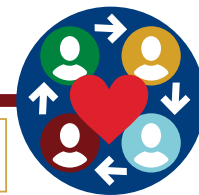


Caregiver Coordination Worksheet

PA CareKit



Caregiving comes with many responsibilities. Use this worksheet to divide up the caregiving duties among family and friends.

Contact Information

Include contact information for family and friends, professionals, and neighbors.

Name	Phone	Relationship

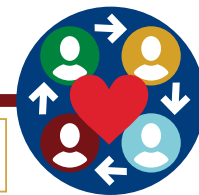
Care Coordination Calendar

If your loved one needs support on a daily basis, coordinate day and night shifts for care and supervision.

Day of the Week	Time	Caregiver	Notes

Caregiver Coordination Worksheet

PA CareKit



Task Coordination

Include the name of the caregiver for each task. In the notes section, add important details like the frequency of task support.

Household Needs

Task	Caregiver	Notes
Housework (Laundry, Dishes)		
Meal Preparation		
Shopping		
Home Maintenance		
Transportation		

Self-care, Supervision, & Mobility

Task	Caregiver	Notes
Assist with daily routines		
Help with getting in and out of beds and chairs		
Getting around inside or outside the home		

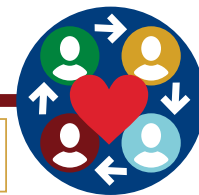
Health & Medical Care

Task	Caregiver	Notes
Encourage a healthy lifestyle and self-care		
Keep track of medicines and make sure they are taken at the right time		
Manage other medical care at home, such as wound care or giving shots		
Respond to acute needs and emergencies		

Source: www.claritylegalgroup.com

Caregiver Coordination Worksheet

PA CareKit



Emotional & Social Support

Task	Caregiver	Notes
Provide companionship and someone to talk to		
Encourage the person to participate in hobbies and other leisure activities		
Help the person manage their feelings		
Troubleshoot problems that come up		
Provide a break to a primary caregiver		

Care Coordination

Task	Caregiver	Notes
Find out information and keep other caregivers up to date on changing conditions		
Manage a shared notebook and calendar to coordinate care among family members and friends		
Communicate with doctors, nurses, pharmacists, and other health care providers		
Locate, arrange, and supervise nurses, social workers, home care aides, and other service providers		
Coordinate medical appointments		
Participate in treatment decisions		
Order and pick up prescription medicines		

Source: www.claritylegalgroup.com

Caregiver Coordination Worksheet

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Financial & Legal

Task	Caregiver	Notes
Handle financial matters, such as paying bills and managing budgets		
Manage legal matters, including official records such as wills and insurance policies		
Participate in advanced care planning		

Other Tasks

Task	Caregiver	Notes

Source: www.nia.nih.gov

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