



# PREPARE<sup>TM</sup>

## for THEIR care

# Toolkit for Group Movie Events

Anyone can put on a movie event. You do not need to be an expert.

All information is provided for you in the PREPARE website and PREPARE for THEIR Care videos. This Toolkit also has example words you can say (facilitator scripts) and answers to frequently asked questions (FAQs) and other resources.

### **Part 1: Introduction & Planning Checklist** **4**

A brief overview to get you started and a list of things you will need.

### **Part 2: Step-by-Step Guide for How to Put on a Movie Event and Facilitator Scripts** **6**

There are 2 different movie events you can put on:

- How To Help Others With Their Medical Planning Page 8
- How To Make Medical Decisions For Other People Page 19

### **Part 3: FAQs, Feedback Surveys and Promotional Materials** **29**

Use the template emails and fliers provided to promote the event.

For more information visit: [www.prepareforyourcare.org](http://www.prepareforyourcare.org)

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Dear Community Leader,

This Toolkit will help you put on a **PREPARE for THEIR Care Group Movie Event**.

The PREPARE for **THEIR** Care Group Movie Event is an informal presentation to a group of people who will watch the PREPARE for **THEIR** Care videos and follow along with the printed Program Guides.

**The PREPARE for THEIR Care program is designed to support people as they help other people with their medical planning and medical decisions. There are 2 main parts:**

**Part 1: How to Help Other People With Their Medical Planning – For people who can still make their own medical decisions.**

PREPARE for **THEIR** Care will help support family members and caregivers in helping other people with their medical planning. Medical planning or care planning, also known as advance care planning, is a process that supports adults at any age or stage of health in understanding and sharing their personal values, life goals, and preferences regarding current and future medical care. The goal is to help ensure that people receive medical care that is consistent with their values, goals, and preferences during serious and chronic illness.

\*Medical planning is MORE than just an advance directive and more than just about the end of life!

**Part 2: How to Make Medical Decisions for Other People – For people who can no longer make their own medical decisions.**

PREPARE for **THEIR** Care will help support family members and caregivers in making medical decisions for other people.

It is OK if these topics are new to you. You do not need to be an expert to put on an event. This Toolkit is a **step-by-step guide, and all the information is provided for you in the PREPARE website and PREPARE for THEIR Care videos**. This Toolkit also has example words you can say (facilitator scripts) and answers to frequently asked questions (FAQs) and other resources.

You do not need to play all of the videos during the PREPARE for **THEIR** Group Event. You will choose the videos that fit the needs of your audience.

Sincerely,

The PREPARE Team

# Part 1: Introduction

PREPARE for **THEIR** Care supports people as they help others with their medical planning and medical decisions. The event will use videos from the PREPARE for **THEIR** Care [website](http://preparefortheircare.org) ([preparefortheircare.org](http://preparefortheircare.org)).

## Watch the PREPARE for THEIR Care Intro Videos

Watch “How to Use This Program” on the PREPARE for **THEIR** Care [website](http://preparefortheircare.org) to learn:

- about the PREPARE for **THEIR** Care program
- about the larger PREPARE Program and other resources (**PREPARE for YOUR Care**)
- how to navigate the PREPARE for **THEIR** Care website
- how to select which videos to play
- how to use the Program Guides to help follow along with the videos



## Decide on the Movie Event You Will Put On

There are **2 types of Movie Events** that you can put on. This will depend upon your audience.

- **Movie Event A:** How To Help Other People With Their Medical Planning
- **Movie Event B:** How To Make Medical Decisions for Other People

Depending on the Movie Event you choose, you will show different videos to tailor the information.

To help you decide between **Movie Event A** to **Movie Event B**, see the table below.

<u>MOVIE EVENT A</u> How To Help Other People With Their Medical Planning	<u>MOVIE EVENT B</u> How To Help Make Medical Decisions for Other People
<b>Focus:</b> When people can still speak for themselves and make their own medical decisions.	<b>Focus:</b> When people cannot, or do not want to, speak for themselves or make their own medical decisions.
<b>Audience:</b> <ul style="list-style-type: none"><li>• People who would like to bring up the topic of medical planning with their loved ones</li><li>• People who want to help someone else with their medical planning and advance directives</li><li>• People who may have to make medical decisions for other people in the future</li></ul>	<b>Audience:</b> <ul style="list-style-type: none"><li>• Family members or caregivers who are currently making medical decisions for someone else</li><li>• People who would like to prepare to be someone’s medical decision maker</li><li>• People who would like to prepare to make medical decisions for other people in the future</li></ul>

# Part 1: Planning Checklist

This checklist has all the items you will need and things to do to get ready for your PREPARE Group Movie Event. This is a general guide for both Movie Event A and Movie Event B.

## Event Preparation:

### BEFORE THE MOVIE EVENT

- Promote the event using the materials (flyers) included in this Toolkit
- Select a location, day and time to hold the event: We recommend scheduling for 1 hour to 90 minutes
- Reserve a meeting room for the event large enough with tables and chairs
- Invite a partner to help you set up the room and make sure the groups run smoothly
- Contact participants prior to the event to remind them about the date, time, and location. Remind them to bring glasses, hearing aids, or anything else to the session so they can be comfortable.

#### Equipment

- A computer and an internet connection
- A TV or a projector and presentation screen (a blank wall can also work)
- Computer adapter for the TV or projector
- Speakers
- A clock or watch to keep time
- A copy of this Toolkit for the facilitator to use as they lead the session

#### Handouts (Printed for Each Person)

- PREPARE for **THEIR** Care Program Guides
  - How To Help Other People With Their Medical Planning (Movie Event A)
  - How To Make Medical Decisions for Other People (Movie Event B)
- PREPARE for **YOUR** Care Pamphlet
- PREPARE Advance Directive
- Feedback Survey (Optional)

#### Review & Decide on the Videos to Show

- Review Part 2 of this Toolkit with the “Scripts” and words you can say
  - Movie Event A** scripts start on page 26
  - Movie Event B** scripts start on page 37
- Review the "How To Use This Program" video at <https://preparefortheircare.org/>
- Review answers to the **FAQs** at <https://preparefortheircare.org/faqs.html>) before the session.
- Based on the Movie Event (A or B), plan which videos you will play.

#### **MOVIE EVENT A** (select from these videos)

##### How To Use This Program and About Medical Planning (Total time for all 3 videos ~ 15 min)

- How To Use This Program: 8 minutes 18 seconds
- About Medical Planning: 2 minutes 56 seconds
- About Advance Directive Forms: 4 minutes 32 seconds

##### How To Help Other People With Their Medical Planning (Total time for all 6 videos ~ 30 min)

- Important Ways Planning is Different for Each Person: 5 minutes 7 seconds
- How to Bring Up the Topic of Medical Planning With Your Family and Friends: 6 minutes 40 seconds
- How To Ask Other People About Their Medical Wishes and Medical Planning: 6 minutes 40 seconds
- How To Help Other People Write Down Their Medical Wishes on an Advance Directive Legal Form: 5

## Part 1: Introduction & Planning Checklist

minutes 18 seconds

- BONUS: What To Say if You Learn You Are Not the Decision Maker: 3 minutes 16 seconds
- BONUS: What to Say if You Do Not Want To Be the Decision Maker: 1 minute 7 seconds

### MOVIE EVENT B (select from these videos)

#### How To Make Medical Decisions for Other People (Total for all 7 videos ~ 50 min)

- How to Ask the Medical Care Team Questions: 9 minutes 17 seconds
- How To Make Medical Decisions for Other People: 12 minutes 21 seconds
- How To Talk About Decisions You Made for Others: 10 minutes 20 seconds
- Advice From Other Medical Decision Makers: 6 minutes 35 seconds
- BONUS: How To Help Even if You Are Not the Decision Maker: 4 minutes 19 seconds
- BONUS: How to Ask Someone Else to Be the Decision Maker: 1 minute 33 seconds
- BONUS: What To Do When Families Do Not Agree: 6 minutes 25 seconds

## DURING THE MOVIE EVENT

- Arrive early: we recommend arriving 30 minutes ahead of time to set up
- Log onto the laptop and connect to the internet
- Connect the laptop to the TV or projector and speakers
- Make sure the computer can connect to the internet and the PREPARE website. Play the videos to test the internet quality and audio.
- Set up the tables and chairs so all participants can see the screen
- Hand out the PREPARE for **THEIR** Care Program Guide(s) and optional Feedback Survey. If putting on Movie Event A, also hand out the PREPARE for **YOUR** Care Pamphlet and PREPARE Advance Directive form.
- Create a time schedule for the event. We recommend 1 hour to 90 minutes.
  - Each video can take anywhere between 2 to 10 minutes to play. You will need to allow time for participants to answer the questions in the movie and allow for discussion.
  - Some talkative groups may not get through all the videos in the section. Other groups may get through all the videos in the section and still have time to review the videos in the other section.
- Decide on the videos you will show based on the time you have. Make sure to click on the closed captioning button [CC].
- Know where the bathrooms are and schedule in bathroom breaks
- Make sure participants can see and hear the movies
- Remind participants to use glasses and/or hearing aids
- If questions come up during the event, refer to the **PREPARE for THEIR Care FAQs** page online: <https://preparefortheircare.org/faqs.html>

## Optional:

- You may decide to invite a guest speaker
  - If you do, share the PREPARE website, movies, and materials with them ahead of time.
  - You should also get brief information about the speaker so you can introduce them at the event
- Consider snacks and something to drink
- You may also consider getting feedback about the group (Page 33). This is optional, but can help us improve the PREPARE materials and Movie Events

# Part 2

## Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts

Here we provide a step-by-step guide for how to put on a Movie Event with words you can say (scripts) to make leading this event as easy as possible.

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**KEY:** *Italicized gray text = instructions*, **Bolded text = words you can say**

## GENERAL TIPS

### Tips on Handling Questions from Participants

*You do NOT need to be an expert or to know all the answers.*

*People may have questions you may not be able to answer. This is OK! You may want to review the FAQs (<https://preparefortheircare.org/faqs.html>) before the event as these are the questions asked most often.*

*Depending upon your audience, you may decide to ask your group if anyone else knows the answer.*

**“That is a really good question. I am not sure of the answer. Does anyone in the group know the answer? Or has anyone experienced this and can share what they did or learned?”**

*Or, you may decide to ask the person or group if it is OK to follow-up by phone, text, or email with the answer. Keep a list of unanswered questions and bring them to the PREPARE team ([info@prepareforyourcare.org](mailto:info@prepareforyourcare.org)).*

**“That is a really good question. I am not sure of the answer. I can reach out to the PREPARE team about your question. Would it be OK to follow up with you later with the answer? Do you prefer a phone call, text message, or email? Would other group members also like for me to send them the answers to this question?”**

*Some questions may be about a person’s medical condition or social or legal situation. In this case, you can say:*

**“That is a really good question. I am not sure of the answer. I recommend that you follow up with this person’s medical providers and/or lawyers about that.”**

### Tips on Handling “Sharers”

*Some people may want to share long stories or have several questions that cannot be answered during the event. It is OK to thank that person and to let them know that their questions will be answered later or that you hope to save time to come back to their stories/questions later. It may help to take notes so you can remind yourself of people’s questions for later in the program.*

**“We really appreciate you sharing your story/asking your question(s). Some of this content will be covered in the videos you will be watching. For the sake of time, let’s move on now so we can get to all the videos that we have planned for today. Let me also take a note and we hope to save time and come back to your story/question(s) a little later in the program.”**



## MOVIE EVENT A OVERVIEW: HOW TO HELP OTHER PEOPLE WITH THEIR MEDICAL PLANNING

Here is a **brief overview** to give you an idea of what to expect when putting on **Movie Event A: For people who can still make their own medical decisions.**

PREPARE for **THEIR** Care will help support family members and caregivers in helping other people with their medical planning.

**NOTE:** This Toolkit gives you specific steps and scripts for how to conduct **Movie Event A.** Specific scripts for what to say and how to put on an event start on Page 12. Here, we will go over the following basic overview:

- a) Introduction
- b) Introduce the PREPARE Handouts
- c) First, Play the Videos You Have Chosen in the Section Entitled:
  - “How To Use This Program and About Medical Planning”
- d) Next, Play the Videos You Have Chosen in the Section Entitled:
  - “How To Help Other People With Their Medical Planning”
- e) Ask about Questions and/or Facilitate Group Discussions
- f) Review the PREPARE for **YOUR** Care Pamphlet and East-to-Read Advance Directive
- g) Wrap Up
- h) Feedback Survey (Optional)
- i) Thank You & End



### a) Introduction

Using this Toolkit and the scripts (page 12), you will begin the PREPARE Group **Movie Event A** by introducing yourself (optional group introductions) and the topic of focus for the event.

### b) Introduce the PREPARE Handouts

Each participant will need the following materials. You will use the script in this Toolkit Guide to explain each of these handouts (see scripts on page 13). For group Movie Events, we recommend assembling packets for each participant ahead of time. Provide the handouts prior to playing the videos.

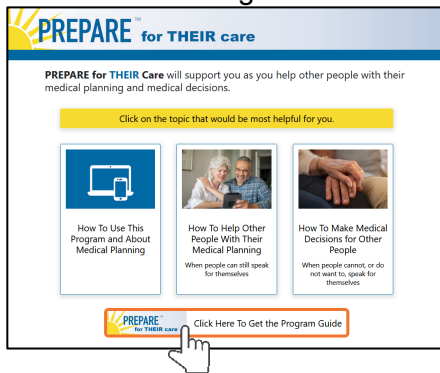
- **The PREPARE for THEIR Care Program Guides**

The Program Guides provide a summary of the topics covered in all the PREPARE for **THEIR** Care videos. They are not legal documents.



## Part 2: Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts

Download the Program Guides from the PREPARE for **THEIR** Care website:



There are **2 PREPARE for THEIR Care Program Guides** each focusing on different topics:

- A. How To Help Other People With Their Medical Planning
- B. How To Make Medical Decisions for Other People

You can decide to only print out (A) **“How To Help Other People With Their Medical Planning** or both Guides so participants will have it for future reference (or to be encouraged to attend future events). If you do hand out Guide (B), best to do this at the end of the event to prevent confusion.

- **The PREPARE for YOUR Care Pamphlet**

The PREPARE for **YOUR** Care pamphlet has brief notes about the 5 steps of the PREPARE for **YOUR** Care program, the other PREPARE program that is designed to help people with their **OWN** medical planning so they can have a voice in their medical care. It also has the PREPARE for **YOUR** Care website URL.



Download the PREPARE Pamphlet here: <https://prepareforyourcare.org/en/pamphlet>

Participants can share this pamphlet with their family and friends.

- **The PREPARE easy-to-read Advance Directive**

The easy-to-read form (5<sup>th</sup> grade reading level) is a legal form that allows people to name a medical decision maker and to write down their medical wishes. You will let participants know that you will go over the advance directive in more detail at the end of the event (see Part 2 scripts).



\*Please use the appropriate state-specific advance directive for the state of your participants.

Download the advance directive here: <https://prepareforyourcare.org/en/advance-directive>

Participants can share this form with their family and friends.

- **Feedback Survey (Optional)**

Help us improve PREPARE Group Movie Events by asking participants to fill out the feedback survey (go to page 33). This is optional, but can help us improve the PREPARE materials and Movie Events.

### c) First, Play the Videos in the Section Entitled: **“How To Use This Program and About Medical Planning”**

## Part 2: Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts



Videos in this section will orient the group to advance care planning: (Time for the 3 videos ~ 15 minutes)

- **How To Use This Program:** 8 minutes 18 seconds
- **About Medical Planning:** 2 minutes 56 seconds
- **About Advance Directive Forms:** 4 minutes 32 seconds

When you hit the play button on the videos:

*Step 1. Click on the CC (closed captioning) for people who may be hard of hearing. See screenshot to the right.*

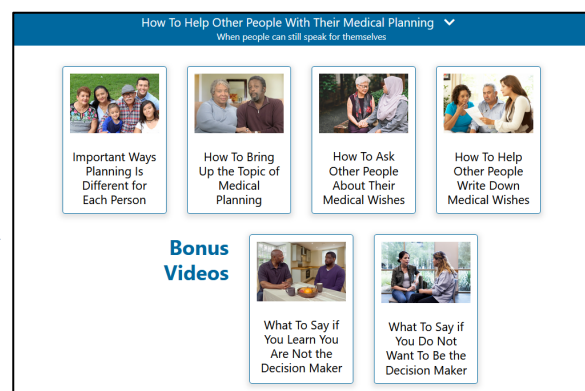
*Step 2. When you start playing the video, ask if everyone can hear the audio and see the screen to make sure all participants can see and hear the video.*



### d) Next, Play the Videos in the Section Entitled: “How To Help Other People With Their Medical Planning”

You will select the videos from the section: “How To Help Other People With Their Medical Planning”

Let the group know what videos you will be playing (based on time). You can also ask the audience which videos they are interested in watching.



Videos in this section: (Total time for all 6 videos ~ 30 minutes)

- **Important Ways Planning is Different for Each Person:** 5 minutes 7 seconds
- **How to Bring Up the Topic of Medical Planning With Your Family and Friends:** 6 minutes 40 seconds
- **How To Ask Other People About Their Medical Wishes and Medical Planning:** 6 minutes 40 seconds
- **How To Help Other People Write Down Their Medical Wishes on an Advance Directive Legal Form:** 5 minutes 18 seconds
- **BONUS: What To Say if You Learn You Are Not the Decision Maker:** 3 minutes 16 seconds
- **BONUS: What to Say if You Do Not Want To Be the Decision Maker:** 1 minute 7 seconds

### e) Ask about Questions and/or Facilitate Group Discussions

**\*Note:** You do NOT need to know all the answers. Refer to the **PREPARE for THEIR Care FAQs** page online: <https://preparefortheircare.org/faqs.html>. You may want to review it before the event.

After each video ends, ask participants if they have any questions or would like to talk about it.

**“Does anyone have any questions or things they would like to share?”**

**Optional:** If no one is talking, you can take a moment to share your own story or example. This can also be a good time to get the group talking and learning from each other. You can also ask:

**“Did the videos remind you of any personal stories you would like to share with the group?”**

Each group is different. Some groups may want to have long discussions and share their experiences. If people are engaged, you do not need to feel as though you have to get through all the videos in the section. Some groups may not be as talkative and so you may get through more videos.

Depending upon time, you may want to offer your participants a **5-minute break** between videos.

### f) Review the PREPARE for YOUR Care Pamphlet and Easy-to-Read Advance Directive

#### PREPARE for **YOUR** Care Pamphlet:

Show people the pamphlet and show them where the website URL can be found for later use. See the scripts on Page 17.

#### PREPARE Easy-to-read Advance Directive:

Orient people to what the form is using the scripts on Page 17. You will read over the cover page of the advance directive form. If there is time, you have time at the end of the session, you can go over each of the different sections of the advance directive form.

### g) Wrap Up

Wrap up the event by reminding participants about the PREPARE for **THEIR** Care Guide(s). The Program Guide(s) provide a brief summary of the PREPARE for **THEIR** Care videos that were shown today. They also have the PREPARE for **THEIR** Care website URL at the bottom of the front page. Remind them that they can revisit the PREPARE for **THEIR** Care website to rewatch any of the videos on their own and any time.

### h) Feedback Survey (Optional)

You may also consider getting feedback about the Movie Event (*scripts on page 18, feedback survey can be found on page 33*). This is optional, but can help our team improve the PREPARE materials and Movie Events.

In addition to measuring the number of people who attend your event, if you would like to assess whether the events improve peoples' knowledge, attitudes, and readiness, we also provide validated questions that you can ask your participants at the beginning and end of your events.

### i) Thank You & End

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## MOVIE EVENT A: Words You Can Say (Scripts)

### Introductions

*Introduce yourself and welcome participants.*

“My name is X *[and I am from Y organization. With me today are X, Y, Z co-facilitators]*.

This session is about supporting you as you help other people with their medical planning. We are so excited you could join us today and look forward to learning together.”

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### Logistics

“Let’s get started. Today, we will be watching some of the PREPARE For **THEIR** Care videos and then, if people feel comfortable, talking about them as a group. This group program may take 1 hour to 90 minutes depending upon how many videos we want to watch and how much conversation we have as a group. If you need to leave early, please feel free to do so.

*Facilities:* The bathrooms are *[down the hall, etc.]*. Please feel free to get up and use the bathroom whenever you want.

*Cell phones:* We ask that you please turn off your cell phones and ideally put them away, so we do not get distracted.

*Emotions & Feelings:* Sometimes the videos and stories remind people of personal experiences with friends or family that were difficult. This would be a normal response because these movies and stories come from real people. Please free to step out of the room if you need to take a break.

*Confidentiality:* People in our group may also talk about personal experiences. I would also like to take a moment to ask each of you to respect your fellow participants and keep any personal information shared here confidential and within this group. May I please get a verbal yes from each of you that you agree to keep all personal information discussed today private? Thank you.”

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### *Optional:* Ice Breaker Questions

#### Option #1: Show of Hands *[Optional]*

“By show of hands *(pick an example from below)*...

- How many of you have heard of medical planning or advance care planning?
- How many of you have completed your own advance directive?
- How many of you are here to learn information to help a family member or a friend with their medical planning?
- How many of you are here to learn about information to help their patients or clients with their medical planning?
- Is anyone interested in learning how to put on one of these group events in the future? (Great, please see us after the session)

Great!”

### Option #2: Group Introductions *[Optional]*

*Group size will vary. Depending on the group size and the time you have, you may ask people to introduce themselves and to briefly share what they hope to gain from the event.*

**“For introductions, we would like to go around the room and ask for your first name only, if you feel comfortable sharing. It would also be helpful to know what you hope to get out of the event today. We only have a few minutes, so I will ask you to be brief. Not everyone feels comfortable speaking in a group setting. If we get to you and you do not want to share, you can just say PASS. I will go first. Again, my name is X and I really hope to [e.g., learn new things from our group discussion today].”**

### Option #3: Sharing Your Story *[Optional]*

*If you feel comfortable, it can be helpful for you as the facilitator to share a personal story that illustrates why getting people to do their medical planning is so important and/or why you are leading a group today. Sharing a brief story in the beginning is a good way to build trust and help people feel safe to share their own stories.*

*[Examples:]*

- *National Healthcare Decisions Day, Re-Imagine or other*
- *Personal stories about a family member or a friend: ~ This is how medical planning helped them and their family/friends*
- *Personal stories in your line of work, etc. Example: “As a social worker or case manager...”*

## Introduce the PREPARE Handouts

### PREPARE for THEIR Care Program Guides

**“I want to take a moment to make sure you have some materials that we will talk about at the very end of the session. Does everyone have the PREPARE for THEIR Care Program Guide(s) *(hold it up)*? If you don’t have this, can you raise your hand? Great.**

The Program Guide is about “How To Help Other People With Their Medical Planning” and can help you when your family and friends can still speak for themselves. This Guide summarizes the information in the videos that we will be watching together today.

During our session, before we watch a video, I will point on this Guide where you can find the summary of that video. That way after you watch the video, you will also have a written reminder of the information in the video that you can take home with you.

We may not get to all the videos in this section today but you can visit the PREPARE for THEIR Care website on your own to watch any of the videos at any time. The website URL is listed at the bottom of the front page of the Program Guide(s) *(hold it up)*.”

*If providing both Program Guides:*

**The other Program Guide is about “How to Make Medical Decisions for Other People” If you don’t have this, can you raise your hand? Great.**

**This Guide can help you when a family member or friend cannot, or does not want to, speak for themselves.” If people are interested, we can review this Guide more at the end of the session in case you would like to come to one of those movie events or watch those videos on your own.**

### PREPARE for **YOUR** Care Pamphlet

“Does everyone have a PREPARE for **YOUR** Care pamphlet *(hold it up)*? If you don’t have this, can you raise your hand? Great.

This pamphlet has information about another program called PREPARE for **YOUR** Care program. This program helps people do their own medical planning. The website address for this program is listed on the front page. We will be going over how you can use the PREPARE for **YOUR** Care program and this pamphlet to help other people do their **OWN** medical planning.”

### PREPARE Easy-to-Read Advance Directive

Does everyone have a PREPARE Advance Directive *(hold it up)*? If you don’t have this, can you raise your hand? Great.

This is a legal form that lets people write down their wishes for medical care. We will be going over this form in more detail at the end of the session if we have time.”

### Feedback Survey (Optional)

“Does everyone also have a Feedback Survey *(hold it up)*? If you don’t have this, can you raise your hand? Great.”

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## Play the PREPARE for **THEIR** Care Videos

“Now we will watch the videos. It is OK if these topics are new to you. PREPARE for **THEIR** Care will walk you through it, step-by-step. We hope that all of you will get some helpful information today from the videos and from each other.

At the end of each of video, I will ask if people have any questions or want to discuss what we watched. I will also check to see if we need a short break.”

### About Medical Planning

“Medical planning is also sometimes called ‘advance care planning’. It is a process that supports adults at any age or stage in health in understanding and sharing what is most important to them in their life and for their health care. It is also a way for people to prepare to make informed medical decisions and to make sure they have a voice in their medical care, even if they are seriously ill.

Let’s start by watching a video about medical planning.”



Show the video “About Medical Planning” (2 minutes 56 seconds)

*Step 1. Click on the CC (closed captioning) for people who may be hard of hearing.*

*Step 2. When you start playing the video, ask if everyone can hear to make sure all participants can see and hear the video.*



*After Playing:*

**“As the video shows, medical planning can involve someone naming another person to be their advocate in case of a medical emergency. Today, we will call this person the ‘medical decision maker’.”**

You may have already acted as someone’s medical decision maker in the past or have been asked to, or may need, to serve that role in the future. In any of these cases, PREPARE for **THEIR** Care has videos covering different topics and resources that can help.”

*This can be a good time to get the group talking and learning from each other. Some example questions:*

**“Does anyone have any questions or things they would like to share?”**

**“Did the videos remind you of any personal stories you would like to share with the group?”**

*Optional: If no one is talking, you can take a moment to share your own story or example.*

### About Advance Directive Forms

**“Next, let’s take a few minutes to watch a video about advance directive legal forms that allows people to name a medical decision maker and to write down their medical wishes.”**

*Play the video: “About Advance Directive Forms” (4 minutes 32 seconds)*

*After the video ends, it can be a good time to get the group talking and learning from each other. Some example questions:*

**“Does anyone have any questions or things they would like to share?”**

**“Did the videos remind you of any personal stories you would like to share with the group?”**

*Optional: If no one is talking, you can take a moment to share your own story or example.*



### How to Use This Program

**“The PREPARE for **THEIR** Care Program is designed support you as you help other people with their medical planning and medical decisions. It is free on the internet and can be used on a smartphone, table or laptop. It is available in English. People can review it at home on their own or with a family member.**

**Let’s watch a video that will show you how to use the PREPARE for **THEIR** Care Program and how other PREPARE tools can make it easier to help your family and friends with their own medical planning.”**

*Show the video “How To Use This Program” (8 minutes 18 seconds)*

*After Playing:*

**“Like the video mentioned, PREPARE for **THEIR** Care is divided into 3 main topics:**

- **How To Use This Program and About Medical Planning. We already watched 2 videos from this section, including About Medical Planning and About Advance Directives**
- **There is also a section on How To Help Other People With Their Medical Planning, when people can still speak for themselves.**





- **And, How To Make Medical Decisions for Other People, when people cannot, or do not want to, speak for themselves.**

Today, we will watch the videos in the section “How To Help Other People With Their Medical Planning.”

In these videos, you will see stories about all kinds of people and decisions. These stories are just examples and your situation may be different. The stories you will see in the videos can help, even if your situation may be different.

The videos will also show you what you can say, and you can go back and watch them anytime you want at home and even with your family and friends.”

### How to Help Other People with Their Medical Planning

“We will start with **X video** *(choose from the list below)*.

You can find the summary of this video here on the Program Guide called “How to Help Other People With Their Medical Planning” *(hold up and show them on the Program Guide)*.

**Play the videos in the section entitled, “How To Help Other People With Their Medical Planning”:**

- **Important Ways Planning is Different for Each Person:** 5 minutes 7 seconds
- **How to Bring Up the Topic of Medical Planning With Your Family and Friends:** 6 minutes 40 seconds
- **How To Ask Other People About Their Medical Wishes and Medical Planning:** 6 minutes 40 seconds
- **How To Help Other People Write Down Their Medical Wishes on an Advance Directive Legal Form:** 5 minutes 18 seconds
- **BONUS: What To Say if You Learn You Are Not the Decision Maker:** 3 minutes 16 seconds
- **BONUS: What to Say if You Do Not Want To Be the Decision Maker:** 1 minute 7 seconds



**How To Help Other People With Their Medical Planning**

When people can still speak for themselves

### After Each Video Ends

*Some example questions at the end of each video:*

“Does anyone have any questions or things they would like to share?”

“Did the videos remind you of any personal stories you would like to share with the group?”

*Optional: If no one is talking, you can take a moment to share your own story or example.*

*Depending upon time, you may want to offer your participants a 5-minute break.*

“Would anyone like to take a 5 minute break before we go on to the next video?”

### Playing Bonus Videos

*You can play additional videos as time permits.*

*You can ask the audience which videos they are interested in watching and focus on those.*

## Wrapping up

“We are now done with watching the videos for today. Before we end today’s session, I wanted to remind you that you can always go back to the PREPARE for **THEIR** Care website to watch the videos on your own. It is free to the public and you just need a smartphone, tablet or laptop with internet access. The website URL address is listed on the PREPARE for **THEIR** Care Program Guide(s) that we provided you *[hold up the Program Guide(s) and point to the URL at the bottom of the front page].*”

### PREPARE for THEIR Care Program Guide

The PREPARE for **THEIR** Care Program Guide named “How To Help Other People With Their Medical Planning” *(hold it up)* summarizes the information in the PREPARE for **THEIR** Care videos that we watched together today, and can help you when your family and friends can still speak for themselves.

### The Other PREPARE for THEIR Care Program Guide (Optional)

*If providing the other Guide:* “The other Program Guide we handed out in the beginning of the program is about “How To Make Medical Decisions for Other People” *[hold up the other Program Guide]*. This part of the PREPARE for **THEIR** Care program can help you when a family member or friend cannot, or does not want to, speak for themselves. If you are in this situation or find yourself in this situation in the future, these videos may also be helpful to you. They are on the same website and the website address can be found here. *[hold up the Program Guide(s) and point to the URL at the bottom of the front page]*.”

*Optional: If you are putting on a “How To Make Medical Decisions for Other People” group session (Movie Event B), now would be a good time to tell them about the day and time of that event.*

### PREPARE for YOUR Care Pamphlet

“In addition to the Program Guides, we gave you the PREPARE for **YOUR** Care pamphlet that you can share with family and friends *[hold it up]*. As we saw on the videos, this program is another resource that helps people have a voice in their OWN medical care and walks them through their OWN medical planning step-by-step. The pamphlet has brief notes about the 5 steps of that program.

The PREPARE for **YOUR** Care website address is on the front page so your family and friends can visit the website. You and your family and friends can also visit the PREPARE for **YOUR** Care website together.”

### PREPARE Easy-to-Read Advance Directive

*Show participants the AD. At the very least, read page 1 of the AD to orient them to the 3 parts of the form. If time permits (this is not likely), you can flip through the pages and walk them through the advance directive form section by section (Part 1, Part 2, and Part 3).*

“We also gave you the PREPARE easy-to-read advance directive *[hold it up]*. This is a legal form that allows you to write down your medical wishes.

I will read the first page of the advance directive so you know about the 3 parts of the form.”

*Read the cover page and Page 1 of the advance directive. If time permits, flip through the pages to read off the*

*titles of each Part of the form and ending on the signatures section.*

**“To make sure the form can be used and is legal, it needs a signature, the date, and signatures from 2 witnesses or a notary. Please review the requirements on the form as each US state has its own rules.**

**If you have additional questions about this form or about any of the other materials, please stay after this session and I can try to help.”**

---

### **Optional: Feedback Survey**

**“Let’s end the session with some feedback. Please help us make the PREPARE Program and these movie events better. Does everyone have a Feedback Survey? *[Hold up the feedback form].*”**

**It would be great if you could give us your honest opinions with this very brief survey. I will read the questions to the group and we can fill them out together. Please DO NOT put your name on these forms. They are anonymous so we can keep your privacy.”**

---

### **Thank You & End**

**“Thank you so much for joining us today and for providing feedback. We will be here for a few minutes to answer questions or to help with your advance directives.”**

---

## MOVIE EVENT B OVERVIEW: HOW TO HELP MAKE MEDICAL DECISIONS FOR OTHER PEOPLE

Here is a **brief overview** to give you an idea of what to expect when putting on **Movie Event B: For people who can no longer make their own medical decisions.**

PREPARE for **THEIR** Care will help support family members and caregivers in making medical decisions for other people.

**NOTE:** This Toolkit gives you specific steps and scripts for how to conduct **Movie Event B.** Specific scripts for what to say and how to put on an event start on Page 23. Here, we will go over the following basic overview:



- a) Introduction
- b) Introduce the PREPARE Handouts
- c) First, Play the PREPARE for **THEIR** Care Intro Video Entitled:
  - “How to Use This Program”
- d) Next, Play the Videos in the Section Entitled:
  - “How To Make Medical Decisions for Other People”
- e) Ask about Questions and/or Facilitate Group Discussions
- f) Review the PREPARE for **YOUR** Care Pamphlet and Easy-to-Read Advance Directive
- g) Wrap Up
- h) Feedback Survey (Optional)
- i) Thank You & End

### a) Introduction

Using this Toolkit and the scripts (page 23), you will begin the PREPARE Group **Movie Event B** by introducing yourself (optional group introductions) and the topic of focus for the session.

### b) Introduce the PREPARE Handouts

Each participant will need the following materials. You will use the script in this Toolkit Guide to explain each of these handouts (see scripts on page 24). For group Movie Events, we recommend assembling packets for each participant ahead of time. Provide the handouts prior to playing the videos.

- **The PREPARE for THEIR Care Program Guides**  
The Program Guides provide a summary of the topics covered in all the PREPARE for **THEIR** Care videos.

Download the Program Guides from the PREPARE for **THEIR** Care website:

## Part 2: Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts



There are **2 PREPARE for THEIR Care Program Guides** each focusing on different topics:

- A. How To Help Other People With Their Medical Planning
- B. How To Make Medical Decisions for Other People

Print and hand out the Program Guide titled: **“How To Make Medical Decisions for Other people.”**

- **PREPARE for YOUR Care Pamphlet**

The PREPARE for **YOUR** Care pamphlet has brief notes about the 5 steps from the PREPARE for **YOUR** Care program, the other PREPARE program that is designed to help people with their **OWN** medical planning so they can have a voice in their medical care. It also has the PREPARE for **YOUR** Care website URL.

Download the PREPARE Pamphlet here: <https://prepareforyourcare.org/en/pamphlet>



Participants can share this pamphlet with their family and friends.

- **The PREPARE Advance Directive**

The easy-to-read form (5<sup>th</sup> grade reading level) is a legal form that allows people to name a medical decision maker and to write down their medical wishes. You will let participants know that you will go over the advance directive in more detail at the end of the event (see Part 2 scripts).



\*Please use the appropriate state-specific advance directive for the state of your participants.

Download the advance directive here: <https://prepareforyourcare.org/en/advance-directive>

Participants can share this form with their family and friends.

- **Feedback Survey (Optional)**

Help us improve PREPARE Group Movie Events by asking participants to fill out the feedback survey (go to page 33). This is optional, but can help us improve the PREPARE materials and Movie Events.

### c) First, Play the PREPARE for THEIR Care Intro Video (“How to Use This Program”)

First, play the “How To Use This Program” video under the section “How To Use This Program and About Medical Planning.”

## Part 2: Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts



When you hit the play button on the videos:

Step 1. Click on the CC (closed captioning) for people who may be hard of hearing. See screenshot to the right.

Step 2. When you start playing the video, ask if everyone can hear the audio and see the screen to make sure all participants can see and hear the video.



### d) Next, Play the Videos in the Section Entitled: “How To Make Medical Decisions for Other People”

You will select the videos from the section: **How To Make Medical Decisions for Other People.**

Let the group know what videos you will be playing (based on time). You can also ask the audience which videos they are interested in watching.

- **How To Make Medical Decisions for Other People**



Videos in this section: (Total time for all 7 videos ~ 50 minutes)

- **How to Ask the Medical Care Team Questions:** 9 minutes 17 seconds
- **How To Make Medical Decisions for Other People:** 12 minutes 21 seconds
- **How To Talk About Decisions You Made for Others:** 10 minutes 20 seconds
- **Advice From Other Medical Decision Makers:** 6 minutes 35 seconds
- **BONUS: How To Help Even if You Are Not the Decision Maker:** 4 minutes 19 seconds
- **BONUS: How to Ask Someone Else to Be the Decision Maker:** 1 minute 33 seconds
- **BONUS: What To Do When Families Do Not Agree:** 6 minutes 25 seconds

### e) Ask about Questions and/or Facilitate Group Discussions

**Note:** You do NOT need to know all the answers. Refer to the **PREPARE for THEIR Care FAQs** page online:



<https://preparefortheircare.org/faqs.html>. You may want to review it before the event.

After each video ends, ask participants if they have any questions or would like to talk about it.

**“Does anyone have any questions or things they would like to share?”**

**Optional:** If no one is talking, you can take a moment to share your own story or example. This can also be a good time to get the group talking and learning from each other. You can also ask:

**“Did the videos remind you of any personal stories you would like to share with the group?”**

Each group is different. Some groups may want to have long discussions and share their experiences. If people are engaged, you do not need to feel as though you have to get through all the videos in the section. Some groups may not be as talkative and so you may get through more videos.

Depending upon time, you may want to offer your participants a **5-minute break** between videos.

### **f) Review the PREPARE for YOUR Care Pamphlet and Easy-to-Read Advance Directive**

#### **PREPARE for YOUR Care Pamphlet:**

Show people the pamphlet and show them where the website URL can be found for later use. See the scripts on Page 27.

#### **PREPARE Easy-to-read Advance Directive:**

Orient people to what the form is using the scripts on Page 27. You will read over the cover page of the advance directive form. If there is time, you have time at the end of the session, you can go over each of the different sections of the advance directive form.

### **g) Wrap Up**

Wrap up the event by reminding participants about the PREPARE for **THEIR** Care Guide. The Program Guide provides a brief summary of the PREPARE for **THEIR** Care videos that were shown today. They also have the PREPARE for **THEIR** Care website URL at the bottom of the front page. Remind them that they can revisit the PREPARE for **THEIR** Care website to rewatch any of the videos on their own and any time.

### **h) Feedback Survey (Optional)**

You may also consider getting feedback about the Movie Event (page 33). This is optional, but can help our team improve the PREPARE materials and Movie Events.

In addition to measuring the number of people who attend your event, if you would like to assess whether the events improve peoples' knowledge, attitudes, and readiness, we also provide validated questions that you can ask your participants at the beginning and end of your events.

### **i) Thank You & End**

---



## MOVIE EVENT B: Words You Can Say (Scripts)

### Introductions

*Introduce yourself and welcome participants.*

“My name is X *[and I am from Y organization. With me today are X, Y, Z co-facilitators]*.

This session is about supporting you as you help make medical decisions for other people. We are so excited you could join us today and look forward to learning together.”

---

### Logistics

“Let’s get started. Today, we will be watching some of the PREPARE For **THEIR** Care videos and then, if people feel comfortable, talking about them as a group. This group program may take 1 hour to 90 minutes depending upon how many videos we want to watch and how much conversation we have as a group. If you need to leave early, please feel free to do so.

**Facilities:** The bathrooms are *[down the hall, etc.]*. Please feel free to get up and use the bathroom whenever you want.

**Cell phones:** We ask that you please turn off your cell phones and ideally put them away, so we do not get distracted.

**Emotions & Feelings:** Sometimes the videos and stories remind people of personal experiences with friends or family that were difficult. This would be a normal response because these movies and stories come from real people. Please free to step out of the room if you need to take a break.

**Confidentiality:** People in our group may also talk about personal experiences. I would also like to take a moment to ask each of you to respect your fellow participants and keep any personal information shared here confidential and within this group. May I please get a verbal yes from each of you that you agree to keep all personal information discussed today private? Thank you.”

---

### **Optional:** Ice Breaker Questions

#### **Option #1: Show of Hands** *[Optional]*

“By show of hands *(pick an example from below)*...

- How many of you have heard of medical planning or advance care planning before?
- How many of you have had experience making medical decisions for other people?
- How many of you have never had experience making medical decisions for other people?
- Is anyone interested in learning how to put on one of these group events in the future? (Great, please see us after the session)

Great!”

#### **Option #2: Group Introductions** *[Optional]*

## Part 2: Step-by-Step Guide for Putting on a Movie Event and Facilitator Scripts

*Group size will vary. Depending on the group size and the time you have, you may ask people to introduce themselves and to briefly share what they hope to gain from the event.*

“For introductions, we would like to go around the room and ask for your first name, if you feel comfortable sharing. It would also be helpful to know what you hope to get out of the event today. We only have a few minutes, so I will ask you to be brief. Not everyone feels comfortable speaking in a group setting. If we get to you and you do not want to share, you can just say PASS. I will go first. Again, my name is X and I really hope to *[e.g., learn new things from our group discussion today]*.”

### Option #3: Sharing Your Story *[Optional]*

*If you feel comfortable, it can be helpful for you as the facilitator to share a personal story that illustrates why getting people to do their medical planning is so important and/or why you are leading a group today. Sharing a brief story in the beginning is a good way to build trust and help people feel safe to share their own stories.*

*[Examples:]*

- *National Healthcare Decisions Day, Re-Imagine or other*
- *Personal stories about making medical decisions for a family member or a friend*
- *Personal stories in your line of work, etc. Example: “As a social worker or case manager...”*

## Introduce the PREPARE Handouts

### PREPARE for THEIR Care Program Guide

“I want to take a moment to make sure you have some materials that we will talk about at the very end of the session. Does everyone have the PREPARE for **THEIR** Care Program Guide(s) *(hold it up)*? If you don’t have this, can you raise your hand? Great.

The Program Guide is about “How to Make Medical Decisions for Other People” and can help you when a family member or friend cannot, or does not want to, speak for themselves. This Guide summarizes the information in the videos that we will be watching together today.

During our session, before we watch a video, I will point on this Guide where you can find the summary of that video. That way after you watch the video, you will also have a written reminder of the information in the video that you can take home with you.

We may not get to all the videos in this section today but you can visit the PREPARE for **THEIR** Care website on your own to watch any of the videos at any time. The website URL is listed at the bottom of the front page of the Program Guide(s) *(hold it up)*.”

### PREPARE for YOUR Care Pamphlet

“Does everyone have a PREPARE for **YOUR** Care pamphlet *(hold it up)*? If you don’t have this, can you raise your hand? Great.

This pamphlet has information about another program called PREPARE for **YOUR** Care program. This program helps people do their own medical planning. The website address for this program is listed on the front page. We will be going over how you can use the PREPARE for YOUR Care program and this pamphlet to help other people do their OWN medical planning.”

### PREPARE Easy-to-Read Advance Directive

Does everyone have a PREPARE Advance Directive *(hold it up)*? If you don't have this, can you raise your hand? Great.

This is a legal form that lets people write down their wishes for medical care. We will be going over this form in more detail at the end of the session if we have time.”

### Feedback Survey (Optional)

“Does everyone also have a Feedback Survey *(hold it up)*? If you don't have this, can you raise your hand? Great.”

---

## Play the PREPARE for THEIR Care Videos

“Now we will watch the videos. It is OK if these topics are new to you. PREPARE for THEIR Care will walk you through it, step-by-step. We hope that all of you will get some helpful information today from the PREPARE for THEIR Care videos and from each other.

At the end of each of video, I will ask if people have any questions or want to have a discussion about the video we just watched. I will also check to see if we need a short break.”

### How to Use This Program

“The PREPARE for THEIR Care Program is designed support you as you help other people with their medical planning and medical decisions. It is free on the internet and can be used on a smartphone, table or laptop. It is available in English. People can review it at home on their own or with a family member.

Let's watch a video that will show you how to use the PREPARE for THEIR Care Program and how other PREPARE tools can make it easier to help you make medical decision for other people.”

*Show the video “How To Use This Program” (8 minutes 18 seconds)*

*Step 1. Click on the CC (closed captioning) for people who may be hard of hearing.*

*Step 2. When you start playing the video, ask if everyone can hear to make sure all participants can see and hear the video.*

*After Playing:*

“Like the video mentioned, PREPARE for THEIR Care is divided into 3 main topics:

- How To Use This Program and About Medical Planning. We already watched 2 videos from this section, including About Medical Planning and About Advance Directives
- There is also a section on How To Help Other People With Their Medical Planning, when people can still speak for themselves.
- And, How To Make Medical Decisions for Other People, when people cannot, or do not want to, speak for themselves.

Today, we will watch the videos in the section “How To Make Medical Decision for Other People.”

In these videos, you will see stories about all kinds of people and decisions. These stories are just examples and your situation may be different. The stories you will see in the videos can help, even

if your situation may be different.

The videos will also show you what you can say, and you can go back and watch them anytime you want at home and even with your family and friends.”

### How To Make Medical Decisions for Other People

“We will start with **X** video *(choose from the list below)*.

You can find the summary of this video here on the Program Guide called “How To Make Medical Decisions for Other People” *(hold up and show them on the Program Guide)*.

**Play the videos in the section entitled, “How To Make Medical Decisions for Other People”:**

- **How To Make Medical Decisions for Other People**
- **How to Ask the Medical Care Team Questions:** 9 minutes 17 seconds
- **How To Make Medical Decisions for Other People:** 12 minutes 21 seconds
- **How To Talk About Decisions You Made for Others:** 10 minutes 20 seconds
- **Advice From Other Medical Decision Makers:** 6 minutes 35 seconds
- **BONUS: How To Help Even if You Are Not the Decision Maker:** 4 minutes 19 seconds
- **BONUS: How to Ask Someone Else to Be the Decision Maker:** 1 minute 33 seconds
- **BONUS: What To Do When Families Do Not Agree:** 6 minutes 25 seconds

### After The Video Ends

*Some example questions at the end of each video:*

“Does anyone have any questions or things they would like to share?”

“Did the videos remind you of any personal stories you would like to share with the group?”

*Optional: If no one is talking, you can take a moment to share your own story or example.*

*Depending upon time, you may want to offer your participants a 5-minute break.*

“Would anyone like to take a 5 minute break before we go on to the next video?”

### Playing Bonus Videos

*You can play additional videos as time permits.*

*You can ask the audience which videos they are interested in watching and focus on those.*

---

## Wrapping up

“We are now done with watching the videos for today. Before we end today’s session, I wanted to remind you that you can always go back to the PREPARE for **THEIR** Care website to watch the videos on your own. It is free to the public and you just need a smartphone, tablet or laptop with internet access. The website URL address is listed on the PREPARE for **THEIR** Care Program Guide that we provided you *[hold up the Program Guide and point to the URL at the bottom of the front page].*”

## PREPARE for THEIR Care Program Guide

The PREPARE for **THEIR** Care Program Guide *(hold it up)* summarizes the information in the PREPARE for **THEIR** Care videos that we watched together today, and can help you when a family member or friend cannot, or does not want to, speak for themselves.

## PREPARE for **YOUR** Care Pamphlet

“Even though you came here today to learn how to make medical decisions for other people, we often find that this encourages people to do their **OWN** medical planning or help other people in their lives with medical planning. We have provided you with a few resources that may help you or your other family members.

*Optional: If you are putting on a “How To Help Other People with Their Medical Planning” group session (Movie Event A), now would be a good time to tell them about the day and time of that event.*

In addition to the Program Guides, we gave you the PREPARE for **YOUR** Care pamphlet that you can share with family and friends *[hold it up]*. As we saw on the videos, this program is another resource that helps people have a voice in their **OWN** medical care and walks them through their **OWN** medical planning step-by-step. The pamphlet has brief notes about the 5 steps of that program.

The PREPARE for **YOUR** Care website address is on the front page so your family and friends can visit the website. You and your family and friends can also visit the PREPARE for **YOUR** Care website together.”

## PREPARE Easy-to-Read Advance Directive

*Show participants the AD. At the very least, read page 1 of the AD to orient them to the 3 parts of the form. If time permits (this is not likely), you can flip through the pages and walk them through the advance directive form section by section (Part 1, Part 2, and Part 3).*

“We also gave you the PREPARE easy-to-read advance directive *[hold it up]*. This is a legal form that allows you to write down your medical wishes.

I will read the first page of the advance directive so you know about the 3 parts of the form.”

*Read the cover page and Page 1 of the advance directive. If time permits, flip through the pages to read off the titles of each Part of the form and ending on the signatures section.*

“To make sure the form can be used and is legal, it needs a signature, the date, and signatures from 2 witnesses or a notary. Please review the requirements on the form as each US state has its own rules.

If you have additional questions about this form or about any of the other materials, please stay after this session and I can try to help.”

---

## *Optional:* Feedback Survey

“Let’s end the session with some feedback. Please help us make the PREPARE Program and these

movie events better. Does everyone have a Feedback Survey? [*Hold up the feedback form*].

It would be great if you could give us your honest opinions with this very brief survey. I will read the questions to the group and we can fill them out together. Please **DO NOT** put your name on these forms. They are anonymous so we can keep your privacy.”

---

## Thank You & End

“Thank you so much for joining us today and for providing feedback. We will be here for a few minutes to answer questions or to help with your advance directives.”

---

# Part 3: FAQs

Frequently Asked Questions (FAQs) can be found on the PREPARE for THEIR Care Website.

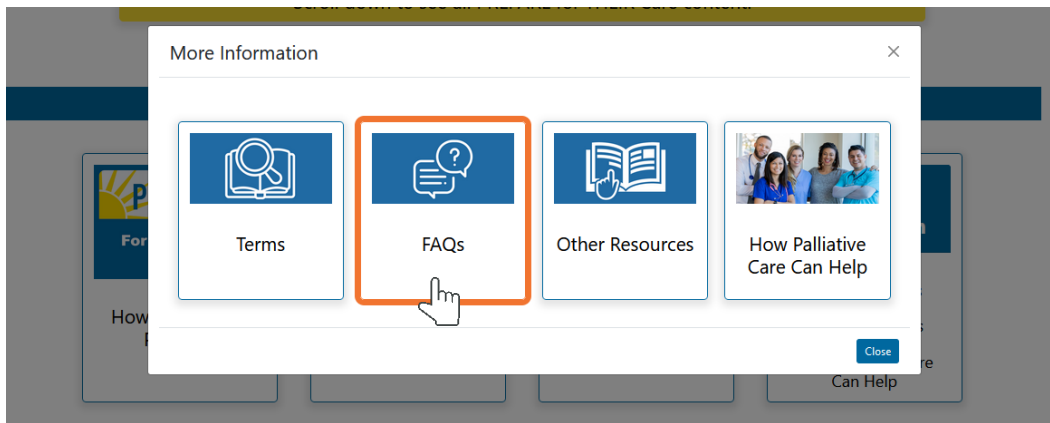
<https://preparefortheircare.org/faqs.html>

You do **NOT** need to know all the answers. Refer to the **PREPARE for THEIR Care FAQs** page online using this link: <https://preparefortheircare.org/faqs.html>.

For now, you can find the FAQs page on the **PREPARE for THEIR Care** page (<https://prepareforTHEIRcare.org/>) by going to the section entitled, “How To Use This Program and About Medical Planning” and clicking on “More Information”. FAQ can also be found at the bottom of the PREPARE for YOUR Care homepage (PrepareforYOURcare.org)



A pop-up window will appear. Click on “FAQs”:





# Part 3: Feedback Surveys

You may consider getting feedback about the Movie Event. This is optional, but can help our team improve the PREPARE materials and Movie Events.

## Participant Feedback Survey

Participant feedback survey can be found on Page 33.

## Where to Send Participants Feedback

Please help us make PREPARE better. If your group participants filled out the feedback surveys, please make sure there is no personal information on the forms.

Then please either:

Scan the forms and email them to: [info@prepareforyourcare.org](mailto:info@prepareforyourcare.org)

Or, mail them to:

Attn: The PREPARE Team  
490 Illinois St, Floor 08, UCSF Box 1265  
San Francisco CA 94143

## Validated Questions to Ask Participants Before and After the Event

In addition to measuring the number of people who attend your event, if you would like to assess whether the movie events improve peoples' knowledge, attitudes, and readiness, we also provide validated questions that you can ask your participants at the beginning and end of your events.

See Page 36.

Instructions on how to score the responses can be found here:

<https://prepareforyourcare.org/en/resource/acp-engagement-survey>

## Facilitator Feedback

We'd like to hear from you! Please fill out our feedback survey here and follow the instructions.

Click on "Provide feedback," "PREPARE Movie", and role as "Organizer (see screenshot):

<https://redcap.ucsf.edu/surveys/index.php?s=EAK3HK4X4C>

## PREPARE Feedback Form

Resize font:  
🔍 ⬆ ⬇

Please complete the survey below.

Thank you!

1. Please choose your reason for contacting us:

- Report a technical problem
- Provide feedback to make PREPARE better
- Ask about licensing opportunities

Click as many as you want.

2. Which PREPARE tool would you like to help us improve?

- PREPARE Website Steps
- PREPARE Advance Directive
- PREPARE Summary of My Wishes
- PREPARE Pamphlet
- PREPARE Movie & Movie Toolkit for Group Events
- PREPARE Question Guide
- Something else?

Click as many as you want.

### PREPARE Movie and Movie Toolkit for Group Events

Was the movie event in English or Spanish?

- English
- Spanish
- Other

1. What role did you play in the PREPARE movie group event?

- Organizer
- Participant

reset

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**Continue onto the next page for  
Participant Feedback Survey**

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# Optional Feedback Survey

Your feedback will help us make PREPARE and this event better. Please answer the questions below and hand in this form before you leave today! THANK YOU!

LOCATION OF TODAY'S PREPARE Movie Event:

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Check the box below your preferred response.

**1. The videos and materials were easy to understand.**

STRONGLY DISAGREE       DISAGREE       I have no opinion       AGREE       STRONGLY AGREE

**2. I would recommend this session to a friend or family member.**

STRONGLY DISAGREE       DISAGREE       I have no opinion       AGREE       STRONGLY AGREE

**3. Do you have any suggestions for how we can make this event or the PREPARE videos or materials better?**

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**Continue onto the next page for  
Validated Questions to Ask  
Participants Before and After**

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# Optional

## Validated Questions to Ask Participants Before and After the Event

Your answers to these questions will help us understand what you took away from today's Movie Event. Please answer the questions below as honestly as you can.

You are being asked to complete this survey because you are a friend or family member for someone who may need your help making medical decisions in the future.

A substitute decision maker is someone who can make medical decisions for another person if that person is not capable of making their own medical decisions. A substitute decision maker is also sometimes called a health care proxy or a surrogate decision maker.

Over the next 6 questions we will be asking you about how confident and ready you feel to make medical decisions for a family member or friend if they became unable to speak for themselves. Please think about your closest family member or friend.

You may already have experience making medical decisions for a friend or family member. That is OK. Try to answer as honestly as you can.

The first 3 questions are about how confident you feel today to do certain tasks.

1. How confident are you that you could talk to your family member or friend about the kind of medical care they would want if they were very sick or near the end of life?

Not at all	A little	Somewhat	Fairly	Extremely
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Mark here if this question does not apply because this person is not able to make medical decisions

2. How confident are you that you could talk with your family member or friend's DOCTORS about the care they would want if they were very sick or near the end of life?

Not at all	A little	Somewhat	Fairly	Extremely
------------	----------	----------	--------	-----------



3. How confident are you that today you could make medical decisions for your family member or friend if they were unable to speak for themselves?

Not at all	A little	Somewhat	Fairly	Extremely
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The next 3 questions are about how ready you feel today to do certain tasks.

4. How ready are you to talk to your family member or friend about the kind of medical care they would want if they were very sick or near the end of life?

Not at all	A little	Somewhat	Fairly	Extremely
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Mark here if this question does not apply because this person is not able to make medical decisions

5. If needed, how ready are you to talk with your family member or friend's DOCTOR about the kind of medical care they would want if they were very sick or near the end of life?

Not at all	A little	Somewhat	Fairly	Extremely
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6. If needed, how ready are you to make medical decisions for your family member or friend if they were unable to speak for themselves?

Not at all	A little	Somewhat	Fairly	Extremely
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We will now ask you about your OWN experiences and opinions about medical planning. We may ask you about things that you have already done, or have not thought about at all. Please try to answer as honestly as you can. There are no right or wrong answers.

### 1. Medical Decision Makers, or Surrogates

This question asks about medical decision makers, or a family member or friend who can make decisions for you if you were to become too sick to make your own decisions.

1. How ready are you to sign OFFICIAL PAPERS naming a person or group of people to make medical decisions for you?
  - a. I have never thought about it
  - b. I have thought about it, but I am not ready to do it
  - c. I am thinking about doing it in the next 6 months
  - d. I am definitely planning to do it in the next 30 days
  - e. I have already done it

### 2. Deciding what matters most in life

The next few questions are about specific medical treatments that people may or may not want if they were very sick or at the end of their life.

For instance, some people know they would want to be on a breathing machine. Other people know they would never want to be on a breathing machine.

Please give us your honest opinions. There are no right or wrong answers.

2. How ready are you to talk to your MEDICAL DECISION MAKER about the kind of medical care you would want if you were very sick or near the end of life?
  - a. I have never thought about it
  - b. I have thought about it, but I am not ready to do it
  - c. I am thinking about doing it in the next 6 months
  - d. I am definitely planning to do it in the next 30 days
  - e. I have already done it

**3. How ready are you to talk to your DOCTOR about the kind of medical care you would want if you were very sick or near the end of life?**

- a. I have never thought about it
- b. I have thought about it, but I am not ready to do it
- c. I am thinking about doing it over the next few visits
- d. I am definitely planning to do it at the next visit
- e. I have already done it

**4. How ready are you to SIGN OFFICIAL PAPERS putting your wishes in writing about the kind of medical care you would want if you were very sick or near the end of life?**

- a. I have never thought about it
- b. I have thought about it, but I am not ready to do it
- c. I am thinking about doing it in the next 6 months
- d. I am definitely planning to do it in the next 30 days
- e. I have already done it

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**Continue onto the next page for  
MOVIE EVENT A  
Promotional Email/Flyers**

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## Promoting Movie Event A



### Newsletter Blurb

We are hosting an important group movie event at the (NAME OF CENTER) that can help you **PREPARE for THEIR Care**.

The **PREPARE for THEIR Care** program has videos and stories to help you.

At our PREPARE for THEIR Care Movie Event, we will watch a series of short videos that will talk about how to help other people with their medical planning.

We are hosting the **PREPARE for THEIR Care** movie event on (DATE, TIME, LOCATION). Spots are limited, so please R.S.V.P. to (NAME). This event is free



### Email / E-blast

Dear Member,

We are hosting an important group movie event at the (NAME OF CENTER) that can support you help you **PREPARE for THEIR Care**.

**PREPARE for THEIR Care** is a program with videos and stories to help you:

- Help other people with medical planning
- Make medical decisions for other people

We will watch a series of videos that will talk about how to help other people with their medical planning.

Everyone is welcome and this event is free.

Please feel free to bring your family and friends.

(DATE AND TIME)  
(EXACT LOCATION)  
R.S.V.P. by (DATE)



### Submission for Community Calendar, local paper, etc.

**PREPARE for THEIR Care:** (CENTER NAME) is hosting a free movie event to support people with helping other people with their medical planning. Short videos will show people how to [help others with medical planning/make medical decisions for other people]. (DATE, TIME, R.S.V.P. INFO)



# PREPARE<sup>TM</sup> for THEIR care

## Join us for a FREE movie event

Come watch video stories that will support you as you help other people with their medical planning

[www.PREPAREforTHEIRcare.org](http://www.PREPAREforTHEIRcare.org)



**Where:**

**Date:**

**Time:**

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**Continue onto the next page for  
MOVIE EVENT B  
Promotional Email/Flyers**

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# Promoting Movie Event B



## Newsletter Blurb

We are hosting an important group movie event at the (NAME OF CENTER) that can help you **PREPARE for THEIR Care**.

The **PREPARE for THEIR Care** program has videos and stories to help you.

At our PREPARE for THEIR Care Movie Event, we will watch a series of short videos that will talk about how to make medical decisions for other people.

We are hosting the **PREPARE for THEIR Care** movie event on (DATE, TIME, LOCATION). Spots are limited, so please R.S.V.P. to (NAME). This event is free



## Email / E-blast

Dear Member,

We are hosting an important group movie event at the (NAME OF CENTER) that can support you help you **PREPARE for THEIR Care**.

**PREPARE for THEIR Care** is a program with videos and stories to help you:

- Help other people with medical planning
- Make medical decisions for other people

We will watch a series of videos that will talk about how to make medical decisions for other people.

Everyone is welcome and this event is free.

Please feel free to bring your family and friends.

(DATE AND TIME)  
(EXACT LOCATION)  
R.S.V.P. by (DATE)



## Submission for Community Calendar, local paper, etc.

**PREPARE for THEIR Care:** (CENTER NAME) is hosting a free movie event to support people with making medical decisions for other people. Short videos will show people how to [help others with medical planning/make medical decisions for other people].  
(DATE, TIME, R.S.V.P. INFO)





# PREPARE™

## for THEIR care

## Join us for a FREE movie event

Come watch video stories that will support you as you help make medical decisions for other people.

[www.PREPAREforTHEIRcare.org](http://www.PREPAREforTHEIRcare.org)



**Where:**

**Date:**

**Time:**