

# **RESPITE CARE STANDARDS**

## **PURPOSE**

The purpose of these standards is to provide direction and guidance to the Children and Family Services (CFS) programs regarding the structure and application of Respite Care services for children with SED. These standards are intended to achieve statewide consistency in the development and application of CMH core services and shall be implemented in the context of all applicable laws, rules and policies.

## **INTRODUCTION**

Respite Care helps preserve families. It reduces stress, supports stability, prevents situations that can lead to abuse and neglect, and reduces the incidence of divorce and out-of-home placement. With respite, families function better and say they are more satisfied with life. Respite is a simple, cost-effective solution for the situations that can otherwise devastate families (ARCH National Respite Network and Resource Center).

According to studies identified by ARCH, respite care services can reduce the incidence child abuse and neglect, can reduce the necessity of out-of-home placements, and can significantly increase caregiver's ability to care for their child. A survey prepared by the Idaho State Department of Education and sent to educators, mental health professionals, and parents identified respite as the most needed mental health service in Idaho.

The Idaho Council on Children's Mental Health's Service Definitions and Measures established on June 19<sup>th</sup>, 2001, defines Respite Care as:

*Respite services consist of time limited family support services in which an alternate care provider provides supervision and care for a child with mental health needs, either within the family home, residential or group home, or within a licensed foster home. Respite care can be provided both as planned and crisis service.*

Simply stated, respite is a short-term, temporary break from care giving responsibilities. Parenting children with serious emotional disturbance is incredibly stressful and exhausting on care givers both physically and emotionally. The purpose of respite is to allow these care givers a much needed break by helping them to identify and/or pay for the service. Additionally, it provides a break to child with a serious emotional disturbance and their siblings. Often, crises can be avoided if the child can have a break from the potentially stressful situations that occur in families.

## **CORE VALUES**

- The system of care should be child-centered and family focused, with the needs of the child and family dictating the types and mix of services provided.

- The families and surrogate families of children with emotional disturbances should be full participants in all aspects of the planning and delivery of services.
- Children with emotional disturbance should receive services that are integrated, with linkages between child-serving agencies and programs and mechanisms for planning, developing and coordinating services.
- Children with emotional disturbance should receive services within the least restrictive, most normative environment that is clinically appropriate.
- Children with emotional disturbances should receive individualized services in accordance with the unique needs and potentials of each child, and guided by an individualized service plan.
- The system of care should be culturally competent, with agencies, programs, and services that are responsive to the cultural, racial, and ethnic differences of the populations they serve.
- The needs of children and families can more effectively be met through flexible funding strategies than through categorical funding restricted to the most expensive resources.

### STANDARDS

- 1. Each region shall make Respite Care services available to families that qualify for services and when indicated as part of the service plan.**
- 2. Families shall have the responsibility to select their own respite care provider and if necessary shall be provided information to assist them in finding a community provider of respite care services through 211- Idaho CareLine. The family may select anyone that they feel is qualified to deliver the service including family members, friends, neighbors, professional providers, etc; however, immediate family members living in the same household and custodial/non-custodial parents may not be reimbursed for providing respite care. The family shall be provided with information on how to select a respite care provider and important questions to ask.**
- 3. The Department will establish a budget for each family qualifying for respite care services not to exceed \$600.00 for a period of six (6) months/ per child. Families with more than one child needing respite care services may receive a budget for each child, not to exceed \$1200.00 for a period of six (6) month/per household. Additions to the budget may be requested when the case manager and the family agree it is necessary.**

- 4. Prior to the delivery of respite care services, the family (and the provider as appropriate) will complete the required paperwork. Including a Provider Agreement between the family and the Provider and a family must complete W-9, this allows the Department to provide reimbursement to the family. Attached to these standards are the above mentioned documents and shall consistently implemented statewide, including:
  - a. Provider Agreement**
  - b. W-9 Form**
  - c. Respite Care Reimbursement Invoice**
  - d. Suggestions for selecting a respite care provider****
- 5. Upon delivery of the service by a respite care provider, the family and the provider shall complete the Respite Care Reimbursement Invoice and the family shall submit it to their CMH case manager for reimbursement. The family shall be reimbursed directly for the amount of the invoice only after the service is completed. The family will need to pay the provider prior to the delivery of the service or establish an agreement with the provider that payment will be made upon receipt from the Department.**
- 6. All respite care services shall be documented in FOCUS as described in the CMH E-Manual. A copy of the authorization for services shall be provided to the family and maintained in the case file.**
- 7. Any variance to these standards shall be documented and approved by division administration, unless otherwise noted.**
- 8. Each region shall establish respite care service delivery goals and shall annually submit a plan and timeline to achieve those goals to division administration for approval.**