

**South Carolina Department of Disabilities
And
Special Needs**

Respite Program Standards

Effective February 2008

Revised January 2010

Revised: Effective March 2012

REVISED May 2015

Definitions:

Care Acts to maintain health and/or personal safety of the individual.

Respite Services provided to participants unable to care for themselves; furnished on a short-term basis because of the absence or need for relief of those individuals normally providing the care. Respite may be used on a regular basis to provide relief to caregivers or in response to a family emergency or crisis. The service may be:

- **Family Arranged**

The family is responsible for obtaining and arranging training, oversight of the support provider and securing the respite site.

- **Provider Arranged**

The Provider Agency is responsible for obtaining and arranging training, and oversight of the support provider, including securing the respite site (with input from the family).

Respite may be provided in a variety of settings:

- Individual's home or place of residence or other residence selected by the individual/his/her family.

Note: "Other residence" option is not available for HASCI funded respite

- A facility licensed by SCDHEC.

Supervision Acts to protect the person from harm and/or injury.

Supports Providing care and supervision.

Desired Outcomes:

- To maintain optimal health, safety and welfare of the individual in absence of the caregiver.
- To reduce family/caregiver stress and thereby help preserve family stability.
- Reduce out-of-home placement.
- Satisfaction based on the expectations of the individual/family.

General Information:

- The Provider Agency may not impose requirements upon service recipients or their representation in addition to those set forth herein.
- Respite providers may not provide skilled care (i.e., care which requires nurse training/supervision and written certification).
- Providers must follow all applicable DDSN policies related to this service.

Option I: Family Arranged

Respite provided in the individual’s home or other residence selected by the individual or his/her representative.

A. Funded through Family Support Funds DDSN Respite/Family Support Contract

When the Family Arranged option is used and the family is provided with funds to purchase the service, the individual/family/caregiver assumes the responsibility for assuring the safety and quality of the setting and the competency of the respite caregiver.

B. Funded through ID/RD or HASCI Waiver

When the Family Arranged option is used and the service is funded through ID/RD or HASCI Waiver, the following standards must be met:

Family Arranged Respite Funded through ID/RD or HASCI Waiver

	Standard	Guidance
1.0	<p>Caregiver/Respite Provider must meet the following qualifications:</p> <ul style="list-style-type: none"> A. Be at least 18 years of age. B. Have the ability to speak, read, and write English. C. Be capable of aiding in the activities of daily living. D. Be capable of following the Plan of Care with minimal supervision. E. Have no record of abuse, neglect, crimes committed against another or felonious conviction of any kind. F. Be free of communicable diseases. G. Possess a valid driver’s license if required as part of the job. 	<p>Reference DDSN Directive 735-02-DD: Relatives/Family Members Serving as Paid Caregivers of Respite Services</p> <p>Reference ID/RD Waiver Manual, Home Supports Caregiver Certification.</p>
2.0	<p>The individual or his/her representative must acknowledge that the setting in which the service will be provided was chosen by them and has not been licensed, inspected or approved by DDSN or the contracted service provider.</p>	<p>Documentation of this acknowledgement must be kept on file by the contracted service provider.</p>

	Standards	Guidance
3.0	<p>The caregiver/respice provider must demonstrate competency by successful completion of exams designed to measure knowledge in the areas of:</p> <ol style="list-style-type: none"> 1. Confidentiality 2. Supervision 3. Prevention of abuse & neglect 4. First aid 	
4.0	<p>The caregiver/respice provider must be deemed by the service recipient's responsible party competent without testing or successfully complete exams designed to measure knowledge in the areas of:</p> <ol style="list-style-type: none"> 1. Fire Safety/disaster preparedness. 2. Understanding disabilities or orientation to Head and Spinal Cord injuries. 3. Signs and symptoms of illness and seizure disorders. 	<p>Understanding disabilities or orientation to head and spinal cord injuries must be specifically related to person/family needing services.</p>
5.0	<p>Documentation must be present to show that the service was rendered on the dates for which reimbursement is requested.</p>	
6.0	<p>Payment for services is made to the service provider, not to the service recipient or his/her representative.</p>	

Option II: Licensed Respite

Respite provided in a home or a facility licensed by SCDHEC

	Personal Rights and Protections	Guidance
7.0	Caregivers/respite providers and Provider Agencies must advocate for the individual to insure the individual's rights are exercised and protected.	
	Support Providers and Household Members	Guidance
8.0	Prior to providing services, respite providers and adult household members must pass a criminal background check.	<p>Refer to DDSN Directive 406-04-DD: Criminal Record Checks and Reference Checks of Direct Caregivers.</p> <p>No person may provide respite or live in a licensed respite facility who has been convicted, pled guilty, or nolo contendere to:</p> <ol style="list-style-type: none"> Abuse, neglect or mistreatment of a consumer in any health care setting. An "Offense Against the Person" as provided for in Chapter 3, Title 16. An "Offense Against Morality or Decency" as provided for in Chapter 15, Title 16. Contributing to the delinquency of a minor as provided for in S.C. Code Ann. § 16-17-490. The common law offense of assault and battery of a high and aggravated nature. Criminal domestic violence, as defined in S.C. Code Ann. § 16-25-20. A felony drug-related offense under the laws of this state. A person who has been convicted of a criminal offense similar in nature to a crime previously enumerated when the crime was committed in another jurisdiction or under federal law; has a substantiated history of child abuse and/or neglect and/or convictions of those crimes listed in SC Sex Offender Registry. <p>S.C. Code Ann. § 44-7-2910; Article 23, Criminal Record Checks of Direct Care Staff</p>
8.1	<p>Respite providers must be:</p> <ol style="list-style-type: none"> Physically and mentally able to implement the individuals care plan. Free from tuberculosis. 	<p>Physical exam by a licensed physician, licensed physician's assistant, Licensed Nurse Practitioner.</p> <p>Refer to DDSN Directive 603-06-DD: Guidelines for Screening for Tuberculosis</p>

	C. At least 18 years of age. D. High school diploma or equivalent.	
	Care and Supervision	Guidance
9.0	Prior to providing respite services, the caregiver/respite provider must be provided a Plan of Care that identifies essential information to maintain the individual's health, safety and welfare.	Information must be included on handling illnesses or injuries that might occur during the respite stay. The Plan of Care is updated as needed as determined by the individual normally providing the care and supervision at home to ensure the Plan of Care is current at all times. A copy of the Plan of Care is on-site and easily accessible for the support person.
	Health Services	Guidance
10.0	Individuals receiving respite must be free of communicable disease	Annual physical exam. Tuberculosis screening as specified in DDSN Directive 603-06-DD: Guidelines for Screening for Tuberculosis.
10.1	Medications/treatments are taken/administered safely and accurately, as prescribed.	Medication has not expired. There are no contraindications, (i.e., no allergy for the medication). Given at: Proper time Prescribed dosage Correct route
10.2	If respite is provided during mealtimes, the individual must be offered planned meals which: Constitute a well-balanced diet. Served at regular times comparable to normal mealtimes in the community. Served in appropriate quality, form, temperature and with appropriate utensils. Special and modified diets must be served as instructed.	