TEMPLATE E

Responsible-Accountable-Consulted-Informed (RACI) Task Board and Weekly Update

Task	Responsible	Accountable	Consulted	Informed	Due / frequency	Status
Weekly bill triage					Weekly	
Medicare/insurance calls					As needed	
Doctor appointments (attend)						
Pharmacy / adherence packs					Monthly	
Groceries / meals					Weekly	
Visits (checklist, Template N)						
Aide scheduling and oversight						
Home maintenance and repairs						
Monthly audit (Template Q)					Monthly	

Weekly update (send same day each week): Health this week: ____ · Appointments next 2 weeks: ____ · Money (bills paid, anything unusual): ____ · Care changes: ____ · Decisions needed (by whom, by when): ____ · Help needed: ____