

# A Plan for Re-teaching “Prepare to Care”



## 2008 HCE State Conference POOL Program

**Description:** The “Prepare to Care” program helps current and future adult caregivers prepare for caregiving responsibilities. Topics include: communicating with family members and others, organizing information, finding local resources, and planning for future caregiving needs. HCE members will find this information helpful in decisions either for themselves, or for their adult care recipient.

**Step 1: Acquire and/or print any or all of the materials and resources below.**

- The “Prepare to Care” CD includes a PowerPoint with accompanying notes, the juggling activity used for an introduction, an “Extension Community: Are You A Family Caregiver” handout, a “Taking It Back” form to use if this is taught so other can re-teach it at the club level, an after session “Feedback Form”, and an AARP Foundation order form for their free print materials.
- “Prepare to Care; A Planning Guide for Families” booklet from the AARP Foundation. AARP materials should be ordered at least one month before a program.
- “Public Benefits that Can Help: Wisconsin” handout, order from AARP Foundation
- A county-specific family caregiving demographic handout can be retrieved from <http://www.uwex.edu/ces/flp/demographics/caregiving/index.cfm>
- Local Aging Resource Center materials and/or a representative from that agency can assist with local resources to enhance the presentation.

**Step 2: Select a lesson option that best suits your participant’s needs and the time you have available.**



**Option #1: These suggestions are for a minimum hour-long presentation.**

- Provide a “Prepare to Care; A Planning Guide for Families” booklet and the “Public Benefits that Can Help: Wisconsin” for each participant
- Distribute handouts listed in Step 1 that you want to use.
- Introduce the program using the juggling exercise found on the CD, or one of your own ideas.
- Use the “Prepare to Care; A Planning Guide for Families” booklet as a reference piece when discussing the five steps, highlighting important facts. Ask participants to share personal stories. \*Interactive questions are provided with this lesson plan which can be used in small or large groups.
- Refer to the benefits handout when the discussion focuses on page 22.
- Ask someone from your Aging Center to talk about local resources.
- Conclude with filling out a “Taking it Back” sheet to assist participants in re-teaching the program in their clubs.
- Evaluate the program using the “Program Feedback” found on the CD.
- Optional: Tally responses from all participants on one “Program Feedback” sheet. See Step 4 on the next page.



Option #2: In addition to option #1, use the PowerPoint with notes pages to explain the booklet.

**20 minute presentation idea**

- Order the free “Prepare to Care; A Planning Guide for Families” booklet and the “Public Benefits that Can Help: Wisconsin” handout for each member using the AARP order form.
- Use the “Prepare to Care; A Planning Guide for Families” booklet as a reference piece when discussing the five steps. Ask participants to share personal stories. \*Interactive questions are provided with this lesson which will encourage members to get involved in the discussion.

**Step 3: Select interactive questions for small or large group discussions.**

Section	Question Options
<i>Prepare to Talk:</i> booklet for	Use the bulleted questions on page three of the “Prepare to Care” conversation starters.
<i>Form Your Team:</i>	Ask participants to share a person who would be important to have on the team and why.
<i>Assess Needs:</i>	Divide participants into small groups in the “Assessing Needs” section of the program. Cut apart the questions on the “Activity Sheet” provided with this lesson and give one question to each group to discuss. After 5 - 10 minutes, ask one person from each group to report back some general findings to the larger group.
<i>Make a Plan:</i>	What is one topic you want to include in a “Family Caregiving Plan”?
<i>Take Action:</i>	Give yourself a deadline! By when will you have a written plan started?

**Step 4: Discuss re-teaching the program, and complete an after-session “Feedback Form”.**

Have participants complete a “Take It Back” form to determine how they will re-teach “Prepare to Care”. Then, ask participants to complete the after-session “Feedback Form”. If you send your tallied results to Faye Malek at [fayemalek@co.manitowoc.wi.us](mailto:fayemalek@co.manitowoc.wi.us) they will be forwarded to the AARP Foundation. No names are needed, just the number of attendees and their tallied responses. Share a copy with your Family Living Educator too!

This lesson is provided by Faye Malek, Manitowoc County UW-Extension Family Living Educator and Department Director. A program team composed of national and state partners: AARP Foundation and the Cooperative State Research, Education, and Extension Service (CSREES) of USDA, and state and local AARP offices in New York, North Carolina, Oregon, and Wisconsin piloted Prepare to Care materials and outreach methods in 2007-2009.

For pages 9-10, Select one "Area of Need" on the left side of the pages. Who do you think would be a good "point person" for either yourself, or for your care recipient? Share reasons for your selections (i.e. their financial expertise, compassion, etc.).

For pages 11 and 12, Do you already have these items in a file either for yourself or for a person for whom you care? If so, do family members know where the file is located?

For pages 13 and 14, Why is the information listed on these pages helpful for a caregiver? What other home maintenance information would be important for a caregiver to know?

For pages 15 and 16, What kinds of information listed on these pages have you used to help the person for whom you care? If you are not yet an adult caregiver, why do you think the information listed is helpful?

For page 17, What do you think will be the challenges of having the "no more driving the car" conversation with the person for whom you care? How will you handle those challenges? What is another conversation you think will be challenging?

For pages 19 - 20, Do you have the materials listed on these pages in a location where they can be accessed? Do family members now where they are stored? What is one program listed on page 22 that you would like to learn more about? How will you get the information?

## Prepare to Care Feedback Form

Your participation in this evaluation is voluntary and confidential. Please ask the facilitator if you have any questions about the statements below. Completion implies your consent to participate. Thank you for your input!

Please circle the response that best reflects your level of understanding. Circle one number for now, 'After the Program', and one number for your understanding 'Before the Program'.

Rating Scale  1 = Very Good 2 = Good 3 = Fair 4 = Poor	After this Program				Before this Program			
	Very Good	Good	Fair	Poor	Very Good	Good	Fair	Poor
1. My level of understanding of <i>how to talk with a care recipient</i> about making a plan to care:	1	2	3	4	1	2	3	4
2. My level of understanding about <i>how to form a team</i> to develop a plan to care:	1	2	3	4	1	2	3	4
3. My level of understanding about <i>how to assess the needs of a care recipient</i> :	1	2	3	4	1	2	3	4
4. My level of understanding about <i>how to write a caregiving plan</i> :	1	2	3	4	1	2	3	4

5. Please check all that apply. I will take the following action(s) in the next month:

- |  |   |
|--|---|
| <input type="checkbox"/> Read the "Prepare to Care" booklet                                  | <input type="checkbox"/> Complete the "Home Maintenance Checklist" on pages 15-16 |
| <input type="checkbox"/> Start the caregiving plan conversation with an adult care recipient | <input type="checkbox"/> Complete the "Transportation Checklist" on page 17       |
| <input type="checkbox"/> Talk with family members about the need to form a caregiving team   | <input type="checkbox"/> Complete the "Financial Checklist" on page 20            |
| <input type="checkbox"/> Complete the "General Needs Assessment" on pages 9-10               | <input type="checkbox"/> Investigate public benefits for my caregiver recipient   |
| <input type="checkbox"/> Complete the "Personal Information Checklist" on pages 11-12        | <input type="checkbox"/> Begin to prepare a caregiving plan, page 28              |
|  | <input type="checkbox"/> Other, please specify:                                   |

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