



PREPARE™

for your care

How to Use PREPARE Tools for Providers & Organizations

Part 1: PREPARE Goals & Tools

Part 2: How to Access

Part 3: How to Partner



PREPARE materials are free to the public. It is OK to provide the "[PREPAREforYourCare.org](https://www.PREPAREforYourCare.org)" URL in written or web-based materials and to print materials directly from the PREPARE website. Licensing is required from the UC Regents to include any PREPARE PDFs or any PREPARE content or materials on other websites or within other materials. Derivative works are not allowed. Licensing is also required for the use of any PREPARE content, materials, or pdfs in **quality improvement** and/or **research projects**, as well as for white labeling (branding) or data reporting. For more information, please see the [PREPARE Terms of Use](#) and [Licensing Options](#).

Part 1: PREPARE Goals & Tools

What is Advance Care Planning (ACP)?

ACP can be defined in many ways. The PREPARE program defines ACP as a way to prepare people for communication and decision making about their personal values, life goals, and preferences regarding their medical care.

What is PREPARE?

PREPARE is an easy-to-use, online, HIPAA-compliant, advance care planning (ACP) program in English and Spanish that uses video stories to help prepare people for communication and decision making. It is available in English and Spanish and can be used by the public and by organizations and medical providers.

What makes PREPARE Unique?

PREPARE is evidenced-based with [substantial research](#) demonstrating its efficacy and effectiveness. In addition, rather than just focusing on check-box, end-of-life preferences, PREPARE helps people identify what is important for their quality. It also prepares people, through video stories, to communicate with others and make medical decisions based on their values both now and in the future. In addition, PREPARE has easy-to-read advance directives in English and Spanish for all US states (some are also available in Chinese). These directives are unique in that they focus on peoples' values and quality of life and provide space for people to explain their choices. This type of information is invaluable for honoring peoples' wishes.

What are the Goals of the PREPARE Program?

1. Provide free, easy-to-use ACP materials to diverse communities. ([License opportunities](#) are available.)
2. Empower people to discuss their wishes with family, friends, and medical providers, and if appropriate, to document their wishes in easy-to-read advance directives
3. Provide easy-to-use, ACP resources for organizations and providers.

What [PREPARE Tools](#) are Available?

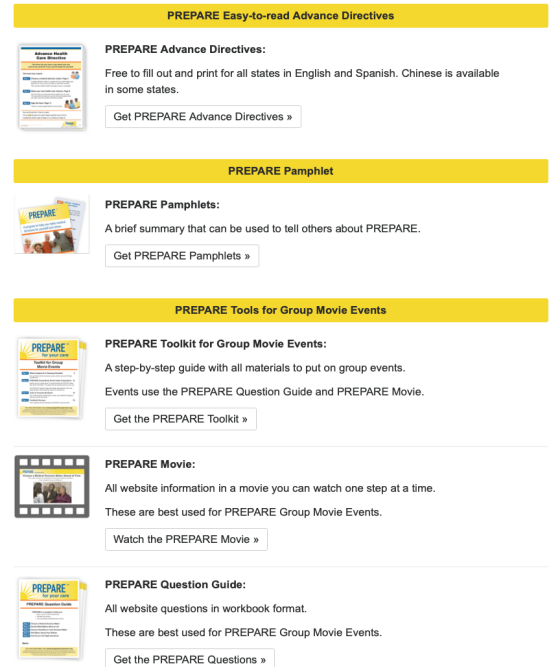
1. **PREPARE Online Program:** The online, HIPAA compliant, interactive ACP program that provides a step-by-step guide, video stories, and values-based questions.
2. **PREPARE Quick Start Guide:** This handout includes pictures and instructions to help users get into and start using the online program.
3. **PREPARE Easy-to-Read Advance Directives:** These forms are legally valid and available for all 50 states in English and Spanish. In several states the forms are available in Chinese and in California they are available in 10 other languages. The forms can be downloaded and printed. The PREPARE online program questions can also be automatically added to the form for most states. PREPARE can also guide users through completing the form.
4. **PREPARE Summary of My Wishes:** This form includes a summary of all of the user's answers to the online PREPARE values questions and can be found in the menu. This can be helpful for people who are not ready to complete an advance directive.
5. **PREPARE Pamphlets** in English, Spanish, and Chinese that describe PREPARE and ACP.
6. **COVID-19 Tip Sheet** that helps individuals prepare for a hospital visit and ACP
7. **Easy-to-use ACP Scripts** that providers and community organizations can use to introduce ACP and the PREPARE materials
8. **PREPARE ACP Toolkit** that provides more in-depth instructions and scripts for starting ACP conversations and discussing the PREPARE tools
9. **PREPARE Movie Event Toolkit** with accompanying:
 - a. **PREPARE Movies** of each step of the website
 - b. **Movie Event Question Guide** for participants
 - c. **A video demonstrating** how to put on a movie event either in person or virtually.
10. **4-item ACP Engagement Survey:** The survey is validated, easy-to-use, and can be used to measure the effect of ACP interventions.

Part 2: How to Access the Tools

Where can I find the PREPARE Tools?

All of the tools can be found on the PREPAREforYourCare.org website. We also created a webpage for providers and organizations so that all of the materials can be found in [one place](#).

Here is an example →



The screenshot displays a webpage with a yellow header for each section. The sections include:

- PREPARE Easy-to-read Advance Directives:** Includes a thumbnail of a document and text stating: "PREPARE Advance Directives: Free to fill out and print for all states in English and Spanish. Chinese is available in some states." Below is a button: "Get PREPARE Advance Directives »".
- PREPARE Pamphlet:** Includes a thumbnail of a pamphlet and text: "PREPARE Pamphlets: A brief summary that can be used to tell others about PREPARE." Below is a button: "Get PREPARE Pamphlets »".
- PREPARE Tools for Group Movie Events:** This section contains two items:
 - PREPARE Toolkit for Group Movie Events:** Includes a thumbnail of a toolkit and text: "PREPARE Toolkit for Group Movie Events: A step-by-step guide with all materials to put on group events. Events use the PREPARE Question Guide and PREPARE Movie." Below is a button: "Get the PREPARE Toolkit »".
 - PREPARE Movie:** Includes a movie player thumbnail and text: "PREPARE Movie: All website information in a movie you can watch one step at a time. These are best used for PREPARE Group Movie Events." Below is a button: "Watch the PREPARE Movie »".
- PREPARE Question Guide:** Includes a thumbnail of a question guide and text: "PREPARE Question Guide: All website questions in workbook format. These are best used for PREPARE Group Movie Events." Below is a button: "Get the PREPARE Questions »".

Part 3: How to Partner

What are Ways to Partner with PREPARE?

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Licensing Opportunities for Researchers

- PREPARE can be licensed for use by researchers and organizations to conduct research or quality improvement projects.

Licensing Opportunities for Health Systems & Other Organizations

- **Quality Improvement:** PREPARE can be licensed by organizations to conduct quality improvement projects. For example, organizations may want to measure advance care planning engagement by patients, members, employees, or track PREPARE usage.
- **Branding:** We work with organizations to brand PREPARE materials, such as adding logos and health system/organization information.

Can PREPARE be Used Without a Paid License?

Organizations can use PREPARE without a license for individual clients or patients **ONLY if it is NOT** used for [research or quality improvement/clinical demonstration projects \(see licensing options\)](#).

PREPARE cannot be used in any way for commercial purposes.

Organizations can:

- List PREPARE as a resource (www.prepareforyourcare.org)
- Download written materials only from the PREPARE website
- Use the PREPARE online program and movies only from the PREPARE website

Can I List PREPARE as a Resource?

It is OK to provide the www.prepareforyourcare.org link on your website or materials as a resource to individual patients or people. **Please use the main www.prepareforyourcare.org website link.** Information about the advance directives and written material are right on the home page.

PLEASE use this easy-to-read description of the PREPARE program for patients/clients:

PREPARE is a step-by-step program with video stories to help you:

- *Have a voice in YOUR medical care*
- *Talk with your doctors*
- *Fill out an advance directive form to put your wishes in writing.*

PLEASE use this description of the PREPARE program for other purposes:

"PREPARE for Your Care is an online resource that helps people learn about and prepare for medical decision making. It is evidenced-based and includes video stories in English and Spanish that guides users as they explore their wishes and learn how to discuss them with family, friends, and medical providers. The website also offers PREPARE written pamphlets and Toolkits to put on PREPARE Group Movie Events. These Movie Events can be used in group medical visits or in the community. PREPARE also offers easy-to-read, legally-valid advance directives for all 50 states in English and Spanish. Check out PREPARE here: www.prepareforyourcare.org."

How Can I Use the PREPARE Materials?

All PREPARE materials **must be downloaded directly from the PREPARE website** and printed unaltered. No PREPARE materials, in any format (e.g., PDF, JPEG), can be placed on another website; included within another organization's printed or online booklet, workbook, toolkit or webpage; or altered in any way. Please see the [PREPARE Terms of Use](#) and [Licensing Options](#).

Licensing Options

If you are interested in licensing with PREPARE, please see our [license options](#), fill out [THIS FORM](#), and email it to: info@prepareforyourcare.org.

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