

The Family Care *Starter* Guide

A practical place to keep the next appointment,
family tasks, and important information clear.



THIS GUIDE IS FOR THE CARE OF

STARTED ON

You do not need to organize everything *today*.

Use this guide as a working record. Start with the page that matches the next real task.

- 1 Fill in what you already know.
- 2 Leave anything uncertain blank.
- 3 Update it after each appointment or family call.

A NOTE ABOUT SCOPE

This is an organizing tool, not medical, legal, financial, benefits, or emergency advice. Use qualified professionals for decisions in those areas.

Do not write passwords, full account numbers, or other highly sensitive information in these pages.

Start where you are.

Use only the pages that match your family's next real task.

01 Before the next appointment PAGES 4–6

02 Give every task an owner PAGES 7–9

03 Keep important information visible PAGES 10–13

Right now, we need the most help with:

- | | |
|--|--|
| ☐ Preparing for an appointment | ☐ Understanding what changed |
| ☐ Dividing tasks between family members | ☐ Finding important information quickly |
| ☐ Knowing what can wait | |

01

Before the next appointment



A useful appointment starts before the waiting room.

Bring one short record of what changed, what you need to ask, and what you need to leave knowing.

Appointment preparation 05

Before you leave 06

Appointment preparation

DATE OF VISIT

THE MAIN CONCERN

What feels different, new, or unresolved?

CHANGES SINCE THE LAST VISIT

Symptoms, sleep, appetite, mobility, mood, falls, or daily routines.

MEDICATION INFORMATION

Bring the current list or containers. Note recent additions, stops, or dose changes.

QUESTIONS TO ASK

What do we need explained in plain language?

- 1.
- 2.
- 3.
- 4.

BRING WITH YOU

- ☐ Insurance card
- ☐ Identification
- ☐ Referral
- ☐ Recent results
- ☐ Notes
- ☐ Contact details

WHO IS ATTENDING?

Before you leave, make the next step *clear*.

01	02	03	04	05
Ask what changed.	Repeat the next step back.	Give every task an owner.	Write down the deadline.	Send one family update.

APPOINTMENT SUMMARY

Fill in before you reach the car.

What changed?

What happens next?

Who owns it?

When is it due?

What is still unclear?

02

Give every task an owner



When everyone is helping, responsibilities can still disappear.

A task becomes easier to follow when it has a name, an owner, and a date.

Family responsibility sheet	08
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Send one family update	09
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Family responsibility sheet

Give every task a name, an owner, and a date.

TASK	OWNER	DUE	STATUS

Status circles, left to right: not started · in progress · done

TASKS YOU MAY WANT TO ASSIGN

- Call the pharmacy

Update the family
- Book transport

Refill a prescription
- Request records

Check a benefit
- Confirm the follow-up

Ask a professional

Send one family update.

Use the same message after the appointment or family call. Copy it, send it, and keep it with this guide.

FAMILY UPDATE		Sent on _____
<i>What changed</i>		
<i>What happens next</i>		
<i>Who is handling each task</i>		
<i>What is still unanswered</i>		

Next time we will check in: _____

03

Keep important information visible



You do not need every detail in one place.

You need one clear record of where it lives and who knows how to find it.

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Important contacts

Write the name, organization, phone number, and what they help with.

PRIMARY HEALTH CARE

Name / organization

Phone

Helps with

PHARMACY

Name / organization

Phone

Helps with

TRANSPORT OR HOME CARE

Name / organization

Phone

Helps with

BACKUP FAMILY CONTACT

Name / organization

Phone

Helps with

SPECIALIST

Name / organization

Phone

Helps with

INSURANCE OR BENEFITS

Name / organization

Phone

Helps with

FAMILY POINT PERSON

Name / organization

Phone

Helps with

OTHER PROFESSIONAL

Name / organization

Phone

Helps with

Document location map

Record where each item is kept or who can provide it.

ITEM	LOCATION OR PERSON TO ASK
Identification	
Insurance cards	
Current medication list	
Advance-care documents	
Appointment notes and results	
Professional contact details	
Benefits correspondence	
Emergency contacts	

PLEASE NOTE Do not write passwords or full account numbers here.

This week’s care snapshot

A short view of what matters now — and what can wait.

WEEK OF _____

THREE PRIORITIES

1

2

3

APPOINTMENTS

REFILLS OR SUPPLIES

CALLS TO MAKE

DECISIONS WAITING ON INFORMATION

WHAT CAN WAIT UNTIL NEXT WEEK

One thing I need help with: _____

One clear record is enough to *begin*.

Keep this guide where your family can find it. Share one copy with the person who would step in if you were unavailable.

*Built for the person everyone
turns to.*

Eldra is being built to help families keep next steps, documents, deadlines, and responsibilities visible as a parent's care changes.