

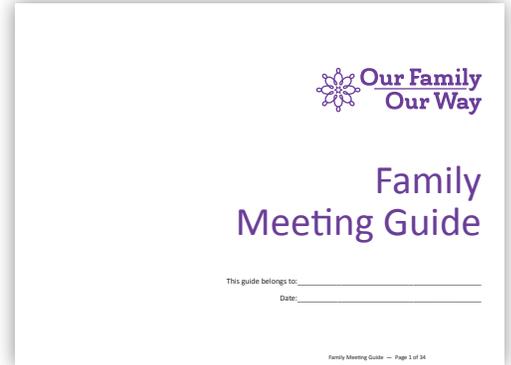
The Family Meeting Materials

The Our Family, Our Way (OFOW) family meeting materials consist of 3 main documents:



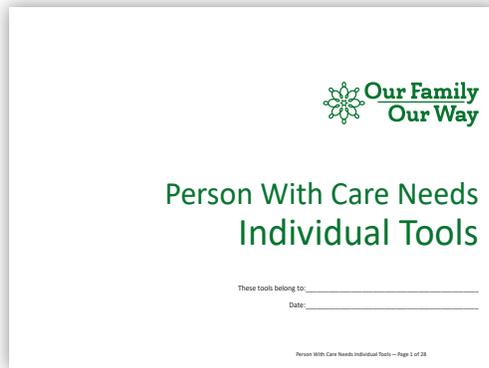
Family Meeting Guide

The Family Meeting Guide walks your family through your meeting. Each member of your family who will be participating in the family meeting should get a copy of the Family Meeting Guide in advance of your meeting.



Individual Tools

There are two versions of the Individual Tools – one for the person with care needs (PWCN) and one for caregivers. Both versions contain the same information but with slightly different wording. Before the family meeting, each participating family member completes the version that is appropriate for them.



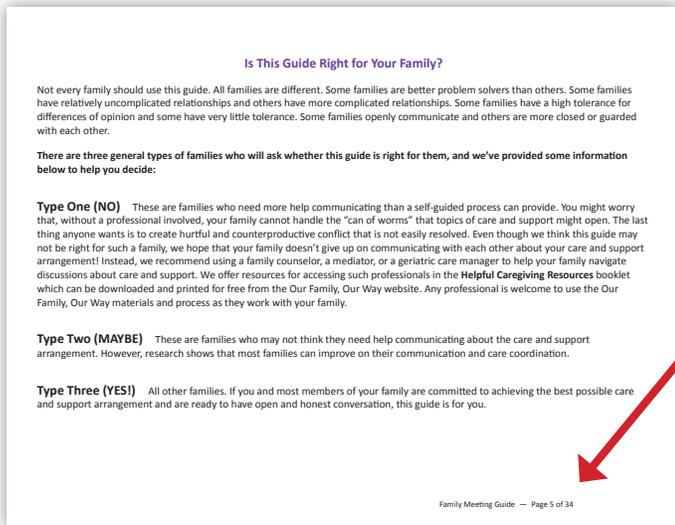
Family Meeting Record

At your family meeting, you will need one copy of the Family Meeting Record to document your family's agreements and plans.

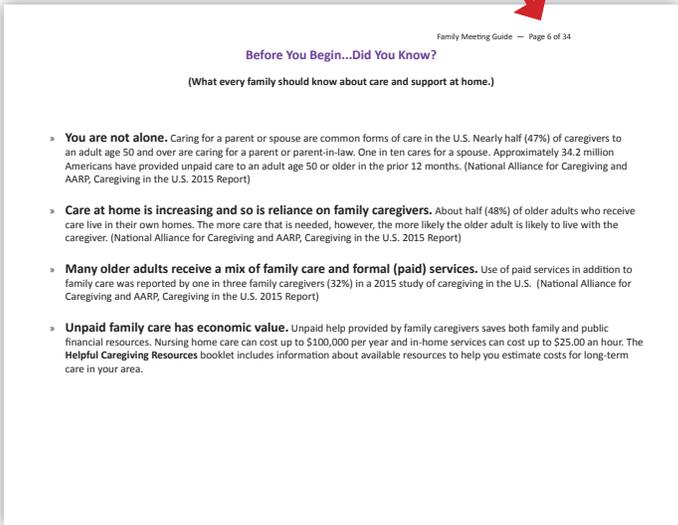


Navigating The Family Meeting Materials

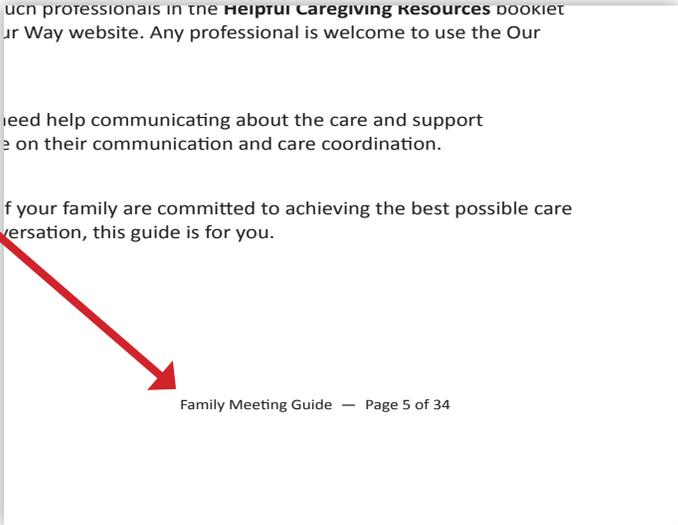
There are several features built into the OFOW materials to help you find your way as you are using them.



The location of the page numbers alternates by page. You will find the page number either at the top or the bottom of the page.



The name of the document always appears next to the page number so you can see which document you're using.

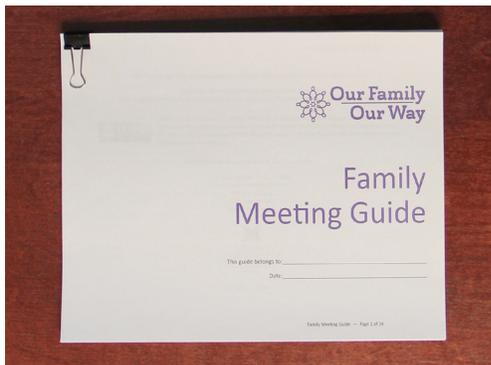


Completing the Family Meeting Materials

The family meeting materials can be completed either with pen or pencil or electronically on a computer. Each family member can choose the option most comfortable for them. If you choose to complete the materials with pen or pencil, you will need to print them first. If you choose to complete the materials electronically, you will complete them on your computer first and then print them. All OFOW materials can be printed in color or black & white and 1-sided or 2-sided depending on your preference.

To print the family meeting materials from the OFOW website, you will need these supplies:

- » **Internet connection**
- » **Printer** (inkjet or laser)
- » **White, 8 x 11 printer paper** (avoid glossy paper as it can be difficult to write on)
We recommend that you have one package of printer paper on hand before you begin printing materials.
- » **Some way to bind the materials**
This can be as simple as staples or binder clips. Some OFOW users create a 3-ring binder for each participating family member that contains the OFOW materials. If you decide to do this, you will need a 1-inch, 3-ring binder for each participating family member and a 3-hole punch. If you use binders that have a front cover pocket, there is an OFOW Binder Cover available for download and printing on the OFOW website that can be placed in the binder cover pocket.



Using Electronic Versions of the Family Meeting Materials

If your family or some of your family members will meet virtually (via Zoom, or some other web-based platform), completing your family meeting materials electronically will give you the most flexibility for being able to share your completed tools with each other before and after your family meeting.

To complete the family meeting materials electronically, you will need to download the documents from the OFOW website and save them to your computer. When saving the documents, we recommend that you add your name in the title of the document. For example, “Becky_Individual Tools”.

If you are unsure of how to download, rename, and save the materials to your computer, a “how to” video is provided on the OFOW website that walks you through each step.

Once you have saved the electronic versions of the materials, you are able to complete them by clicking on the areas where you are asked to provide responses. In some cases, you have the opportunity to write in words; in other places, a checkmark will appear when you click.

Care or support activity	How much personal help does your PWCN require with the following activities:	What PERSONAL help is required?				Who is helping now?			What DEVICES are used and needed?		
		Requires no help	Requires some help	Requires much help	Can't agree	Who provides the help?	No one is helping, but help is needed	Can't agree	What devices are USED?	What devices could be helpful?	Can't agree
Bathing or showering	N/A			✓		Mom			shower chair		
Dressing			✓			Mom					
Grooming (e.g., hair care, shaving, teeth-brushing, nail care)			✓			Mom					
Getting to the toilet, using a bedpan, or other toileting needs			✓			Mom					

After you have entered all your responses, **be sure to save your completed documents again.** Then, you can attach the completed documents to emails to your family members.

Even if your family is planning to meet in person, using electronic versions of the materials may be helpful. For example, you can complete your Individual Tools electronically and then just print the completed documents to take with you to your family meeting. Additionally, using an electronic version of the **Family Meeting Record** during your in-person family meeting may make it easier to provide a copy of it to each family member after the meeting. In that case, the person you choose to be the Recorder can use a computer or tablet to fill out your **Family Meeting Record** during the meeting.

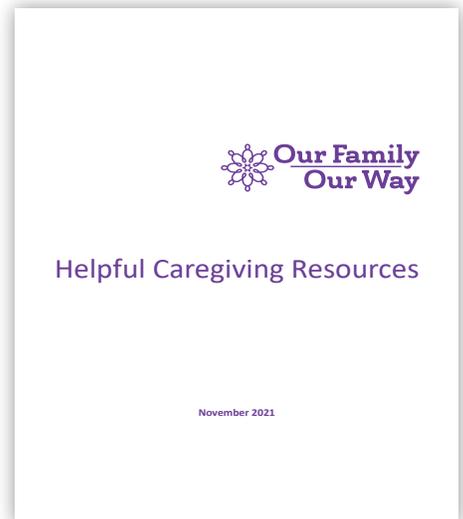
Other Materials Available On The OFOW Website

The OFOW website contains other materials for caregiving families that can also be downloaded and printed free of charge:



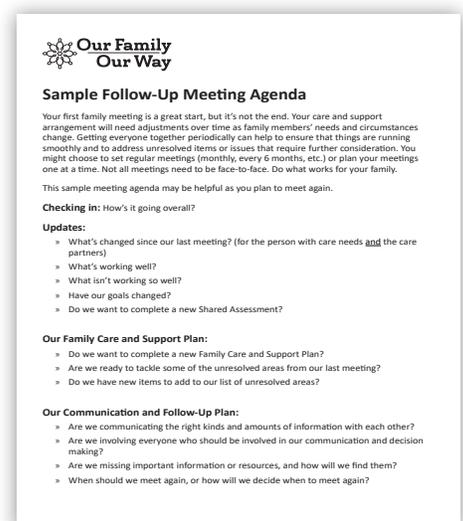
Helpful Caregiving Resources

This booklet is designed to assist you in locating resources that may be helpful to your family as you plan and revise your care and support arrangement.



Sample Follow-Up Meeting Agenda

This agenda is an outline that your family can use for continued discussions about your care and support arrangement.



Tip Sheets

The OFOW website contains several tip sheets to help you think through various topics about your family meeting such as who should be involved, how to prepare, general communication tips, and what to do if major differences occur. A tip sheet is also available that provides guidance on how family members who live at a distance from the person with care needs can provide meaningful support.





All About Me

This resource is designed to help care partners get to know what’s most important to the person with care needs and their preferences for certain aspects of care and support. Not only can this information be helpful in guiding family and friend care partners, but it can also be useful to paid care partners who may be part of your arrangement.

All About Me
Family members and friends may know each other well, but there are some questions that we typically don’t ask each other. This resource is designed to help care partners get to know what’s most important to the person with care needs and their preferences for certain aspects of care and support. Not only can this information be helpful in guiding family and friend care partners, but it can also be useful to paid care partners who may be part of your arrangement.

This resource is divided into two parts – The Big Picture and Daily Routine. Some people may be able to provide general insights about themselves, and others may be able to provide specific details about their preferences. Depending on what an individual is able to communicate, use the questions in each section to ensure the voice of the person with care needs is included in shaping the care and support arrangement.

The Big Picture

If you were meeting someone for the first time, what’s the most important thing they should know about you?

What are your favorite things to do?

How do you like to spend your time?
Do you have any hobbies?



Engagement Calendar

This resource is designed to record engagement for the person with care needs and/or the primary care partner(s) to help families see the “gaps” where more engagement might be needed to help ensure that the person with care needs and/or the primary care partner is staying connected.

Engagement Calendar

Regardless of whether someone lives close or far away, “engagement” can come in many forms: telephone calls, emails, visits (in-person or virtual), family or friend gatherings, sharing meals, and sending cards or flowers. It could also include outings such as restaurants, worship services, meetings for social clubs or civic groups, and other events. Completing this calendar should involve a conversation with the person with care needs and the primary care partner to help families include engagement opportunities that preserve their interests. Review this document from time-to-time as interests and schedules change.

Use this calendar to record engagement that happens routinely (daily, weekly, and monthly). This will help you see the “gaps” where more engagement might be needed to help ensure that the person with care needs and/or the primary care partner is staying connected.

	Morning	Afternoon	Evening
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			