

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

Procedure No. I.C.3 PR.001.a

Subject: Respite Center Eligibility and Referrals

Section: Service and Supports, Family Supports

Issue Date: April 24, 2007

Effective Date: Upon release

A. Purpose

To delineate a standardized process for referrals to DMR Respite Centers.

B. Applicability

This procedure shall apply to all individuals requesting services at a DMR Respite Center and their families/caregivers who access this resource.

C. Definitions

Respite - the temporary care of a person with a disability for the purpose of offering relief to the family or caregiver. It is a service that allows for time to reenergize, deal with emergency situations, or engage in personal, social, or routine activities and tasks that otherwise may be postponed or curtailed due to the demands of caring for a person who has a disability.

Respite Centers - homes or residential units operated by DMR which provide planned, temporary supports to individuals who reside with their families. Based on availability of resources, Respite Centers may also serve individuals who live with community training home providers or DCF foster families and who are eligible to receive services from DMR.

Regional Respite Review Committee(s) – Committee(s) established by each Region to review, approve, modify and schedule all respite visits to DMR Respite Centers. Committee members shall include, at a minimum, representatives from Individual and Family Support, Nursing, Public Services and the Respite Coordinator.

Respite Coordinator – the DMR employee designated to coordinate visits to the Region’s Respite Centers.

Respite Guest/Individual – the person who receives supports at the Respite Center.

D. Implementation

Information on the Respite Centers specific to each Region will be available. There may be separate protocols developed for specific respite centers throughout the State as needed. Protocols will enhance the understanding of the procedure, but it will not replace this Statewide standard.

1. **Eligibility:** Individuals who are eligible for services from DMR, who currently reside at home with their families, who are not receiving funding for in-home supports and, who are not on the DMR Waiver, are the primary group targeted for respite center use. Individuals who live with their families who are receiving funds for in-home supports through DMR or an alternative funding source, who live in DCF Foster homes or in Community Training homes may be able to use DMR Respite Centers dependent upon administrative or management approval and available resources.

a. **First Priority** – Individuals who reside at home with their families who are currently enrolled in the waiver and utilize the respite centers as their sole service need for the waiver will have first priority for quarterly respite center use. To be classified in this category, these

individuals cannot be receiving additional funding, supports or services from DMR in excess of a value of \$5000 per year. This excludes any value placed on Case Management services.

- b. **Second Priority** – Individuals who reside at home with their family and who do not receive any funds for in-home supports or community respite in excess of \$5000 per year will have second priority for respite center use. Of these individuals, those who have a residential waiting list placement priority of ‘E’ will take priority, followed by those with a residential placement priority of ‘1’. All others in this category shall be considered equally according to need and sense of urgency following selection criteria. In most cases, individuals who are not on the waiver will be considered prior to those on the waiver.
- c. **Third Priority** – Individuals who receive less than \$20,000 annually for in-home supports or community respite through an ISA or alternative funding source will have third priority for respite center use. These individuals will be considered for pre-scheduled stays at the respite centers with those receiving the least amount of funding considered first. In addition, sense of urgency, available resources and care needs will also factor into consideration when stays are determined by the respite center planning committee.
- d. **Fourth Priority** – Individuals who reside at home with their families and those participating in the DMR Voluntary Services Program who receive over \$20,000 for in home supports or community respite will be scheduled for respite stays on the basis of extenuating circumstances and prior management or administrative approval.
- e. **Fifth Priority** – Individuals who reside in DCF Foster Homes or DMR Community Training Homes will only be considered for stays at DMR Respite Centers when:
 - i. A vacancy exists with less than two weeks before the entrance date, and
 - ii. There are no interested individuals of higher priority who are appropriate candidates to fill the vacancy, and
 - iii. The individual meets the selection criteria with those already scheduled to stay at that time, OR
 - iv. There has been prior management or administrative approval due to extenuating circumstances.

2. Request for Respite Services

All requests for new and repeat visits to the respite centers must originate from the DMR Case Manager and must be given to the Respite Coordinator. Requests will not be accepted or approved more than six months in advance of the requested stay.

- a. **New Referrals:** The Case Manager shall ensure that the appropriate portions of the respite packet are completed prior to submitting the packet for action to the Respite Coordinator. The case manager will also ensure that a screening of health and safety issues on the Level of Need Assessment and Screening tool (LON) is completed as described in DMR procedures and that a copy accompanies the completed respite center application packet. These items should be submitted as an original hard copy and not electronically. This respite center packet includes attachment A which will identify the individual’s priority level, the respite center they choose to access and the dates they are requesting for stays.

The Respite Coordinator will review the packet to determine eligibility for use of the center(s) the individual wishes to access and whether the center they are attempting to access will meet the needs of the individual. Following approval, the Respite Coordinator forwards the packet to the corresponding Supervisor of the Respite center so that a pre-visit to the center can be scheduled.

It is understood that there may be occasions that an individual will have a pre-visit to a respite center prior to submitting a completed respite center packet. The individual will not be

considered for a stay until the completed respite center packet and the Level Of Need Assessment tool (LON) has been given to the Respite Coordinator for review to determine eligibility.

b. Repeat visitation requests

- i. Repeat visitation requests must be submitted to the Respite Coordinator on the appropriate form. The Regions may develop protocols regarding submission of requests and the scheduling of respite center stays. These would be centered around meeting the needs of the individuals who use the centers, the regional resources and the overall operations of particular respite sites.
- ii. In order to provide clarity for the families, respite stays are broken into biannual periods of time; from January to June and from July to December. Regional protocols may also refer to stays in reference to quarters of the calendar year.
- iii. Frequency of respite center stays is determined by Regional demand and availability of resources.

The selection criteria below also factors into the scheduling process.

3. Selection Criteria

- a. Each region shall have a regional review committee to review, approve, modify and schedule all respite visits. Every attempt will be made to accommodate each request for respite services.
- b. The criteria used to review requests originates with the meeting of the eligibility priority. Following this, prioritization includes, but is not limited to, the following factors: safety concerns, age, behavioral challenges, medical challenges, space, compatibility, specific family need, gender, number of requests for a particular time period, the individual's level of need, and frequency with which the individual has stayed at the respite center relative to other individuals.
- c. After each respite request review meeting, the Respite Coordinator or designee will notify the individual's case manager of the status of the request and scheduled dates of stay, if applicable. Regional protocol will dictate how and whom should contact the family to confirm scheduled dates.
- d. If a family cannot use a date that was scheduled for them, but the date was not identified as inconvenient prior to the scheduling meeting, there may not be an alternative date for the individual.
- e. A waiting list for each center for each quarter will be generated by the Respite Coordinator as a result of eligible families who could not be scheduled for a particular date or for those who had to cancel previous dates scheduled. These names will be selected as alternates using eligibility priority and should be identified for the Supervisors of the Respite Centers.

2. Operational Hours

- a. Respite center operational hours are determined by each Region and their available resources.
- b. Each respite center in each Region is allocated 8 full weeks to operate throughout the year. These weeks and the manner in which they are scheduled is at the discretion of the Regional Respite Center Review Committee.

E. References

1. Request for Respite Services
2. Introductory Packet
3. Guest Profile
4. Emergency and Authorization Form
5. Physician's Orders
6. Respite Center Permissions Form
7. Leisure Interest Survey Form
8. PICA Information for Respite Center Visits Form
9. Level of Need Form

F. Attachment

- A. Family Respite Center Packet