



Perry County Family and Children First Council Respite Policy

- 1.) This policy applies to Family and Children First Council families and approved Respite Providers.
- 2.) Respite shall be defined as the temporary care of children by someone other than the primary caregiver(s) where the primary purpose is to provide relief for the primary caregivers. Respite is temporary in nature and may not be used as a substitute for childcare services while the parent/guardian is working or attending school.
- 3.) Respite services must be identified as a strategy within the Individual Plan of Care developed within the family team environment and the Plan of Care must be updated at least quarterly to demonstrate a continued need for respite services.
- 4.) Perry County Family and Children First Council (PCFCFC) utilizes several options for respite providers.
 - Relatives/Friends/Support persons for the family.
 - Independent Providers who have received training and/or certification from the Board of Developmental Disabilities.
 - Direct Support Professionals employed by private health care agencies.
 - Licensed Foster Parents
- 5.) All **certified** independent providers of one-to-one services such as respite, mentoring, and coaching must complete a background investigation conducted by the Bureau of Criminal Investigation (BCI) as well as a Child Welfare Record Check. Providers must be at least 18 years of age.
- 6.) If a family identifies a relative, friend, or support person as a respite caregiver, the choice of caregiver is solely the decision of the family and PCFCFC makes no representations and takes no responsibility regarding the capability, stability, or background of caregivers chosen by the family. Respite providers must be at least 18 years of age. PCFCFC or its Administrative Agent, Perry County Job & Family Services, does not assume responsibility for any associated legal or behavioral matters related to the respite services provided.

PROCEDURE

Identifying a Provider

- The family is encouraged to identify an informal respite provider such as relatives, friends, or support persons prior to searching for more formal supports. If informal support cannot be utilized, the team lead will search for other options for respite services and make recommendations to the care coordination team.

- It is important that the youth/family be involved in selecting the Respite Provider/Mentor. Should the parent/caregiver/youth seek guidance on selecting the provider, some important points to consider include background, language requirements, availability/schedule, interests, mentor/respite provider's skills and strengths in relation to the strengths and needs of the youth, etc. It is recommended that the parent/youth meet the provider prior to the start of services. Whenever possible, the team lead staff person or another family team member working with the family should be present to make introductions and review service details.
- The family will be provided a letter outlining the services to be provided, reimbursement rate, and dates of service, along with a copy of the respite policy. The family will sign a policy acknowledgement form which will be kept on file.
- The provider will be provided with a respite invoice outlining the service to be provided, reimbursement rate, and dates of service, along with a copy of the respite policy. This invoice also includes a space to log dates and times for services provided, activities completed, medications administered, and behavioral issues or incidents that occur. The invoice must be signed by the provider and the parent/guardian before turning in for reimbursement. The respite invoice must be verified and signed by the parent/guardian prior to submission to PCFCFC for reimbursement.
- In addition, in order to pay the provider, PCFCFC is required to have a completed W-9 form on file.
- The need for respite services shall be assessed every 3 months at family team meetings.

Ongoing Monitoring

Ongoing support can help mitigate issues and challenges. It is the responsibility of the Care Coordination team to review progress reports, determine quality, and monitor performance of providers. It is recommended that the provider participate in Family Team Meetings. Issues, challenges, guidance, and support can then occur at the family team meetings. Should the provider not take part in the family team meeting, the team lead should check in with the family/youth and provider monthly to assess issues, challenges, expectations, provide guidance and support and monitor the need for ongoing services beyond the contract period.

Reimbursement for services

- 1.) Non-certified respite providers will receive \$125.00 for overnight respite, which lasts a minimum of 16 hours.
 - 2.) Day Respite Services will receive \$10 per hour up to 8 hours (max of \$80).
 - 3.) Independent care providers who are certified by the Board of Developmental Disabilities will receive the rate established by the Board of Developmental Disabilities for Homemaker/Personal Care Services. (maximum of 6 hours per day)
 - 4.) Direct Support professionals employed by private health care agencies shall be paid the hourly rate established annually by the Board of Developmental Disabilities for agency Homemaker/Personal Care providers (maximum of 6 hours per day)
- Unused respite does not roll over to the next month or accumulate. Any additional hours of respite used beyond the approved amount are the sole responsibility of the family.

Respite Funding Requests

Family and Children First Council is a funding source of last resort. All other funding must be explored and exhausted prior to seeking funding through FCFC (FSS, PASSS, waivers, any other available respite programs)

- Requests must have times (or frequency), complete contact information for service/provider including correct pricing filled out in order to be considered for funding.
- W-9 and private provider release must be on file with the county prior to services rendered.
- All requests for respite will be taken to the Monthly FCFC Service Coordination meeting for approval.
- All paperwork must be up to date and previous month's bills submitted in order to request additional respite.
- FCFC private respite provider invoices are to be submitted to FCFC Fiscal Lead, Lori Hollingshead within 30 days to be processed and paid. Lori.Hollingshead@ifs.ohio.gov. (740) 342-3551 (office), (740) 342-5491 (fax) Respite invoices can be mailed, emailed, or faxed.
- Respite invoices will be processed within 5-7 business days. Payments should be mailed within 7-10 business days.
- The State Fiscal Year ends on June 30th of each year. All respite invoices for the fiscal year must be received by August 1st in order to be processed and paid.