

GotPlans123.org

A Guide to Hosting Pro Bono Advance Care Planning WORKSHOPS





Guide to Hosting Pro Bono Advance Care Planning

Gotplans123.org





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Introduction

The North Carolina Bar Association is pleased to introduce its pro bono project, "Got Plans?." Together, these organizations provide the tools, resources and support you need to host an advance care planning workshop.

This project is designed to pair local attorneys with community partners and health care providers to collaboratively host educational workshops that will assist the public with advance care planning conversations, including completion of Health Care Power of Attorney documents and Living Wills. As you may know, the process of advance care planning, including the completion of advance directives, allows individuals to state their preferences about medical treatment and to name someone they trust to make health care decisions for them if they ever become unable to speak for themselves. The workshop will not address financial issues, estate planning or General Power of Attorney documents.

The purpose of this guide is to provide you with all the materials you may need, including how to access online training for volunteer attorneys.



The mission of the NC Partnership for Compassionate Care (NCPCC) is to ensure that patients' end-of-life treatment choices are openly discussed, documented, and honored. Our aim is to provide educational resources to the community and health care professionals to improve the quality of care at the end of life.

NCPCC has seven regional coalitions made up of individuals with an interest in end-of-life matters. Regional coalitions are composed of hospital and palliative care providers, faith community leaders, social workers, emergency medical service (EMS) providers, long-term care providers, hospital ethics committee members, and other volunteers. These coalitions are charged with developing integrated initiatives specifically tailored to meet the needs of regional and local populations—drawing upon resources developed by the subject matter task forces.



To find NCPCC regional coalition members in your area and access their contact information, visit www.Gotplans123.org Attendee registration for workshops is also provided on the website.

Roles and Responsibilities

The goal of this project is to connect local attorneys with community partners that already provide advance care planning services. Together, these groups will partner to assist clients in understanding and completing advance directive documents.

Attorneys:

- The primary role of the attorneys is to counsel individual clients regarding the choices outlined in the advance directive document.
- There needs to be *at least one lead attorney* who is willing to organize and recruit other attorneys to volunteer at the workshop.
 - If you need help finding a lead attorney in your area, please contact Ken Burgess:
 - Ken Burgess: kburgess@poynerspruill.com or 919-783-2917

Community Partners:

- The primary role of the community partner is to handle the logistics related to the event, such as:
 - Securing a location
 - Recruiting health care providers to participate. Secure Healthcare & Hospice Professionals to participate in event to answer medical questions. ie: Hospice Physician, RN's, Social Worker's and Chaplain.
 - Coordinating the details related to hosting a workshop
- There needs to be at least one lead community partner who is willing to work with the lead attorney to plan the event and recruit the necessary volunteers.
 - The NC Partnership for Compassionate Care has seven regional coalitions across the state with expertise, resources and contacts in the field of advance care planning.
 - We will contact you with the contact leaders in your region to assist with the event. To find NCPCC regional coalition members, visit_www.gotplans123.org
 - Other potential community partners to consider:
 - Hospitals
 - Medical clinics or practices
 - Long-term care facilities
 - Senior Services
 - Hospices
 - Religious organizations

Scheduling your Workshop

The lead attorney and the lead community partner will need to determine the time, location and format of the event.

Time:

- The goal is to host these workshops in:
 - April—to promote National Healthcare Decisions Day www.nhdd.org preferably on April 14th.
- Carefully consider the day and time to maximize participation of volunteers and attendance of participants.

Location:

- The location of the workshop is incredibly important. The following factors should be considered in choosing a location:
 - Proximity to public transportation
 - General accessibility
 - Handicap accessibility
 - Parking availability
 - o Expenses:
 - Does your venue charge a fee?
 - There may be locations that will allow you to host this event for free, such as a church fellowship hall or senior center. This also could be a great way to get both volunteers and participants.

Format:

- Decide if you will permit walk-ins, require appointments or a combination.
 - o How will you structure the day?
 - Below are two examples of how the pilot workshops were structured. You should determine what best fits the needs of your volunteers and participants.
 - Each regional coalition will be provided a Gotplans? event workshop registration link to allow for rsvp.
 - Appointments every 30 minutes (with walk-ins welcome), with participants watching a video and/or listening to a speaker/panel for the first part and then meeting with individual attorneys
 - Appointments every hour, with a larger number of individuals showing up at the same time to watch a video and/or listen to a speaker or panel for the first part before meeting with individual attorneys (walk-ins still welcome, but may need one-on-one conversations if they miss the "talk" at the beginning)
 - Here are a few videos that you might consider using at your workshop:
 - "Imagine" video: https://youtu.be/Bar0qZTUGdw

[&]quot;Ain't the Way to Die" video: https://youtu.be/NAInRHicgWs

Event Planning Checklist

This checklist outlines the main tasks necessary to help your event run more smoothly. It may be adjusted to fit your needs.

JOINT ASSIGNMENTS		
Event Planning Assignments	Person(s) Responsible	Status
Determine event date, time and location		
Develop a budget		

ATTORNEY ASSIGNMENTS		
Event Planning Assignments	Person(s) Responsible	Status
Register your event with NCBA by emailing Stacey Ellis- Antisdel compassionatecarenc@hospicecarecenter.org		
Recruit volunteer attorneys		
Train volunteer attorneys		
Secure expert attorney to attend event		
Finalize volunteer schedule & tasks for event		
Send reminders to volunteer attorneys		
After Event		
Send completed NCBA Pro Bono Activities Forms to		
Stacey Ellis-Antisdel		
compassionatecarenc@hospicecarecenter.org		

COMMUNITY PARTNER ASSIGNMENTS		
Event Planning Assignments	Person(s) Responsible	Status
Reserve event location		
Secure Healthcare & Hospice Professionals to participate in event to answer medical questions. ie Hospice Physician, RN's, Social Workers, Chaplain		
Recruit volunteers		
Publici	ze Event	
Develop marketing plan		
Copy/print flyers and posters – template available (If you use a		
different flyer, you MUST send to		
CompassionateCareNC@hospicecarecenter.org for approval.)		

Send workshop information to Stacey Ellis-Antisdel (with NCPCC)	
$at compassion at encarenc \underline{@hospice carecenter.org} - request \\$	
she put event information on NCPCC website	
Send the list of clients and attorneys to	
CompassionateCareNC@hospicecarecenter.org	

COMMUNITY PARTNER ASSIGNMENTS (continued)			
Event Planning Assignments	Person(s) Responsible	Status	
Post event in newsletters and/or on website and social media			
Develop and distribute PR or press kit from materials available (for			
press release examples, see Appendix I & Appendix J)			
Distribute event flyers/posters/mailing			
Arrange media interview with local expert – newspaper,			
radio and/or TV			
Coordinate Events fo	r the Day of Workshop		
Plan refreshments			
Rent chairs, tables, projector or other equipment			
(if needed)			
Request materials (if needed – see "Materials")			
Draft room layout			
Review AV needs & confirm reservations			
Print handouts & forms			
Print badges and/or get nametags			
Make parking signs, signs to direct attendees to event			
location/room, etc.			
Finalize volunteer schedule & tasks for event			
Confirm with volunteers			
Hold an info session to educate volunteers (if needed)			
Set up event location, registration area, put up signs			
(Appendix J)			
After Event			
Summarize participant feedback forms & media			
coverage			

Attorney Responsibilities

<u>Registering Event with NCBA:</u> As soon as you have a date and location confirmed, please email compassionatecarenc@hospicecarecenter.org

<u>Recruiting Attorney Volunteers:</u> See Appendix A for a sample communication to send to your local bar association. See Appendix B for a sample e-mail communications to the volunteer attorneys.

<u>Training Attorneys:</u> There are several available options for training attorneys to participate in the pro bono workshops.

- Online On-Demand CLE: "A Gift to Your Family" this is an OPTIONAL 1 hour and 45 minute CLE that provides training on how to assist clients with completing advance directives. The cost is \$50. Access the training here: http://goo.gl/pRVqFR.
- Written Materials: All of the written materials that accompany the online CLE training (with the exception of the PowerPoint presentations) are available for free to any attorney who participates in this project. Access the written materials here: https://www.dropbox.com/sh/aqessuwn289iiww/AAD0s5S5qJ
 bFMNrjW05WlJ8a?dl=0.
- Local Training: Depending on the experience level of the volunteer attorneys, the
 local event organizers may choose to host a free training session for attorney
 volunteers using the written materials mentioned above. If you need assistance in
 planning local attorney training, please contact
 compassionatecarenc@hospicecarecenter.org

<u>Counseling Clients at the Workshop:</u> At the beginning of each session, the attorney needs to review the Limited Scope of Representation document on Appendix C with the client.

<u>Collecting and Submitting Data to Ensure NCBA Malpractice Coverage Is Provided:</u> Please review Appendices D and E for information and requirements regarding malpractice coverage.

Community Partner Responsibilities

Recruiting Volunteers: Make sure you have plenty of volunteers to serve in the following roles:

- Notaries Because North Carolina law requires that advance directives be notarized, you need to have at least 1 notary at the workshop. If any of the volunteer attorneys also are notaries, then they can assist with notarizing documents in addition to counseling clients.
- Witnesses North Carolina law also requires that advance directives be witnessed by 2 qualified witnesses.
 - The witnesses cannot be the attorney advising the client or the notary who notarizes the advance directive documents.
 - Health care providers may witness but they cannot be employees of a health care facility or medical clinic where the individual is a patient or resident.
 - Witnesses cannot be related to the individual signing the advance directive.
 - Witnesses cannot be anyone who would inherit property from the client upon the client's death.

Greeters

- o Volunteers should be available to greet and direct participants upon arrival.
- The same people may survey participants as they leave.

Floaters

- General volunteers will help identify and assist with needs during the workshop.
- They help direct participants to the event location, serve refreshments and ensure witnesses and notaries are present when needed.

Health care providers

 Have several health care provider available will be helpful in discussing questions related to medical treatment (i.e. artificial nutrition and hydration, CPR, mechanical ventilation, kidney dialysis, etc.) and medical orders (DNR and MOST).

Marketing/Awareness:

 Prepare to actively market your event and reach out to local groups. Do not assume people will come to you!
 Register your event for National Healthcare Decisions Day (NHDD) at www.nhdd.org.

- Email compassionatecarenc@hospicecarecenter.org to register your event on the GotPlans? Website. Participants will be able to register for your workshops.
- Consider multiple strategies for marketing and spreading the word (see the "Marketing and Event Promotion" section for additional information).
 - Posters/flyers
 - Social media & website

Venue Layout: Consider your needs and how you will lay out the room:

- Is there a place for individuals to wait?
- Are there enough chairs and tables?
- Does your room arrangement provide as much privacy as possible for participants to discuss their personal end-of-life treatment options and decisions?
- Do you need any additional equipment?

Signage:

• Make sure you have directional signs both inside and outside to make sure people know where to go (and to alert passersby to the event). (Use template J).

Marketing and Event Promotion

NCBA Approval:

- If you are going to use the basic form (such as the template shown in Appendix H) and change only the time, place, and contact information, you do not have to get the approval of the NC Bar Association. This form has already been approved.
- If you are going to use a different form to market the event, you **must** send it to compassionatecarenc@hospicecarecenter.org for approval.

Recommended text:

- Title: Got Plans?: Advance Care Planning Workshop
- Description:
 - A free, hands-on workshop to learn about & prepare your advance directives
 - You will be able to:
 - Learn about Health Care Powers of Attorney
 - Learn about Living Wills
 - Complete your advance directives*
 - Talk about your wishes for end-of-life treatment
 - *Please note: you will need to bring photo identification in order to have your advance directives notarized. If you have any questions before the event, email [list your contact name] at [contact email address or phone #].

• Required information:

- NCBA and NCPCC logos: These logos should be the largest logos and located front and center.
- Date and Times: Make sure it is clear that individuals can either drop in or have appointment times and do not have to stay for the duration of the event.
- o Location and address

Adding your logo(s):

- We know it may be important to you to include logos of community partners and sponsors. This is a great way to add community recognition and gain local trust. Even so, please make sure the NCBA and NCPCC logos remain on any marketing materials as the largest and most visible logos.
- You must email a draft to compassionatecarenc@hospicecarecenter.org for approval.

Tips & Tricks:

- Send the information for your workshop to:
 - compassionatecarenc@hospicecarecenter.org and request that the information be added to the eBar.
- Email compassionatecarenc@hospicecarecenter.org and request that your information be added on the NCPCC website.

- Distribute promotional materials at upcoming community events or health fairs
- Partner with local retail businesses and restaurants by asking them to hang or place promotional flyers where they are readily visible.
- Distribute flyers about your event in local physician offices and in strategic locations such as the elevators in public buildings and pharmacy bulletin boards.
- Contact local media (newspapers, TV, radio) and encourage them to write or air a piece about your event and the community's involvement. (See Appendices I and J for sample press releases).
- Start posting on social media as soon as possible in advance to pique and hold interest.

Social Media

Twitter:

Pictures work best! Please tweet the date & location of your workshop ahead of time and tag NC Partnership for Compassionate Care using the handle @NCPartnershipCC

Facebook:

Spread the word using Facebook and reach more people by tagging the NC Partnership for Compassionate Care with the handle @NCPartnershipforCompassionateCare

Sample Posts:

An advance directive documents who can speak for you if you cannot speak for your own health care decisions. Everyone needs an advocate. #AdvanceCarePlanning

Don't wait for the "right time" to talk about advance directives w/ your family. Start today! #AdvanceCarePlanning

Do you know what your advance directive options are? Attend our workshop on [DATE] with @NCBAorg to learn more and get your wishes documented.

Do you have an easily updatable & accessible #AdvanceDirective? Learn more at our workshop on [DATE] with @NCBAorg to learn about your options. #AdvanceCarePlanning

Check out the "Imagine" video on #Vimeo<u>https://vimeo.com/36052824</u> #AdvanceDirective #LivingWill #AdvanceCarePlanning

We prepare for our future in so many ways - our #healthcare wishes should be included! #AdvanceCarePlanning

Materials

Provided by NCB

[Note: These materials must be requested in advance. The NCBA will arrange a time for you to pick them up
or the materials may be shipped to you at your expense. Please email
compassionatecarenc@hospicecarecenter.org to request these materials.]
☐ GotPlans? Your Advance Care Planning Resource kit (optional – while supplies last)
Your Advance Care Planning Resource Kit Was pick for college, manage, a kinky a stemment— box we feet Type to the med all the (If you surprise on 13.23 gordpan 12.23. org
GotPlans? Wallet card (optional – while supplies last)
NOTICE: I HAVE AN ADVANCE DIRECTIVE My Name: MY HEALTHCARE AGENT #1 Name: Phone #: Phone #: Phone #: Phone #: Phone #: Date: Phone #: Organ Donor: Date: Phone #: Phone #: Date: Phone #:
Durayidad by The North Carolina Department of the Courtery of States
Provided by The North Carolina Department of the Secretary of State: [Note: These materials must be requested in advance OR may be printed/copied on your own. To request paper copies, email compassionatecarenc@hospicecarecenter.org. To print on your own, go to: https://www.sosnc.gov/forms/by_title/_advance_healthcare_directives.]
Advance Health Care Directive Registry brochures
Items you are responsible for providing:
Name tags (for everyone in attendance)
Directional signage (GotPlans? Appendix J)
Flyers and posters (template available or create your own – must be
approved by the NCBA if you change the name of the event, branding, etc.)
Items you are responsible for downloading (for free) and printing:
https://www.dropbox.com/sh/wuv15eo8c93ifgl/AAAvOPg8SscBLrZUqfDmxqhva?dl=0
For Participants:
Got Plans?": Your Advance Care Planning Resource Kit
Participant Feedback Form
An Advance Directive for North Carolina:
A Practical Form for All Adults (ENGLISH)
[Forms also are available in Spanish, Russian and Korean if needed]
"Help Needed" Signs (or Table Tents)
 We recommend that you print each of these in a different color so it is easy to recognize a need from across the room.
Limited Scope of Representation – must be reviewed with clients prior to providing legal advice.

Frequently Asked Questions

1. Are there funds available from the NC Bar Association to host a workshop?

No. The NC Bar Association is unable to provide funds for workshops. Your local sponsors will likely donate funds to help with your workshop. If you are unable to secure funding, you can always hold your workshop at a free location!

2. Can law students participate?

Yes. Any student who is participating in the Cancer Pro Bono Project has been thoroughly trained and could lead a discussion with a supervising attorney present. Other students interested in participating will need to be trained on advance care planning and have a supervising attorney present. Students who have not done any training should be allowed only to observe until they have been trained.

3. Are clients financially screened?

No. Services are provided to any client who seeks assistance with completing advance directives.

4. Do clients sign a limited scope of representation form?

No. Attorneys should review a copy of the limited scope of representation form with the client before beginning the counseling session. See Appendix C.

5. What training is available for my event?

There are several options for attorney training prior to the event. See the page entitled "Attorney Training Options" for more information.

6. How can I market my event online?

There are many ways to market your event online and via social media. Please see the page entitled "Social Media" for information and sample posts.

7. Who should I contact if I have additional questions or concerns?

Stacey Ellis-Antisdel compassionatecarenc@hospicecarecenter.org

APPENDICES

Appendix A: Sample Letter to Local Bar Association

The North Carolina Bar Association ("NCBA") is planning a pro bono project entitled "Got Plans?". This is a collaboration of the Health Law and Elder Law sections of the NCBA and the NC Partnership for Compassionate Care. Together, these organizations provide the tools, resources and support you need to host an advance care planning workshop. We would like to invite all members of the [NAME OF COUNTY] County Bar Association to join in.

The goal of this project is to hold advance care planning workshops to assist members of the public with completion of Health Care Power of Attorney documents and Living Wills. As you may know, those two documents provide the ability for people to make their own health care decisions, before they reach a time in their lives when they are no longer able to do it for themselves. The NCBA held pilot workshops in 2015 Asheville, Durham, Gastonia, Manteo, Wilmington and Winston-Salem. These workshops have been tremendously successful. Ultimately, the NCBA hopes to have workshops in all 7 regions of the NCPCC across the state during the month of April to help promote National Healthcare Decisions Day.

The NCBA and the NC Partnership for Compassionate Care have recently connected with local community partners who want to co-host advance care planning workshops in [NAME OF COUNTY] County. However, we are in need of attorney volunteers for [DATE]. This is a great opportunity for you to help improve end-of-life care in our community.

We have all the materials you'll need, including an online CLE to train volunteer attorneys on how to have these conversations with the members of the public. The training can be accessed here: http://goo.gl/pRVqFR.

If you are interested in being involved in this wonderful project, please e-mail [CONTACT NAME] at [CONTACT EMAIL ADDRESS]. For planning purposes, we'd greatly appreciate it if you could contact us by [DATE].

Thank you! [NAME]

Appendix B: Sample Reminder Letter for Volunteer Attorneys

Thank you again for volunteering to help with the NC Bar Association's "Got Plans?" Advance Care Planning Workshop. The date and time for the workshop has been set for [DATE] from [BEGINNING TIME] to [ENDING TIME] at [LOCATION AND ADDRESS].

Please return the following information to us so we can plan appropriately:

Availability:

- Full event [TIMES]
- Morning block only [TIMES]
- Afternoon block only [TIMES]

Experience:

- Advance care planning expert
- Some advance care planning experience
- No advance care planning experience

Notary:

Please let us know if you are a notary!

For those with little to no prior experience, there is an on-demand CLE Webinar on the NC Bar Association's website called "A Gift to your Family – Advance Care Planning." The CLE is for 1.5 hours credit and costs \$50. This training can be accessed here: http://goo.gl/pRVqFR. Although it will be helpful to complete the NCBA Webinar, it is not mandatory. We will send you sufficient training materials to help you prepare for the workshop and arrange for additional training as needed.

We would also appreciate it if you would let us know by return email if you are **not** able to participate in the workshop on [DATE].

Thank you again for volunteering your time to be a part of this important project and helping to improve end-of-life care in our community.

We look forward to hearing from you.

[NAME] [EMAIL ADDRESS] [PHONE #]

Appendix C: Limited Scope of Representation



Limited Scope of Representation *Please read carefully.*

The Health Law Section and Elder Law Section of the North Carolina Bar Association have partnered with local attorneys across the state to provide limited free legal help with advance care planning.

We will help you with two legal documents:

- 1. Health Care Power of Attorney
- 2. Living Will

These documents are typically uncomplicated. Our time today is sufficient for us to help you in these matters. As such, our attorney-client relationship will be limited.

Limited scope representation means:

- Our help is limited to completing the documents listed above.
- We cannot help you with any other legal issues.
 - If you have other legal issues, we will be happy to give you information on how to contact a lawyer for help.
- We will give you instructions on any additional things you need to do to make sure that your wishes are honored. Those steps will be your responsibility.
- We are not your lawyers after you leave today.

Thank you for giving us the chance to help you!



Appendix D: NCBA Malpractice Coverage Information



Guidelines for NCBA-Provided Malpractice Insurance Coverage

The North Carolina Bar Association Foundation offers malpractice insurance coverage to NCBA members who participate in pro bono and public service projects sponsored by the North Carolina Bar Association or the North Carolina Bar Association Foundation. Non-NCBA members are not covered under the NCBA's malpractice insurance policy, even if the non-members are participating in an NCBA-sponsored pro bono or public service project.

For malpractice coverage to apply, pro bono projects must first be reviewed and endorsed by the NCBA Pro Bono Activities Committee. To submit a project proposal, organizers should fill out the Pro Bono Project Proposal Form, which is accessible online through the Pro Bono Activities Committee webpage at:

https://www.ncbar.org/members/committees/pro-bono-activities.

For every pro bono event, each attorney and paralegal participant must fill out the Pro Bono Activities Form, which requires information about the event date and location, attorney/paralegal contact information, client contact information, and a short description of the type of service provided to each client. Completed Pro Bono Activities Forms should be returned to Kim Bart Mullikin, NCBA Director of Public Service and Pro Bono Activities, at kbartmullikin@ncbar.org.

For questions about NCBA malpractice insurance coverage, please contact Kim Bart Mullikin at kbartmullikin@ncbar.org.

Appendix E: NCBA Pro Bono Activities Form

NCBA Pro Bono Activities Form

This form must be filled out by every participating attorney for every NCBA-sponsored pro bono activity that involves the provision of legal advice or counseling, or otherwise provides professional services to organizations or clients as part of an NCBA Section, Division or Committee-sponsored pro bono project or event. Duplicate this form as needed.

Please return this form to Kim Bart Mullikin, NCBA Director of Public Service & Pro Bono Activities (*kbartmullikin@ncbar.org*).

Event Name:			
Sponsoring NCB	A Section, Division or Co	mmittee:	
Event Date:			
Location/Host Si	te:		
Attorney Name:			
Law Firm:			
Email Address: Client Name	Client Email and Phone	Type of Assistance Provided	

Appendix F: Sample Letter to Local Organizations

Good afternoon,

[Option one] VOLUNTEERS NEEDED! Would any leaders at your [TYPE OF ORGANIZATION – i.e., religious, community group, etc.] organization volunteer an hour or two of their time on [DATE] to counsel participants in the community project "Got Plans?: Advance Care Planning" hosted by the North Carolina Bar Association and the NC Partnership for Compassionate Care? Please see the information below.

[Option two] PARTICIPANTS WANTED! Would members of your [TYPE OF ORGANIZATION/COMMUNITY— i.e., religious, community group, etc.] community be interested in participating in this program and completing advance care directives free of charge? Please help us by posting the attached flyer on a bulletin board or your website, including social media outlets such as your Facebook page. We request that volunteers and participants register for the event online at: www.gotplans123.org

[Include remainder for both] Please do not hesitate to contact me if you have any questions. Thank you in advance for your assistance!

"Got Plans?" Advance Care Planning

A free, hands-on workshop to learn about and prepare your advance care planning documents

- Learn about health care powers of attorney
- Learn about living wills
- Complete your advance directives*
- Talk about your wishes for end-of-life treatment

[DATE] [TIME] [LOCATION] [ADDRESS]

*Please note: you will need to bring photo identification in order to have your advance directives notarized. If you have questions before the event, email [EVENT CONTACT NAME] at [EMAIL ADDRESS].

Thank you!
[CONTACT NAME]

[ATTACH FLYER]

Appendix G: Participant Feedback Form

Name of Group/Event: Date of Event:
1. Did you have an advance directive prior to attending this event?YesNo
2. What was your main reason for attending this event? ☐ I am coping with an end-of-life situation in my personal life
☐ I want to be prepared for the future
 I am concerned about the availability of quality end-of-life care in the community
☐ I thought it sounded interesting
I was invited by a friend, family member, or colleagueOther:
3. What was your overall impression of the information provided? (Check the statement that best applies)
☐ I learned many new things that will be useful to me
☐ I learned a few new things that will be useful to me
☐ I learned new things, but nothing of use to me
□ I did not learn anything new, but it was a good review
□ I did not learn anything new and was disappointed
□ Other:

4.		er attending this event, which of the following are you likely lower than the next _ or two? <i>(Check all that apply)</i>
		More thinking and/or reading about this topic
		Talk to family members and/or close friends about this topic
		Talk with my doctor about this topic
		Talk with someone in my faith community about this topic
		Complete an advance directive form or written statement of my wishes
		Update my advance directive form or written statement of my wishes
		Help someone I know to complete an advance directive form or written statement of end-of-life wishes
		Get involved in efforts to improve end-of-life care in the community
		Other:
		Come up in the discussion? No Yes (explain):
6.	Ad	ditional comments:
7.	inf	ease provide some demographic formation: Male Female 35 or younger 36-50 50-65 66 or older
		, ,

Appendix H: Sample Flyer/GotPlans123



You will be able to:

- Learn about health care powers of attorney
- Learn about living wills
- Complete your advance directives*
- Talk about your wishes for end-of-life treatment

WHEN:

WHERE:

*Please note: You will need to bring a photo ID in order to have your advance directives notarized.

A community project of <u>the NCBA Health Law and Elder Law sections</u> and the NC Partnership for Compassionate Care





Find more information at http://www.Gotplans123.org

Appendix I: Example Press Release

For Immediate Release:

[DATE]

<u>Pro Bono Advance Care Planning Workshop Set For [DATE] to Celebrate Health Care Decisions</u> <u>Day</u>

[CITY, STATE] - [ORGANIZATION/GROUP NAME], along with other national, state, and community organizations, are leading a massive effort to highlight the importance of advance care decision-making – an effort that has culminated in the formal designation of April 16th as National Healthcare Decisions Day (NHDD) and Health Care Decisions Day in North Carolina.

The North Carolina Bar Association, NC Partnership for Compassionate Care, local attorneys, and [list your organization] are providing information and tools for the public to talk about their wishes with family, friends and health care providers, and to execute written advance directives (Health Care Power of Attorney and living will) in accordance with North Carolina state laws. These resources are available online at www.gotplans123.org

Specifically, on [DATE], from [START TIME] to [END TIME], [ORGANIZATION/GROUP NAME] is welcoming the public throughout the day at [LOCATION & ADDRESS] with free information about advance care planning and assistance with completing Health Care Power of Attorney and living will forms.

"As a result of National Healthcare Decisions Day, many more people in our community can make their wishes known through thoughtful conversations about their health care decisions and complete reliable advance directives to make their wishes known," said [List spokesperson name, title and organization]. "Fewer families and health care providers will have to struggle with making difficult health care decisions in the absence of guidance from the patient. Health care providers and facilities will be better equipped to address advance care planning issues before a crisis and be better able to honor patient wishes when the time comes to do so."

For more information about National Healthcare Decisions Day, visit<u>www.nhdd.org.</u> For more information about these pro bono workshops statewide, visit<u>www.gotplans123.org</u>

Contact: [NAME, ORGANIZATION, PHONE #, EMAIL]

Appendix J: Example Press Release Gotplans? Workshops

For Immediate Release:

[DATE]



WORKSHOP



Thank you for your support in advance care planning workshops throughout the state of North Carolina.