

AGED AND DISABLED WAIVER-BACK-UP PLAN FACT SHEET

Purpose: Back-up planning is a means of prevention of risk and risk management. It is meant to provide a realistic solution to an unexpected or a crisis situation. Please refer to the Aged and Disabled Policy manual and the Service Plan for further details.

Location of the Back-up Plan: The back-up plan is located under the “My Emergency Back-up Plan” in the Service Plan and is required by policy.

What to Include in an Emergency Back-up Plan:

- No-call or No-show of the Personal Attendant staff.
- Primary caregiver becomes unavailable or is unable to provide the support.
- Weather related issues or environmental issues (transportation).
- Disaster related issues (snowstorm, flood, fire, etc.).
- Specific issues related to the participant.

How to develop the Emergency Back-up Plan:

- **Who to call:** verify informal supports and contact phone numbers. Include those who will provide informal support when the Personal Assistant is unavailable and emergency contacts who will be available to provide an emergency support to the person.
- **What to do:** document what needs to happen on an emergency basis to keep the person safe and ensure basic life support are provided (food, shelter, activities of daily living, medications, etc.). This is critical for those living in rural or hard to reach areas and for those with urgent issues.
- **Where to do it:** For emergency shelter, indicate if the person is to be relocated to a family member’s home, emergency shelter or a local hospital (for those with urgent medical needs). Indicate how this will occur and where it is located.
- **Urgent issues:** oxygen, ventilators, minimum of three days of water, food and medications, access to the home in remote areas, transferring from bed/chair/commode, getting up/down from bed, power wheel chairs, etc.

Emergency Response:

- **Emergency Response System:** Use of a PERS may be a solution for falls or emergencies that occur in the home. There is a hierarchy of call-downs from an emergency contact who can quickly intervene to a formal 911 response. Indicate if this type of system is used by the person. If this is needed, you may consider adding it to the Service Plan under resources.
- **911:** Indicate whether the person has the ability to access a 911 call (both physically and mentally) or someone else in the person’s home. Remember, when disasters occur such as flooding or snow storms, emergency responders may take longer than normal to respond. Consider this type of scenario during the person’s disaster planning.