

## **Respite Care Services Conditions of Participation**

*Respite care services may be provided for primary unpaid caregivers and providers of family home habilitation services that are in need of relief or will be unable to provide care for recipients for limited periods of time, if those caregivers provide the oversight, care, and support needed to prevent the risk of institutionalization of a recipient by assisting with basic personal activities or with activities related to independent living.*

*These services may be provided in the recipient's private residence, in the private residence of the respite care services provider, in specified licensed facilities, or at community locations that contribute to furthering the goals of the recipient.*

*Respite care services may be family-directed for recipients in specified waiver categories and grant programs. With the assistance of a certified respite care services provider, the recipient's primary unpaid caregiver may train and supervise the individuals chosen to care for a recipient while that caregiver is away, at work or unable to provide care.*

*Because the intent of respite care services is to offer relief to unpaid or family home habilitation caregivers, units of respite care services authorized in the recipient's plan of care may not be used to substitute for, or to supplement the number of personnel providing other home and community-based services or personal care services.*

*The provider who chooses to offer respite care services must be certified as a provider of respite care services under 7 AAC 130.220 (a)(1)(H), meet the requirements of 7 AAC 130.280, and operate in compliance with the Provider Conditions of Participation and the following standards.*

### **I. Program administration**

#### **A. Personnel.**

1. Respite care services program administrator.
  - a. The provider must designate a respite care services program administrator who is responsible for day-to-day management of the program.
  - b. The provider may use a title other than program administrator for this position (e.g., program director, program manager, or program supervisor).
  - c. The program administrator must be at least 21 years of age, and qualified through experience and education in a human services field or setting.
    - i. Required experience: one year of full-time or equivalent part-time experience providing services to individuals in a human services setting in a position with responsibility for planning, development, and management or operation of programs involving service delivery, fiscal management, needs assessment, program evaluation, or similar tasks.
    - ii. Required education: high school or general education development (GED) diploma.
  - d. In addition to meeting education and experience requirements, the program administrator must possess the knowledge base and skills necessary to carry out the respite care services program.
    - i. The program administrator knowledge base must include:
      - (A) the medical, behavioral, habilitative, and rehabilitative conditions and requirements of the population to be served; and
      - (B) the laws and policies related to **Division of Senior and Disabilities Services** programs.

- ii. The program administrator skill set must include:
      - (A) the ability to evaluate and develop a service plan to meet the needs of the population to be served;
      - (B) the ability to organize, evaluate, and present information orally and in writing; and
      - (C) the ability to supervise professional and support respite care services staff.
- 2. Respite care services direct service workers.
  - a. Direct service workers must be at least 18 years of age; qualified through education or experience; and possess, or develop before providing services, the skills necessary to meet the needs of the recipient population.
  - b. Required education and alternatives to formal education:
    - i. high school or general education development (GED) diploma; or
    - ii. demonstration to the provider of the ability to communicate in English, including reading written instructions and making appropriate entries regarding services in the recipient's record or file.
  - c. Required skill set:
    - i. the ability to communicate with the direct service worker's supervisor, the recipient, and the primary caregiver;
    - ii. the ability to understand the needs of, and to work with, the recipient population;
    - iii. the ability to be guided by the service plan; and
    - iv. the ability to handle household and medical emergencies.

**B. Training.**

- 1. The provider must provide orientation and training to direct service workers to ensure they are qualified to perform the services planned for recipients.
- 2. The provider must provide training to direct service workers in regard to the following, at a minimum:
  - a. safety in the workplace, and proper use of tools and equipment required to meet the recipient's needs;
  - b. maintenance of a clean, safe, and healthy home environment;
  - c. universal precautions and basic infection control procedures;
  - d. understanding the needs of the population to be served; and
  - e. safe food handling and storage, nutritious meal preparation, and the special dietary or nutrition requirements of the recipient.
- 3. The provider must instruct direct service workers to notify the program manager, the supervisor, or the appropriate authority, when there is cause for concern about a recipient's health, safety, or welfare.

**C. Monitoring services.**

- 1. The provider must monitor the delivery of respite care services by direct service workers as frequently as necessary to evaluate whether the following conditions are met:
  - a. the services are furnished in accordance with the respite care services plan of care and in a timely manner;
  - b. the services are delivered in a manner that protects the recipient's health, safety, and welfare; and
  - c. the services are adequate to meet the recipient's identified needs.
- 2. The provider must act to ensure substandard care is improved or arrange for service delivery from other direct service workers.

## **II. Respite care services plan of care.**

### **A. Evaluation.**

The provider must collaborate with the recipient and the recipient's care coordinator to determine whether, given the recipient's choices, diagnosis, and needs, the provider's direct service workers have the capacity to provide respite care services for that recipient.

### **B. Development.**

1. The provider must plan for continuity of care that is outlined in the recipient's plan of care.
2. The provider must
  - a. identify the recipient's daily routines regarding activities of daily living, social and activity preferences, preferred foods, and special needs; and
  - b. specify in the recipient's plan of care the tasks to be performed by direct service workers while providing respite care services.

### **C. Implementation.**

1. Before services are delivered in the home, the recipient and family must be given an opportunity to explain how they would prefer that tasks be performed, and if reasonable and possible, the direct service workers must deliver the services as directed by the recipient or family.
2. The provider must obtain information about, and inform the direct service workers, regarding:
  - a. the daily routine of the recipient;
  - b. any special assistance requirements;
  - c. the emergency plan for the home, and the location of first aid kit or supplies;
  - d. the operation or restrictions on use of household appliances;
  - e. conditions that require caution in the use of chemicals in the home, or that might affect service delivery; and
  - f. circumstances that could result in an emergency, appropriate responses to such an emergency, and contact instructions.
3. The direct service workers must ensure the safety of the recipient at all times in the provision of respite care services.