



# InterRAI Section S: Back-up Plan

## Quick Guide

- Back-up plans should include the contact(s) first and last name, phone number, relationship to the participant, and assistance they would provide if needed.
- Back-up plans must be accurately entered into the case record to meet CMS federal requirements.
- 911 should only be used in rare situations. We should assist the participant in exploring all possible contacts outside of calling 911. Examples may include neighbors, friends, family members, church members, etc. The person listed in the back up plan is not required to actually complete all unmet needs but could assist in care coordination in the event of an emergency. If 911 is used as the Emergency Contact on the InterRAI, a case note is required further detailing there are no other options for a back-up plan.

### Appropriate



- Jane Doe/Daughter/555-555-555  
Jane is available to assist with all daily unmet needs if needed.
- John Smith/Son/Phone # - John is available to prepare or bring meals if needed. Participant is able to complete all other tasks in the event of emergency or absence of aid.
- Susie Davis/Neighbor/Phone # - Susie checks on Pt daily. If aide was unavailable, Pt could rely on her neighbor to meet unmet needs.

### Inappropriate



- I do not need a back-up plan. I can take care of myself.
- I would call DSDS or my case manager.
- Someone would assist me eventually.
- Listing "RCF" or "ALF."
- Emergency contact name, relationship, and phone number.

### Sample questions to obtain back-up plan:

- In the event your aide/attendant is unavailable, can you provide a name, telephone number, and relationship status for someone who can directly assist you on short notice? What tasks will they be able to assist you with?
- How would your emergency contact listed in your back up plan specifically assist you to ensure your needs are met and you remain safe in your home?