Family Care Plan (FCP)

User Role

Current as of: 16 Jan 2018
Family Care Plan

Overview

• A new module has been added to the “Personal Updates” section within MOL that enables users to complete a Family Care Plan through MOL.

• After the completion of the Marine’s electronic Family Care Plan, the applicable Caregiver designation will be recorded in MCTFS.
• Users creating a Family Care Plan will log on to MOL and select “Personal Info” from the top menu.

• Users are able to access the “Family Care Plan (FCP)” link located under the “Personal Updates” section.
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- Each time a user creates a new Family Care Plan they will be prompted to review the Privacy Act Statement.

- Each check box listed under the "Service Member’s Acknowledgement" must be selected before the “Next” option is made available.
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- Users will then verify their dependent information for accuracy.
- Any errors with a member's dependent data will need to see their servicing IPAC to make the necessary corrections.
- All civilian users will need to make updates to dependent data through the Record of Emergency Data (RED) Update in MOL.
- After all data is reviewed, select the “Next” button.
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- Designation of Short-Term and Long-Term Caregivers must be completed for dependents in accordance with policy.

- Short-Term Caregivers must be able to assume care in 24 hours and up to 14 days.

- Long-Term caregivers must be able to assume care for the duration of your deployment or incapacitation.

- Select the “Edit” link to input caregiver information.
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- Drop down lists are provided in order to ensure accuracy and facilitate standardization when generating rosters.

- The county is auto generated after the User selects the city.

- The Secondary phone is optional and will default to the primary if left blank.

- After all the information is completed the User will select “Save”.

![Edit Short-Term Caregiver](image)
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- After each Caregiver's information is entered, users are returned to the “Designation of Short-Term/Long-Term Caregiver” page.

- These steps are repeated for each dependent that caregiver information is required.

- Steps on how to apply the same caregiver information to multiple dependents is on the next slide.
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- Users can check multiple boxes and apply the applicable information to multiple Caregivers under one or multiple dependents.

- This option can be used to input the same caregiver information for every dependent.
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- When assigning the same caregiver information to multiple dependents, ensure that the relationship to each dependent is correct.

- Caregiver information is not required to be the same for each dependent or for the Short and Long-Term Caregivers.

- Once all caregiver information has been inputted, the user can select “Next” at the bottom of the page to continue.
• Review all caregiver and dependent information for accuracy.

• If there are any discrepancies or changes that need to be made, select the “Back” button and return to the previous screen(s) to make changes.

• Once all information is verified, include any amplifying information or comments to the Validating Official (optional) in the comments box.

• Once all the information has been completed, select “Submit”.
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- After the Family Care Plan has been submitted, it can be viewed or pulled back from the Validating Official (prior to validation).

- Select “Exit” to return to the Personal Info page.

- The History/Comments section continues to update until the Family Care Plan has been validated.

- Once the Family Care Plan is validated, an MOL message is sent to the user.
• The navigation pane on the left side of the page enables users to navigate between pages after that section is completed.

• As the user moves through the Family Care Plan each link will be made visible.
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