

Participant Name	Authorized Representative Name (if applicable)

Each Participant is required to have an Emergency & Backup Plan. Consumer Direct Care Network (CDCN) will assist you in developing your plan. You should use this if your regularly scheduled Participant-directed Worker cannot work or if you have an emergency. It is your responsibility to use, change, and update your Emergency & Backup Plan. There are potential risks involved if your plan is not effective. The potential risks may include loss of employment, placement in a hospital or nursing facility, personal or other forms of harm or injury, up to and including death.

Plan of Action

Primary Caregiver – Start by identifying your primary caregiver:

My primary Participant-directed Worker is: _____

Their phone number is: _____

Backup Caregivers – Please list who you will call if your normally scheduled caregiver(s) cannot work. Back up caregivers may include friends, family, past caregivers or volunteers.

Name	Address (City and Zip)	Days/Time Not Available	Phone

Other Supports – Please list other supports you will call if you think your health and safety are at risk

Relative

Name	Address	City	Zip	Phone

Case Manager

Name	Address	City	Zip	Phone

Physician

Name	Address	City	Zip	Phone

In an emergency I could also: (check all that may apply)

- Activate PERS
- Contact 911
- Other _____

Remember these things when considering your Emergency & Backup Plan. Don't get caught unprepared! Please check the boxes to show you've reviewed the following information.

- I (Participant/Authorized Representative) will talk with backup caregivers before an emergency comes up. We will discuss employment, pay, availability, and my personal care needs.
- I will identify the personal care tasks that must be performed in a given day. These are the tasks that are essential to my health and safety. In an emergency situation I may only get these essential needs met. I will keep my list of essential needs updated and available to any backup caregivers.
- I know that in order for a caregiver to be paid, they must complete all employment paperwork and pass a background check. CDCN will notify me in writing with an "Okay to Work" letter letting me know they are authorized to begin working.
- If I think I am at risk for abuse, neglect or exploitation I should contact my Support Broker right away.

Creation Date:
Revision Date:

The back-up plan should be maintained in your Participant Guidebook.
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