

Respite and Support

Definition: Care, supervision, teaching and/or assistance provided directly to or in support of the participant. This includes care and supervision provided on a short-term basis due to the absence or need of relief of the primary caregiver. Services may be provided in locations determined by participant / representative.

Respite and Support may be chosen in lieu of provider-managed services such as Personal Care although the use of both services is not prohibited.

Respite and Support is a participant and/or representative arranged and directed. That means that the participant and/or representative is responsible for hiring, training, supervising and paying the worker(s) who performs the service.

Providers: Funding for Respite and Support is awarded to the participant representative as a monthly stipend. Workers who perform the service are chosen, trained, supervised and paid by the participant or his/her representative.

Arranging for the Service: When it is determined that Respite and Support is needed, the participant / representative must understand that he/she is completely responsible for recruiting, determining the wage to be paid, choosing/hiring, training, supervising, and paying the worker(s). The case manager should have a sense of how and when the services will be provided. The case manager will authorize a monthly amount to be paid to the participant representative each month for the services. Case Managers can authorize up to \$300.00 per month for these services. Because the rate paid to the worker (the unit rate) will be determined by the participant representative, the exact units of service that can be purchased with \$300.00 per month cannot be determined. However, generally speaking, \$300.00 per month would likely purchase 30 to 40 hours of service.

If more than \$300.00 per month of services are needed, approval must be obtained from DDSN. This approval should be based on the needs of the participant. For example, more than \$300.00 per month for Respite and Support is needed during the summer months when a 15 year old is not in school.

The need for Respite and Support must be documented in the Support Plan and the plan must be approved by the DDSN Admin Division before services can be authorized. The cost of services must be added to the State Funded Community Supports Budget Calculator. Under no circumstances may the annual cost limit of the State Funded Community Supports be exceeded.

To initiate the service following approval by DDSN, the ***SFCS Authorization - Respite and Support (billed to CM Provider)*** form must be completed. The CM Provider will render payment to the participant's representative and the participant's representative will pay the worker. The CM Provider will then request reimbursement from DDSN as instructed in the SFCS Manual, section 7. Ongoing Services must be authorized annually at the time of the Support Plan, and as changes are made to the service throughout the plan year. The authorization will remain in effect until a new authorization is issued or a ***Notice of Reduction or Termination Form (SFCS Form 4)*** is issued.

The Case Manager provider serving this participant must receive verification that the money paid was spent for Respite and Home Support services. The Case Manager provider will provide written instructions for the types of documentation acceptable and how verification should be submitted.

Monitoring the Services:

The Support Plan which includes Respite and Support, should be monitored in accordance with DDSN Case Management Standards.

Reduction or Termination of Services: When the Respite and Support service is reduced or terminated, the *Notice of Reduction or Termination (SFCS Form 4)* must be used to notify the participant's representative, the provider and DDSN-SURB.