

COMPANION TOOLKIT TO THE WORKING CAREGIVER

FAMILY CAREGIVER

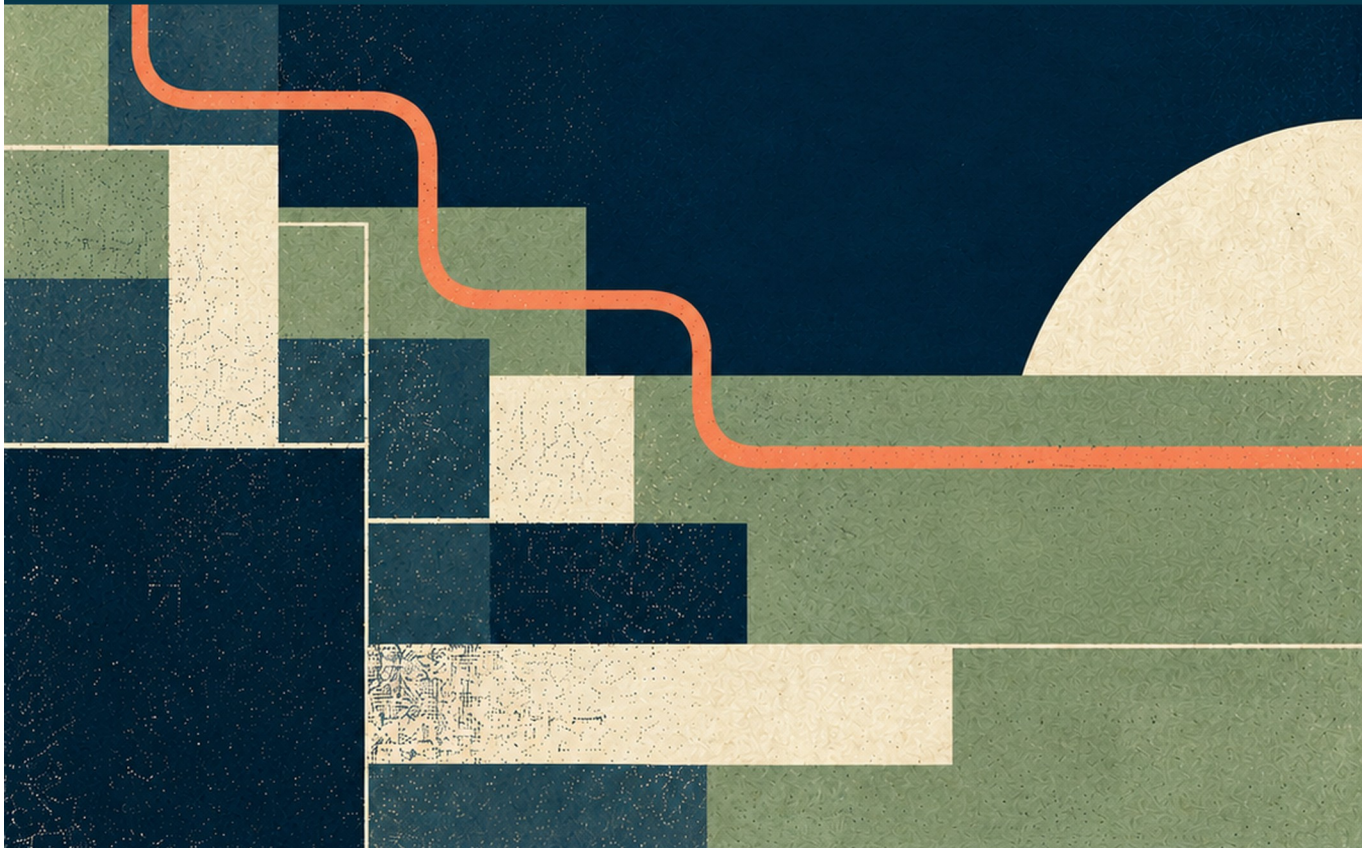
COMMAND CENTER

QUICK START EDITION

A focused 30-day starter kit for organizing essential care information and sharing the next steps

14 ESSENTIAL WORKSHEETS • PRINTABLE PDF

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How to Use This Quick Start Edition

Complete the emergency and medication pages first. Then assign owners, confirm backup, and choose one secure place where authorized family members can find the current information.

1 GATHER Collect current medication labels, provider details, insurance cards, and emergency contacts.

2 COORDINATE Use the care team and weekly plan pages to assign clear ownership and backup.

3 COMMUNICATE Complete a handoff after a meaningful care visit, shift, or change.

4 REVIEW Update the thirty day plan whenever needs, availability, or risk changes.

Important Notice

This organizer is for recordkeeping and family communication. It does not provide medical, mental health, legal, financial, insurance, employment, or benefits advice. Follow instructions from qualified professionals. In an emergency, call 911. In the United States, call or text 988 for crisis support.

- [] Store this organizer securely and share it only with authorized people.
- [] Do not record passwords, Social Security numbers, or unnecessary account details.
- [] Date important changes and clearly mark information that is no longer current.
- [] Confirm current information before relying on it for a consequential decision.

Emergency Snapshot

FULL LEGAL NAME

PREFERRED NAME

DATE OF BIRTH

PRIMARY DIAGNOSIS OR CONCERN

ALLERGIES AND REACTIONS

PREFERRED HOSPITAL

PRIMARY PHYSICIAN AND PHONE

PRIMARY EMERGENCY CONTACT AND PHONE

NOTES

FAMILY CAREGIVER COMMAND CENTER

Contacts and Immediate Plan

NAME	RELATIONSHIP OR ROLE	PRIMARY PHONE	BACKUP PHONE

Immediate Plan

WHEN TO CALL 911 OR EMERGENCY SERVICES

WHO SHOULD BE CALLED FIRST

WHERE CURRENT MEDICATIONS AND DOCUMENTS ARE KEPT

ACCESS OR TRANSPORTATION INSTRUCTIONS

NOTES

FAMILY CAREGIVER COMMAND CENTER

Preferences and Daily Support

HOME ADDRESS AND LIVING ARRANGEMENT

PREFERRED LANGUAGE AND BEST WAY TO COMMUNICATE

HEARING VISION OR MOBILITY NEEDS

TYPICAL WAKE TIME AND BEDTIME

MEALS DIETARY NEEDS AND HYDRATION PREFERENCES

ROUTINES THAT REDUCE DISTRESS

RELIGIOUS CULTURAL OR PERSONAL CONSIDERATIONS

NOTES

FAMILY CAREGIVER COMMAND CENTER

Conditions Allergies and Baseline

CONDITION OR CONCERN	DIAGNOSED OR NOTICED	PROVIDER	WHAT FAMILY SHOULD KNOW

Allergies and Reactions

ALLERGY	REACTION	SEVERITY	ACTION OR INSTRUCTION

Usual Baseline

USUAL MOBILITY COMMUNICATION MEMORY MOOD APPETITE SLEEP AND PAIN

NOTES

Current Medication Master List

Copy information from the current label or medication record. Confirm questions with the prescribing clinician or pharmacist.

MEDICATION AND STRENGTH	PURPOSE	DOSE ROUTE AND SCHEDULE	PRESCRIBER	REFILL OR NOTES

Medication Safety Notes

WHO ORGANIZES MEDICATIONS

WHERE MEDICATIONS ARE STORED

RECENT CHANGES OR CAUTIONS

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Who Does What

Give each responsibility one primary owner and one realistic backup. Replace vague offers with a specific task, timing, and handoff method.

PERSON	RESPONSIBILITY	PHONE OR EMAIL	BACKUP	CONFIRMED

Next Team Check In

DATE AND TIME

DECISIONS THAT NEED ATTENTION

FAMILY CAREGIVER COMMAND CENTER

Appointment Planner

DATE TIME AND LOCATION

CLINICIAN AND SPECIALTY

REASON FOR VISIT

TRANSPORTATION PLAN

PERSON ATTENDING OR JOINING REMOTELY

Questions to Ask

1. _____
2. _____
3. _____
4. _____
5. _____

Decisions and Follow Up

DECISION OR TASK	OWNER	DUE DATE	COMPLETED

Weekly Care Plan

WEEK OF _____

PRIMARY COORDINATOR _____

BACKUP COORDINATOR _____

DAY	CARE TASKS AND APPOINTMENTS	OWNER AND TIME	BACKUP OR HANDOFF

Work and Capacity Notes

FIXED WORK COMMITMENTS OR UNAVAILABLE TIMES _____

COVERAGE GAP TO SOLVE THIS WEEK _____

Caregiver Handoff

DATE TIME AND CAREGIVER

CARE PERIOD COVERED

AREA	WHAT HAPPENED	WHAT THE NEXT PERSON NEEDS TO KNOW
Medication		
Food and hydration		
Mobility and safety		
Mood and behavior		
Symptoms or pain		
Appointments or calls		
Other		

URGENT FOLLOW UP AND OWNER

NOTES

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Symptoms and Changes Log

Record observations without diagnosing. For urgent or concerning changes, follow the care recipient's clinical instructions or contact an appropriate professional.

DATE AND TIME	OBSERVED CHANGE	CONTEXT OR MEASUREMENT	ACTION TAKEN	FOLLOW UP

Patterns or Questions to Raise

PATTERN QUESTION OR CONCERN

NOTES

Important Information Index

Record where an authorized person can find information. Do not write passwords or full financial account details here.

DOCUMENT SERVICE OR PLAN	LOCATION OR PROVIDER	CONTACT OR ACCESS NOTE	LAST UPDATED

Include When Relevant

- ☐ Insurance and prescription coverage
- ☐ Health care proxy power of attorney or advance directive
- ☐ Medication and provider lists
- ☐ Home care transportation meal or pharmacy services
- ☐ Emergency plan and authorized contacts

Make the Next Month More Reliable

Choose a small number of changes that reduce risk, confusion, or dependence on one person's memory. Every action needs an owner and a review date.

PRIORITY	WHAT NEEDS TO CHANGE	FIRST ACTION	OWNER	DUE DATE	BACKUP

Review Questions

WHAT BECAME MORE RELIABLE

WHAT STILL DEPENDS ON ONE PERSON

WHAT IS THE NEXT USEFUL CHANGE

NEXT REVIEW DATE

NOTES

Protect the Person Providing Care

Use this page as a practical capacity check, not a test of commitment. A warning sign is information for redesigning the plan or seeking support.

Current Warning Signs

- ☐ Sleep disruption or persistent exhaustion
- ☐ Difficulty concentrating or making routine decisions
- ☐ Growing anger dread guilt or emotional numbness
- ☐ Missed medical care meals movement or medication
- ☐ Work errors repeated absences or fear about job stability
- ☐ Feeling unsafe trapped or unable to continue

One Change This Week

TASK I WILL STOP DELAY DELEGATE OR SIMPLIFY

PERSON OR SERVICE I WILL CONTACT

SPECIFIC REQUEST I WILL MAKE

BACKUP IF THE REQUEST IS NOT ACCEPTED

NOTES

FAMILY CAREGIVER COMMAND CENTER

Decisions and Next Steps

DATE	DECISION NOTE OR QUESTION	OWNER AND NEXT ACTION

Continue With the Complete Command Center

Use this Quick Start to organize the next thirty days. The complete Family Caregiver Command Center is designed for month-after-month use, with repeatable medication records, appointment planners, schedules, handoffs, health logs, hospital visits, insurance, services, expenses, document indexes, and ongoing notes.

Complete edition: robertmhavenford.com/command-center

Keep this organizer current, secure, and available only to authorized people.