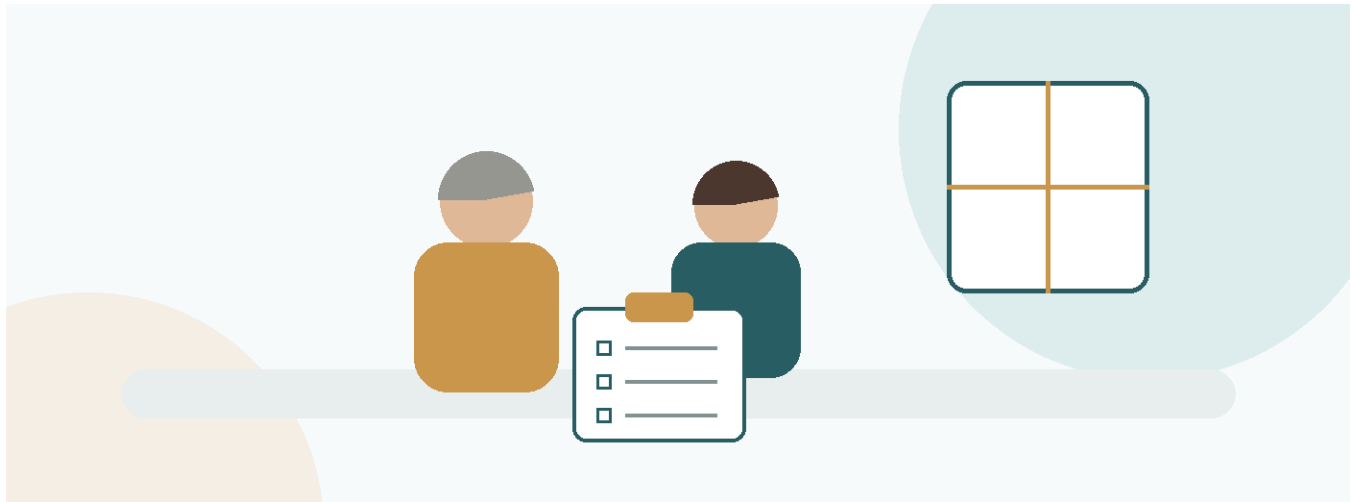


Build a Simple Family Support Plan

Turning good intentions into clear responsibilities and follow-through

GUIDE 7

Warm, practical guidance
for adult children & families



A warm, practical guide for adult children and families

A plan does not have to be complicated

Once you understand your parent's needs and who is available to help, put the basics in writing. A simple plan prevents the same task from being forgotten, duplicated, or assumed to belong to someone else.

For each important need, answer five questions

1. What needs to happen?
2. Who is responsible?
3. When should it happen?
4. Who is the backup?
5. Who confirms that it was completed?

Example

Transportation to Tuesday appointment

Owner: Maria

When: Tuesday, pickup at 9:15 a.m.

Backup: David

Follow-up: Maria texts family after Dad is home

Groceries

Owner: Dad chooses list; James places delivery order

When: Every Friday

Backup: Local market delivery

Follow-up: James checks that delivery arrived

Choose a coordinator

When several people are involved, one person should usually keep the shared picture. That does not mean they must perform every task. Their job is to help everyone know what is happening and what still needs attention.

Keep information in one place

Maintain a simple, secure record of important contacts, appointments, service providers, responsibilities, and follow-up items. Share private information only with people who are authorized and genuinely need it.

Hold short family check-ins

A 10- or 15-minute call can be enough: What changed? What was completed? What is coming up? Is anyone overloaded? Does Mom or Dad want something handled differently?

ROLAND'S TAKEAWAY

“Care becomes easier to manage when everyone knows the next step. Clarity is more valuable than a complicated system.”

A NOTE FROM ANCHOR

This guide is educational and is intended to help families organize their thinking and prepare for conversations. It is not medical, legal, financial, mental-health, or professional care-management advice. For health, safety, legal, financial, or other professional concerns, contact an appropriately qualified professional.

TRUSTED RESOURCES & FURTHER READING

Anchor developed this guide as original educational guidance informed by established caregiving resources. We encourage families to visit these organizations directly for additional information.

- **National Institute on Aging — Does an Older Adult in Your Life Need Help?**
<https://www.nia.nih.gov/health/caregiving/does-older-adult-your-life-need-help>
- **National Institute on Aging — Getting Started With Caregiving**
<https://www.nia.nih.gov/health/caregiving/getting-started-caregiving>
- **National Institute on Aging — Services for Older Adults Living at Home**
<https://www.nia.nih.gov/health/caregiving/services-older-adults-living-home>
- **National Institute on Aging — Sharing Caregiving Responsibilities**
<https://www.nia.nih.gov/health/caregiving/sharing-caregiving-responsibilities>

ANCHOR SENIOR CONCIERGE • RESOURCE LIBRARY

- **AARP — New to Family Caregiving? 10 Tips on How to Get Started**

<https://www.aarp.org/caregiving/basics/how-to-be-a-caregiver.html>

- **Family Caregiver Alliance — Caregiving 101: On Being a Caregiver**

<https://www.caregiver.org/resource/caregiving-101-being-caregiver/>