

How To Use Support Network Worksheet

Top of Form	Enter the Issue you are addressing (i.e. Insurance, Disability, Daily Household Chores) and what result you expect from the contact you initiated. This will make it simple for follow up on each specific issue. You may find it easier to create one sheet for each issue you are handling. For a complete list of issues, refer to the Concerns Worksheet on our Support page.
1	Under " Who Responsible " write the person who will assist you in completing a task. If you will be doing the task yourself, write "ME".
2	The Contact Information Column is the area you use to write the first and last name, phone number and extension, position and department, and e-mail of the person you spoke to about your issue.
3	In the Results Column , write the result of your contact. This can range from appointment made to questions answered to given other resource. These results should be written down so you can keep track of how your issue is progressing or where it seems to be stalled. Suggestions for noting other results are: LM Left Message; NA-No Answer; WCB-Will Call Back; FU-Follow-up.
4	In the Patient Action Column , enter any tasks you were given to follow-up on or provide (i.e. send a letter, call back with information, contact another agency etc.)
5	The Notes Column is provided for your convenience
6	We suggest you keep these sheets together, perhaps on a clipboard, in a folder, or in a binder, for easy reference and follow-up. Set aside time weekly when you can make this your focus. By addressing these issues one by one, and with the support of easy documentation, you should feel more in control of your affairs.
7	It may be helpful for your caregiver or another family member to go through these with you on a monthly basis to support your work.

Issue:				
Who Responsible	Contact Information	Results	Patient Action	Notes
	Name:			
	Phone Number:			
	Position and Department:			
	e-mail:			

How To Use Support Network Circle of Friends

- 1 Under **Type of Assistance Needed Column** write in the specific kind of help you need (i.e. transportation to doctor appointment, light housekeeping, meal preparation, help in grocery store, etc.). You might find it easier to keep two or three contacts on each sheet who can help with the same type of assistance
- 2 Under **Contact Information Column** write in the person or agency's name that can assist you with the type of assistance you need.
- 3 Under **Date Needed Column** write the date you need the assistance. If your dates are flexible like someone to help with grocery shopping, write in the best date for you first, then the next best date.
- 4 Under **Date Contacted Column** write the date you contacted the person or agency for assistance.
- 5 Under **Response Column** write what you were told: yes, no, call back, no answer etc.
- 6 Under **Reminder Date Column** write the date you can call the person or agency to remind them of your need for assistance. This will help both you and your friends remember what to do and when to do it. You might want to contact them 2 days before they are scheduled to assist you.
- 7 The Notes Column is for your convenience.

The following list may be helpful for other people assisting you with your care. The three websites offer a variety of tools to keep friends and family members updated on your activities and progress and a calendar making it very easy for people to know who is doing what.

Caregiver Resources

The Brain Tumor Society's "**Lotsa Helping Hands**" is a support organization tool to manage a network of family and friends for tasks fulfillment including a very useful calendar. Visit www.bts.lotsahelpinghands.com

Caring Bridge provides free personalized websites that support and connect loved ones during critical illness, treatments and recovery. Visit www.caringbridge.org

CarePages are free personal websites that connect family and friends during illness & injury. Visit www.carepages.com

