

Affix patient label within this box

## Advance Care Planning/Goals of Care Designation Tracking Record

- Purpose: to document the content of Advance Care Planning (ACP)/Goals of Care Designation (GCD) conversations and/or decisions.

**Benefits:**

- Assists healthcare providers in being aware of previous conversations and to understand the reasons underlying the current GCD order.
- Gives clues about where to pick up the conversation if decisions need to be reviewed or confirmed.
- The ACP GCD Tracking Record is a continuous record that goes in the Green Sleeve. Documenting on both Tracking Record and progress note may be necessary to ensure transfer of critical information.
- The original form is kept in the patient’s Green Sleeve. When the patient moves to a new care setting, including home, a copy remains with the sending facility.

Date (yyyy-Mon-dd)	Site/ Attendees	Conversation Summary Notes	
			<b>Required Documentation</b>
			Any member of the healthcare team can record conversations on this form.
			Include who was involved in today’s discussions (i.e. patient, family, healthcare provider Include name and relationship/discipline)
			Summarize conversation and/or key decisions from today’s discussion
			<b>It helps to document responses to the following speaking prompts.</b>
			■ Have you completed a Personal Directive?
			■ Have you selected an alternative decision maker? If so do they know your wishes?
			■ What is your understanding now of where you are with your illness?
			■ If your health situation worsens what are your important goals?
			■ Do you know if you have a Green Sleeve?
			■ Do you know if you have a Goals of Care Designation (GCD) order?

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			<p><b>It helps to document responses to the following speaking prompts.</b></p>
			<ul style="list-style-type: none"> <li>■ Have you completed a Personal Directive?</li> <li>■ Have you selected an alternative decision maker? If so do they know your wishes?</li> <li>■ What is your understanding now of where you are with your illness?</li> <li>■ If your health situation worsens what are your important goals?</li> <li>■ Do you know if you have a Green Sleeve?</li> <li>■ Do you know if you have a Goals of Care Designation (GCD) order?</li> </ul>