



Advance Care Planning Employer Toolkit

Advance care planning is the process by which an individual comes to understand, reflect on, discuss, and plan for a time when they cannot make their own medical decisions. Advance care planning is a gift that provides comfort and peace of mind to those involved in end-of-life decisions.

www.yourhealthyourchoice.org

Employers often assist their employees with maintaining a healthy balance between work and home life. An unexpected emergency, advanced illness, or death can result in lost work productivity for employees juggling household duties and workplace responsibilities when caring for themselves or loved ones. Advance care planning prepares employees and their families for the progression of illnesses such as heart disease, cancer, and dementia or an unforeseen event such as a sudden heart attack, stroke, or severe injury.

This toolkit is provided by the *Your Health Your Choice* Advance Care Planning Project to empower employers to take simple, positive steps to integrate advance care planning as a benefit supporting their businesses' employees.

5 Easy Steps to Implement Advance Care Planning into Your Business as a Benefit Supporting Your Employees

1. Become familiar with the process of advance care planning as well as the resources available locally.

- Read and be informed about the process of advance care planning, why it is important, how planning decisions are documented in an advance directive, the role of a patient advocate, and some of the common medical choices employees may face.
- Visit and explore the *Your Health Your Choice* website at www.yourhealthyourchoice.org.
- Note the availability of certified advance care planning facilitators – individuals that will provide free personal assistance with planning to employees and their families – and their location in the community.

2. Promote employee awareness and understanding of the importance of advance care planning.

- Display advance care planning information and posters throughout the worksite.
- Recognize observance of *National Healthcare Decisions Day* on April 16th.
- Provide educational opportunities through Lunch and Learns, employee seminars, or presentations at staff meetings.
- Make advance care planning education a component of new employee hire packets and orientations.

***Your Health Your Choice* is available to assist you in planning and presenting advance care planning education.**

3. Offer or distribute advance care planning resource materials.

- Keep copies of advance care planning resources in the human resource department and/or administrative area.
- Have advance care planning resources accessible to supervisors to provide to employees as the need arises.
- Include advance care planning resources in annual benefits fairs.
- Invite *Your Health Your Choice* to participate in any employee health fairs being offered.


4. Refer employees to free advance care planning assistance in the community.

- Have human resource staff participate in an advance care planning facilitation to gain first-hand knowledge of the support provided.
- Encourage employees to take advantage of free facilitation appointments.
- Learn how to directly refer an employee to no-cost facilitation services by accessing the appointment scheduler at www.yourhealthyourchoice.org.

5. Take the opportunity to train employee assistance program (EAP) staff in advance care planning.

- Investigate advance care planning training opportunities provided by *Your Health Your Choice*.
- Allow employees to have the time to participate in *Your Health Your Choice* advance care planning training.

Advance care planning is a benefit that all employers can offer to support and demonstrate their commitment to their employees' well-being.



Multiple no cost resources are available for employers to help their employees obtain advance care planning assistance. These free resources include:

- Personal help from certified advance care planning facilitators
- Educational reading materials
- An easy-to-follow advance directive form
- Promotional items

To obtain resources, please follow the instructions included or contact:

 810.232.2228  yhyc@flint.org

 www.yourhealthyourchoice.org.

Your Health Your Choice

The *Your Health Your Choice* Advance Care Planning Project is a collaborative effort of the members and partners of the Greater Flint Health Coalition to develop a single, shared approach to advance care planning in Genesee County, Michigan.



GENESYS



Your Health Your Choice seeks to make the advance care planning process and advance directives the norm for all community residents ages 55 years and older. The goals of *Your Health Your Choice* are to:

- Assist individuals in creating an effective advance care plan that defines specific instructions and the selection of a well prepared patient advocate;
- Make plans available to healthcare providers and treating physicians; and
- Follow-up to show that the plans were honored.

Your Health Your Choice is provided as a free service to the residents of Genesee County. Certified advance care planning facilitators are available at no cost to meet with individuals and guide them through the advance care planning process.

To learn more about the free advance care planning resources available in Genesee County, visit

www.yourhealthyourchoice.org

Your Health Your Choice is implementing the Respecting Choices® model for advance care planning. Respecting Choices® is recognized worldwide as the premier evidence-based best-practice for engaging individuals and families in informed conversations about end-of-life decision-making.

GREATER FLINT HEALTH COALITION

Commerce Center • 519 South Saginaw Street, Suite 306 • Flint, Michigan 48502-1815
Business: 810-232-2228 • Fax: 810-232-3332 • E-mail: gfhc@flint.org • www.gfhc.org

