

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 137 – Respite Care Services – Traditional Service Option

I. POLICY

Southern Highlands Community Mental Health Center will provide respite services to recipients of the I/DD Waiver Program thereby assisting consumers and their families by relieving the primary care provider of the responsibility of providing care on a short-term basis.

II. DISCUSSION

SHCMHC will support persons with developmental disabilities and their families in the I/DD Waiver Program in acquiring temporary care for individuals who cannot provide for all of their own needs. This service will be used on a short-term basis due to the absence of or need for relief of the primary care provider(s).

Respite care may be used to:

- allow the primary care provider to have planned time for him/herself and/or other family members;
- provide assistance to the primary care provider or participant in crisis and emergency situations;
- ensure the physical and/or emotional well-being of the primary care provider or the participant by relieving the primary care provider of the responsibility of providing care;
- be used as a back-up service when the primary care provider is not available.

III. PROCEDURES

A. Adding Service

1. Consumer and/or guardian will indicate the need for this service to the consumer's assigned I/DD Waiver Services Coordinator (SC). The service coordinator will review with consumer / guardian the service details and features of Respite services including service limitations, availability of various service amounts as related to the consumer specific Keipro assigned budget and service delivery option.

2. SC will provide all relevant information to Respite Services Coordinator including any known possible providers. Respite Services Coordinator will work with potential employees or request the position be posted and ensure Policy 220 – Recruitment and Selection for Employment procedures is followed.
3. Upon receipt of SHCMHC’s application for employment form, an interview will be conducted by the Respite Services Coordinator. The primary care provider/parent can participate in the interview process if he/she chooses. Based on the interview and review of experience and references, if the individual is appropriate and the consumer/care provider indicates willingness to accept services, and if the individual passes a drug screen and is deemed eligible for employment through the WV Cares system, the individual is hired.
4. The SC will either include the new service at the next upcoming IDT meeting or schedule a critical juncture if the service will be needed before the next regular IDT. This will need to be discussed and agree upon by the SC and consumer / guardian.
5. Once IDT process is completed, the SC will request authorization for services.

B. Staff Development and Training

1. Respite care providers will be trained as per Policy 240 and according to the current I/DD Waiver Manual Criteria for In-Home Respite Services.
2. The Coordinator for Respite Services is responsible for assuring all training is completed, documented, and filed in the employee’s personnel record. The Coordinator for Respite Services will complete and file the Respite Services Training Checklist with personnel.

C. Time Reporting Procedures

1. Respite care providers will adhere to Policy 262 for reporting time worked.
2. Respite care providers will work no more than 17.5 hours per week but may also provide Home Based PCS services if that service is part of the consumer’s treatment plan. Total combined hours worked per week may not exceed 32 hours. Total available hours will also be based on current I/DD Waiver limitations and the consumer’s individual budget.

3. Respite care providers will complete the form I/DD-7 each week and submit to the Respite Services Coordinator by the second business day of each week. Each Sunday, the provider can call in their total number of hours for each day worked for the previous week. This information will be left on the voice mail of the Payroll Specialist.

D. Medication Administration

Respite care providers will not administer medication.

E. Transportation

Respite provider will document all mileage on the transportation log portion of the I/DD-7 form. Log will be turned in by the second business day of each month.