Preparing for a Family Care Meeting

Use this in the week before a family meeting about a parent's care: who to invite, what to gather, how to include your parent, and how to make sure decisions turn into action afterward.

A good meeting is mostly prepared before anyone sits down. This checklist covers the before and the after. For the meeting itself, use the *Family Meeting Agenda* printable.

Meeting date: _____ **Time:** _____

Where, or video link: _____

Who will run the meeting: _____ **Who takes notes:** _____

Who should be there

- ☐ Your parent, if they are able and want to be. It is their life being discussed.
- ☐ Brothers and sisters, including the ones who live far away (by phone or video)
- ☐ Spouses or partners who help, if the family agrees
- ☐ Someone neutral, such as a social worker or care manager, if things are tense

The week before

- ☐ Ask your parent what they want, and what they don't, before the meeting. Write it down in their words.
- ☐ Gather the facts: what you've seen (checklist 2), what the doctor said, current medicines, and the help already in place.
- ☐ Get a rough sense of the money: income, savings, insurance, and what care might cost. Keep the details private if your parent prefers.
- ☐ Ask each person to come with what they can realistically offer: hours a week, money, skills, or tasks from a distance.
- ☐ Send everyone the agenda and the facts ahead of time, so no one is surprised.
- ☐ Agree on ground rules: one person talks at a time, no old grudges, and decisions are about what your parent needs.

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What each person can offer

Name	Time each week	Tasks they can take on	From a distance?

After the meeting

- ☐ Send a short written summary within a day: what was decided, who does what, and by when.
- ☐ Put the next meeting on the calendar, usually in a month.
- ☐ Tell your parent what was decided, if they weren't there.
- ☐ Write down the questions no one could answer, and who will find out.

Decision	Who	By when

Your parent leads, when they can. Most decisions are theirs to make, and health questions belong with their doctor. This checklist helps your family organize and take the next step together.

The Family Caregiver Quick-Start: 1. Can No Longer Live Alone: What to Do First · 2. Signs a Parent Needs More Help · 3. Preparing for a Family Care Meeting · 4. Choosing a Home Care Agency · 5. Preparing for a Home Care Assessment · 6. What to Bring to a Medical Appointment · 7. Organizing a Parent's Important Information. All at AgingAtHomeSupport.com/caregiver-quick-start/

To turn what you decide into a shared care plan, see The Family Care Plan workbook at AgingAtHomeSupport.com/family-care-plan/

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