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Policy Area:	<i>Children Services</i>
References:	

RESPITE

POLICY

It is the policy of Detroit Wayne Mental Health Authority (DWMHA) that all consumers have access to appropriate respite services in the least restrictive environment.

PURPOSE

The purpose of this policy is to guide the development and implementation of policies and procedures for providing respite care services which will assist in maintaining the goal of the consumer residing in his/her home to the Managers of Comprehensive Providers Networks (MCPN), their provider networks, and direct contract providers.

APPLICATION

1. The following groups are required to implement and adhere to this policy: DWMHA Board, DWMHA Staff, Contractual Staff, Access Center, MCPN Staff, Network Providers, Crisis services vendor, Credentialing Verification Organization (CVO)
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED, SUD, Autism
3. This policy impacts the following **contracts/service lines**: MI-HEALTH LINK, Medicaid, SUD, Autism, Grants, General Fund

KEYWORDS

1. Individual Plan of Service/Person Centered Plan/Family Centered Plan (IPOS/PCP)
2. Respite Care Services

STANDARDS

DWMHA direct contract providers and the MCPN's subcontractors shall assure that:

1. Respite policies and procedures are developed in compliance with the Michigan Department of Health and Human Services Medicaid Provider Manual.
2. Active clinical treatment is a prerequisite for receiving respite care.
3. Services do not supplant or substitute for community living support or other services of paid support/

training staff.

4. Respite care may only be provided in the following settings:
 - a. Beneficiary's home or place of residence.
 - b. Facility approved by the state that is not a private residence, e.g., group home or licensed respite care facility, home of a friend or relative chosen by the beneficiary and members of the planning team.
 - c. Licensed camp, in community (social/recreational) settings with a respite worker trained, if needed, by the family.
5. Respite care may not be provided in:
 - a. Day program settings
 - b. Intermediate Care Facility for the Individual Intellectual Disability (ICF/IID)
 - c. Nursing homes
 - d. Hospitals
6. Respite care may not be provided by
 1. Parent of a minor beneficiary receiving services
 2. Spouse of the beneficiary served
 3. Beneficiary's guardian
 4. Unpaid primary care giver
7. The cost of room and board must not be included as part of respite care unless provided as part of the respite care in a facility that is not a private residence.

QUALITY ASSURANCE/IMPROVEMENT

DWMHA shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The quality improvement programs of MCPNs, their subcontractors, and direct contractors must include measures for both the monitoring of and the continuous improvement of the programs or processes described in this policy.

COMPLIANCE WITH ALL APPLICABLE LAWS

DWMHA staff, MCPNs, contractors, and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

LEGAL AUTHORITY

1. Medicaid Provider Manual

EXHIBITS

1. Relax- Take a Break

RELATED POLICIES

RELATED DEPARTMENTS

1. Administration
2. Claims Management
3. Clinical Practice Improvement
4. Compliance
5. Customer Service
6. Integrated Health Care
7. Managed Care Operations
8. Quality Improvement
9. Recipient Rights
10. Substance Use Disorders
11. Utilization Management

CLINICAL POLICY

YES

INTERNAL/EXTERNAL POLICY

EXTERNAL

Attachments:

[Exhibit A](#)

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COPY

Relax. Take a Break:

A Family Guide to Respite for Children in Michigan



This document was developed with funding from a Real Choice System Change Grant for Community Living-Respite for Children. While it specifically addresses respite for families of children 0-18 years of age, respite is also available to families of adult consumers.

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What is respite?

Respite is a type of support available to families of children with developmental disabilities (DD) or serious emotional disturbance (SED)¹. The word *respite* means “break” or “relief.” Respite care services are designed to offer families the opportunity for a break from care giving responsibilities.

Respite allows parents time to engage in activities that they find relaxing, entertaining, or restful while a trained respite provider cares for your child.

A respite break can mean an hour to take a walk while a respite provider stays in your home to care for your child. It may be a weekend away while your child is cared for outside of your home. It can also mean time to take a nap or chat with a friend while the respite provider takes your child on a community outing.

How is respite different from daycare?

Daycare or traditional childcare is needed by parents in order to go to work or school and it

child's ability to interact with others in his/her family, school, or community.

is provided on a daily or regular basis. Respite, on the other hand, is provided on an intermittent or short-term basis to provide the parent with a break from caring for their child with a disability.

How can respite help my family?

Parenting is a difficult job and every parent can benefit from time away from the responsibilities of caring for a child. Being the best parent possible requires getting the rest and relaxation that you need. Caring for a child with special needs presents additional challenges that go beyond the everyday stresses of being a parent. As a result, you may need longer rest periods or more down time. In addition, it may also be more difficult to find a qualified person to care for your child. Respite can help offset these challenges.

Respite can help strengthen your whole family and lead to a decrease in stress and an increase in your family's health and well being. In addition to giving parents and caregivers a chance to rest, it may provide opportunities to spend more time with other members of your family improving relationships with children, spouses/partners, or other family members.

¹ Serious emotional disturbance (SED) is a diagnosable mental, behavioral, or emotional disorder that interferes with or limits a

The overall goal of respite is to support parents or primary caregivers, so that families can

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avoid an out of home placement and keep their child living with them in their home.

Is respite care right for my family?

Ask yourself the following questions.¹ If your answer is “yes” to several of these questions, respite care may be right for your family.

Is finding temporary care for your child a problem?

Is it important that you and your spouse/partner enjoy an evening alone or with friends, without the responsibility of caring for your child with special needs.²

Do you need time to relax and refresh so that you will be better able to meet the care needs of your child?

If you had appropriate care for your child with special needs, would you use the time for a special activity with your other children?

¹ Some questions were adapted from *NICHCY briefing paper: Respite care*. National Information Center for Children and Youth with Disabilities. (1996). Washington, DC: Author.

Do you think that you would be a better parent if you had a break now and then?

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Are you concerned that in the event of a family emergency there is no one with whom you would feel secure about leaving your child?

Do you avoid going out because you feel you would be asking too much of your family or friends to care for your child with a disability?

Does your child require a caregiver who has specific experience and/or special training to meet his or her care needs? (Example: experience using specialized medical equipment)?

² Respite provides care for your child with a disability. In most cases, you will need to make other arrangements for the care of your other children.



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Relaxation

Respite gives families peace of mind, helps them relax, and renews their humor and energy.

Enjoyment

Respite allows families to enjoy favorite pastimes and pursue new activities.

Stability

Respite improves the family's ability to handle daily responsibilities and increases stability.

Preservation Respite helps

preserve the family unit.

Involvement

Respite allows families to be more involved in community activities.

Time Off

Respite allows families to take a needed vacation, spend time together, or time alone.

Enrichment

Respite makes it possible for family members to enrich their own growth and development.

From *NICHCY briefing paper: Respite care*. National Information Center for Children and Youth with Disabilities. (1996). Washington, DC: Author.

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Is my family eligible for respite care services?

Community Mental Health Services Program

Your local Community Mental Health Services Program (CMHSP) can determine whether your family is eligible for Community Mental Health Services including respite care services. Eligibility for services is determined based on several factors including the nature and severity of your child's disability. Priority is generally given to families with the greatest need for this service.

Non Medicaid Eligible

If your family is found to be eligible for respite, the cost of respite services will be decided based on your family's ability to pay as determined by CMHSP guidelines.

The amount of respite that your family receives will vary depending on your family's needs.

Respite may be the only support need identified by your family. You are not required to receive treatment from the CMHSP in order to receive respite.

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Medicaid Eligible

If your child is Medicaid enrolled and your family is eligible for CMHSP services, your family may be eligible for respite. Respite care services must meet the "Medical Necessity Criteria" that is outlined by Medicaid. The concept of "Medical Necessity" **does not** mean that your child must be physically ill in order for you to receive respite services. If you would like more information about Medical Necessity Criteria, you can ask your supports coordinator or log on to the Department of Community Health Website: www.michigan.gov/mdch, Medicaid Policy Bulletins, MSA Bulletin 04-03.

For more information regarding Medicaid or CMHSP services, log on to the Association for Children's Mental Health in Michigan Website at www.acmh-mi.org to download a copy of *A Parent's Guide to Obtaining*

Mental Health Services for Children in Michigan.

Person Centered Planning/Family Centered Practice

In order to receive respite services from the CMHSP, respite must be identified through a planning process referred to as Person Centered Planning (PCP)/ Family Centered Practice. Person Centered Planning/Family Centered Practice recognizes that the needs of

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your child with a disability are best met when the whole family receives the support they need.



The purpose of this process is to identify the needs of your family and honor your choices and preferences. However, keep in mind that the services offered by the CMHSP may not meet *all* of your needs and preferences as some needs may be better met by community and other natural supports.

Community supports may include other

agencies or organizations in your area that offer services to families. Natural supports refer to your personal support network of friends, relatives, neighbors or other individuals with whom you share a trusting relationship.

The details regarding respite services should be decided during the Person Centered Planning/ Family Centered Practice Process. Both the type of respite as well as the amount of respite needed by your family should be included in a document referred to as the Individual Plan of Service (IPOS) or Family Plan of Service.

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Types of respite care

There are many different ways respite may be provided. Respite care programs vary in the following ways:

Who provides care for your child

Provider trained by your family

Provider trained by the respite

program

Provider trained by the program and by your family

Where respite takes place

In your home

Outside of your home
 Out in the
 community
 At a home, center, or facility

What type of setting
 Individual (your child + provider)
 Group (group of children + provider(s))

The following types of respite programs
 may be available in your community.

Family Friend

Respite is provided by an individual chosen
 by your family. Respite can take place in
 your home, at the home of the respite
 provider, or in the community.

One-to-One

Respite is provided by an individual trained by
 the respite program and takes place in your
 home or in the community.

Camps

Day and overnight camps offer respite
 opportunities for parents while providing fun
 and/or educational experiences for children.

Respite Home

Respite is provided by individuals trained by the
 respite program in a licensed home or facility in
 the community.

Group Settings

Program trained staff provide care to a group
 of several children in a licensed facility such as
 a church, school, or community center.

Table 1 Types of Respite Care

Type of Respite	Who?	How?	Where?
Family Friend	Family trained provider	Individual	In home or Out of home
One to One	Program trained provider	Individual	In home or Out of home
Camp	Program trained provider	Group Setting	Out of home
Respite Home	Program trained provider	Group Setting	Out of home
Group Setting	Program trained provider	Group Setting	Out of home

Planning respite

The type of respite that is right for your
 family will depend on what is available in
 your community as well as your family's
 unique needs and preferences.

Identifying the specific reason that your
 family needs respite may help clarify the
 type of respite that will work best. For

example, if your goal is to spend time at home relaxing or taking a nap, you may require privacy. In this case, out of home respite may be the best option. Identifying the reasons for respite will also help you plan how to use your respite time effectively.

- 1) Start by brainstorming a list of all of the reasons that you need respite.
- 2) Next, rank the reasons in order of importance. While all of your respite needs may not be met, prioritizing will help ensure that your most important needs will be addressed first.
- 3) Use a table like the example in Table 2 to help clarify the amount and type of respite you will need to meet each respite goal. Start with a blank table and fill in your own reasons for respite in order of importance. To calculate the total amount of respite needed,

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determine how often you need respite and the length of time required. Also include the type of respite that will best meet each respite need.

Table 2
Examples of Possible Use of Respite Time⁴

Reason for respite	How often?	Length of Time	Total ⁵ Amt.	Type of Respite (in home vs. out of home)
Primary Caregiver would like to spend time with partner/spouse	One day per week	2 hrs	8 hrs/mo	Out of home
Primary Caregiver needs one on one time with other child	Twice a month	2 hrs	4 hrs/mo	No preference
Primary Caregiver would like time to relax at home.	Two days per week	2 hrs	8 hrs/mo	Out of home
Primary caregiver would like to join support group	One day per week	1 Hr	4 hrs/mo	In home

⁴ To discuss additional respite options that may be available to your family contact your caseworker.

⁵ The amount of respite available to families through CMHSP will vary depending on the needs of each individual family.

Finding the right fit for your family



Families often worry about the quality of care their children will receive during respite. Families may be concerned about how the respite provider will handle emergencies, deal with challenging behaviors, comfort their child, or manage their child's special needs.

These are all valid concerns that are common among parents. If your family is to benefit from respite services you must have peace of mind when leaving your child in the care of the respite provider. In order for your family to feel comfortable, it is important to take the time to find the right fit for your family.

If you have concerns, as most parents do, it is important to begin addressing them by discussing them with your supports coordinator and/or the respite program.

The following is a list of questions that many parents need to have answered about respite

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services.³Decide which questions are important for your family and be sure to ask your supports coordinator or the respite program.

- Can the respite worker come to my home?
- Can respite services take place outside of my home?
- Do providers have CPR/First Aid training?
- What other types of training do providers receive?
- How will my family be involved in preparing the provider to meet the specific needs of my child?
- Will my family be able to participate in training the provider?
- Can I meet/interview the provider beforehand?
- Will the provider care for my other

³ Some questions were adapted from *NICHCY briefing paper: Respite care*. National Information Center for Children and Youth with Disabilities. (1996). Washington, DC: Author.

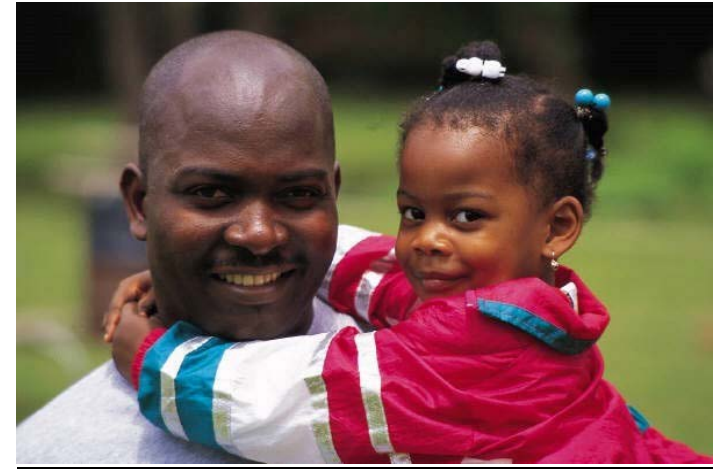
child(ren)? If so, will there be an additional cost to me?

Can I request the same respite worker every time?

Is there a policy for emergency situations?

How are out of home care facilities monitored for health/safety?

When the provider comes to my home to care for my child, how is insurance and liability handled?



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What happens if the provider is not a good fit for my family?

In group respite situations, what is the staff to child ratio?

What qualifications are required for respite workers?

Are respite workers required to provide references?

Are sex offender checks or criminal history checks required for respite workers employed by your program?

What are the programs expectations for my child's behavior?

What are the discipline policies?

If my child is upset or crying, how will the staff respond?

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Choosing a Respite Program

Choosing a respite program is similar to shopping for quality childcare. There are many resources available to families on the subject of quality childcare. Families will want to consider the factors that indicate a quality program such as the skill of the individuals providing care to your child and the safety of an out-of-home facility. The following internet resources offer checklists and other valuable information to help parents find quality childcare and/or respite.

Michigan Association for Child Care Providers
www.childcareservices.com

Child Care Aware
www.childcareaware.org

Child Care Resources
www.childcare.org

Locating Respite Providers

To find out more about what programs and providers are available in your community, you may start by talking to your CMHSP supports coordinator. You may also try looking in your phone book or searching the internet. The Arch National Respite Locator Service is a good online resource. It allows you to search for

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providers in your area according to your child's age and type of disability.

Arch National Respite Locator Service <http://www.respitelocator.org/locatorsearch/searchpage.htm>

Hiring Your Own Respite Worker

Choosing and training your own respite provider may be an option available to your family. When hiring your own respite care

provider, interviews should be focused on choosing a provider that is trustworthy, experienced, and a good fit for your family. Try using questions⁷ like the ones below:

Tell me about yourself.

What type of experience do you have caring for or working with children?

Have you worked with children with special needs?

Why are you interested in providing respite care?

Why do you enjoy spending time with children?

Tell me about your views regarding discipline.

⁷ Some of these questions were adapted from "Get good Child Care: 30 Revealing Questions to Ask," Susan H. Kueffer, Working Mother, May 1989 in *PARTners: A Manual for Family Centered Respite Care*.

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Tell me how you might handle a situation in which my child was upset, scared, or crying?

Tell me about your interests and hobbies. Would you like to share any of these with my child?

Can you provide contact information from individuals who have seen you interact with children who can serve as a reference?

Would you feel comfortable taking my child out in the community?
May I complete a background check?

Background Checks

Families hiring their own respite care provider may be interested in completing background checks.

Michigan criminal background checks can be completed at the following website:

<http://mi-mall.michigan.gov/ichat>

Sex offender checks are free and can be completed at:

<http://www.mipsor.state.mi.us/>

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Observing the respite provider

Whether you plan to hire your own provider or use a respite care program, you may feel more comfortable leaving your child if you plan an opportunity to observe the respite worker interact with your child. You may

choose to arrange a short meeting or trial run in which you are present while the provider cares for your child. When you observe the provider, look for signs that the provider feels comfortable caring for your child, interacts with your child in a positive and caring manner, and is attentive to his or her needs.

Preparing the respite provider

Parents are clearly the experts on caring for their own children and should have the responsibility of preparing the respite provider to meet the individual care needs of their child. This is true when choosing and training your own respite provider as well as preparing providers who work for a program.



You will need to provide basic information as well as more specific information about your

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child's unique needs. You will probably need to meet with your provider in advance to discuss your child's needs or to provide hands on training.

It is also helpful to provide written plans and instructions that are well organized and easy

for your provider to reference at a moments notice. The following list outlines important topics to cover with your provider.⁴

Emergency Information

- Physician's name and phone number
- Hospital address and phone number
- Fire department/ambulance/poison control
- Who to contact in an emergency

Medication

- List of medications/dosage information
- Medication side effects that may be observed
- Instructions for administering medication

Seizures

- Is a seizure likely to occur during respite?
- What happens before, during, after a seizure?
- Procedures provider should follow
- Should the provider contact you?

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Adaptive Equipment

How is it used?

When it is used?
Is supervision required?

Discipline/Behavior What behaviors may be a challenge?

How would you like provider to handle these behaviors?

Are there any behaviors that your child may engage in that could be dangerous?

Meals

Does your child require a special diet? Food allergies/reactions

Does your child feed him/herself?

What type of assistance is required?

Food likes and dislikes

Special equipment/special food preparation

Naps/Bedtime

Usual bedtime/naptime

Is your child resistant at bedtime?

Nighttime fears (dark, storms, noises etc.)

Sleep difficulties (waking, falling asleep, nightmares, etc)

Toileting/Diapering

Does your child need assistance in the bathroom?

What type of assistance is required?

⁴ Adapted from questions on the sample forms provided in *A practical guide to respite for your family*. Delinger-Wray M. & Uhl M. (1996). Richmond, VA: The Respite Resource Project.

If your child wears diapers, are there any special instructions?

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Communication

Does your child use any special communication equipment or techniques?

Is your child verbal?

Is it likely to be difficult to understand your child?

Ways to interpret nonverbal communication

Emotional Needs

Does your child have any specific fears?

Is separation anxiety likely?

Best ways to comfort your child

Would you like to be contacted if your child is upset/crying?

Household Information

Favorite games, toys, movies

TV, computer use/rules

Household rules

Security alarms/locks

Answering the phone/door

Location of clothing, food, diapers, first aid



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Respite follow-up

Families will want to talk to the respite provider to find out if everything went smoothly. If problems are identified, decide what steps can be taken to minimize these issues the next time the provider cares for your child. Be sure to provide the respite worker with feedback. He or she will need to know what is working well and what needs improvement.

Families should also take the time to talk to and observe their child after the respite care experience to make sure that he or she felt comfortable. If you notice that your child is unhappy or behaving out of character, be sure to take your child's feelings seriously. Always discuss any concerns you may have with the respite care provider, respite program, or your supports coordinator.

The following is a list of questions that may be helpful to use when talking to your child.⁵

- Tell me about your time with ____?
- What did you do?
- Did you like ____?
- Was he/she nice to you?
- Would you like to spend time with ____ again?
- What did you like best/least?

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⁵ Adapted from questions in *A practical guide to respite for your family*. Delinger-Wray M. & Uhl M. (1996). Richmond, VA: The Respite Resource Project.

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