient safety and caregiver preparedness.
- ❑ **Going Home: What You Need to Know:** A hospital discharge checklist that covers all the important items and contact information for supplies, equipment, new or reinstated home care services, transportation and others.
- ❑ **Planning for Inpatient Rehabilitation (Rehab) Services:** Rehabilitation (or simply “rehab”) is treatment to help patients regain (get back) all or some of the movement and function they lost because of the current health problem. This guide will give you some basic information about rehab options and can help you and your family member understand the rehab process.

Rehabilitation

- ❑ **Admission to Inpatient Rehabilitation (Rehab) Services:** Transitions to rehabilitation are often very confusing to patients and their family caregivers. This guide orients caregivers to the rehab experience and the process from admission to discharge.
- ❑ **Going Home after Rehab: A Family Caregiver’s Guide:** This guide offers information about the discharge process from rehab process and helps the family caregiver plan for post rehab services.
- ❑ **When Short-Term Rehab Turns into a Long-Term Stay:** If your family member is in a rehab center (or rehab unit of a nursing home), it may not be feasible for your family member to return home. This guide will give you some basic information on why this move might be necessary and important steps in the process to help you and your family member deal with the emotions of this transition and make it as smooth as possible.
- ❑ **What Do I Need as a Family Caregiver?** A caregiver questionnaire that the caregiver can fill out alone or with a staff member to help make a realistic plan for discharge. It identifies specific areas of care responsibilities for which family caregivers can indicate whether they can perform these tasks, training is needed, or they are unable to perform the necessary tasks.

Home Care

- ❑ **Home Care: A Brief Guide** and the more detailed
- ❑ **Home Care: A Family Caregiver’s Guide:** These two guides introduce family caregivers to care services provided by agencies, and how best to work with professionals and paraprofessionals.
- ❑ **A Family Caregiver’s Planner for Care at Home:** This form can help family caregiver understand the various providers, disciplines, and services offered by home care agencies, and provides a calendar to keep track of visits and services.
- ❑ **When Home Care Ends: A Family Caregiver’s Guide:** Planning for the end of home care is very important. Family caregivers need to plan for when these services are no longer available. This guide has information to guide the family caregiver.
- ❑ **What Do I Need as a Family Caregiver?** A caregiver questionnaire that the caregiver can fill out alone or with a staff member to help make a realistic plan for discharge. It identifies specific areas of care responsibilities for which family caregivers can indicate whether they can perform these tasks, training is needed, or they are unable to perform the necessary tasks.