

A completed handoff

Invented example. The ride remains OPEN even though Amir accepted the task of trying to book it.

Person's wish and audience: Lena wants a quiet evening. Jo and Amir may know the appointment time, not the visit details.

Sourced change: clinic notice dated today confirms Tuesday visit at 10:30 a.m.

Observation: Jo has seen no return confirmation; she did not check the service.

Open item: return ride. Amir ACCEPTED a booking attempt by 6 p.m. He must report the confirmation or say it failed.

Care windows: Jo ACCEPTED 5-7 p.m.; Amir ACCEPTED 7-9 p.m.; overnight is UNCOVERED and not assigned.

Closure: booking confirmation reaches Lena and the next helper. Otherwise agree on an alternative.

A message sent to the provider is not a booking received. Keep unanswered work open.

Small care map

An index to current sources, not a shadow medical record.

Person's wishes for sharing / dated source

Next confirmed event / source / last verified date

Who accepted travel or coverage / exact window?

Current professional record location / authorized access route

Open question / owner / next check time

What old entry was superseded / who was told?

One accepted handoff

A proposed visit is not coverage. Keep rejected and unconfirmed work visible.

Outgoing person / time / incoming person

What the person receiving care wants now

Changed fact and its date/source

Observation and witness/time (not a diagnosis)

Open item / owner / next action / check time

Accepted, declined or no reply? Confirmed at / channel

Uncovered window and alternative help being sought

If a sudden change may be serious, seek local urgent professional help first.

Appointment and result loop

Ask what the person wants shared and who may participate.

Person's question / companion permission

Confirmed appointment source / time / location

Outbound and return transport / accepted owners

Observations to present with dates and witnesses

Professional answer as given / where original record lives

Pending referral or result / owner / check date

An appointment held does not mean a pending result was received.

Medication discrepancy route

A family carries the question to a pharmacist or clinician; it does not choose a dose.

Two conflicting record sources, with dates/locations

Exact discrepancy to ask a qualified professional

Person's wish about who joins or hears the answer

Professional/contact channel / date / response status

Answer source if received; still open if not

Who needs confirmed update and who told them?

Do not enter a family-created regimen. In an urgent concern, seek prompt qualified help.

Emergency access page

Prepare with the person; do not delay an urgent call to fill this out.

Local emergency number / verified date

Address and entry route (store access codes separately)

Person's name / appropriate contacts in agreed order

Location of current verified professional information

Person's stated wishes / source / date, if appropriate

Service protocol contact / page keeper / review date

Keep this page controlled; do not broadcast keys, codes or sensitive records.

Weekly reset

Review only what can change an action. Include the person receiving care.

What the person wants from next week

Accepted windows / backups / gaps

Open items: actual answer or renewed owner/check time?

Appointments and both legs of travel confirmed?

Stale map entries corrected / holders notified

Hidden work to remove, share or get help with

Next review date

If nobody can accept a required period, mark it uncovered and seek appropriate help.

Audience and service boundary

A relative, neighbor and paid worker do not all need the same information.

Person's sharing wishes / source / last reviewed

Recipient/role / minimum necessary information / permission

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Paid service scope and approved coordinator/channel

Request accepted, declined or referred back to agency?

Copies to correct/retire and who was notified

A family sheet does not override service protocols or confer legal authority.