

TOOL FOR IDENTIFYING AN INFORMAL OR FAMILY CAREGIVER

"I am going to ask you some questions to help me get a better idea of who assists with [MEMBER]. I would like to know if there is a partner, family member, friend or neighbor* who helps out. In some families there is one person who helps with care, and in other families, there are many people."

Note to care manager: An informal or family caregiver is likely to be the person, or persons, who provide the most help when needed. Keep in mind that not all people identify with the term "caregiver;" ask families what terminology they prefer using. It is also important to identify the person who is recognized to make care decisions on behalf of the member, often referred to as the authorized representative.

The questions/prompts below will help you identify the member's authorized representative and/or the person(s) assisting with the most hands-on care. Questions/prompts are not all-inclusive, but serve to facilitate conversation.

(1) Identify the authorized representative

Name: _____ Relationship: _____

Contact Information: _____

(2) Does someone live with the member? _____

If so, name and relationship: _____

(3) If the member lives alone, how often does someone visit the home [if at all]? _____

Who is most likely to visit the member? Name and relationship: _____

If questions below are asked directly to the member, consider saying, ***"If you needed help with any of the following, who would you ask?"***

Type of assistance provided	Name and relationship of person who provides assistance	No assistance provided
(4a) ADL assistance (e.g., bathing, dressing, toileting, eating/feeding)		
(4b) IADL assistance (e.g., meals, housekeeping, laundry, telephone, shopping, finances)		
(4c) Medication administration (e.g., oral, inhaled, or injectable)		
(4d) Medical procedures/treatments (e.g., changing wound dressing)		
(4e) Supervision and safety		
(4f) Coordination of medical care (e.g., scheduling medical appointments, transportation)		

[Adapted from Centers for Medicare and Medicaid Services "Care Tool; Acute Care," 2008]

Based on your conversation, identify the person who provides the most hands-on care:

Name: _____

Relationship to member: _____

Contact information: _____

*Definition of informal of family caregiver adapted from United Hospital Fund "Next Steps in Care; Assessing Family Caregivers," 2013.