

**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**  
**CLINICAL POLICY**

**NUMBER: BC015**

**NAME: RESPITE SERVICES**

INITIAL APPROVAL DATE:	03/30/2004	BY: Sanilac CMH Board
(LAST) REVISION DATE:	12/17/2013	BY: Clinical Policy Committee
(LAST) REVIEW DATE:	02/20/2025	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

**I. PURPOSE**

To establish standard practice for the provision and use of respite services

**II. APPLICATION**

All populations and all Respite Services.

**III. POLICY**

It is the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) to assist families in maintaining individuals in the family household when possible and desired through the use of respite services.

Services may only be provided on an intermittent or short-term basis because of the absence or need for relief of those persons normally providing care. Respite cannot be used for care when the caregiver/parent is working. Respite services cannot be provided by the individual's parent for a minor, the individual's spouse, the individual's guardian or the individual's primary caregiver.

Respite care may be provided in the individual's home, the home of a relative, the home of a friend or who is chosen by the family, in the community, a licensed foster facility, a licensed foster care family home, licensed camp or licensed respite facility. The cost of room and board must not be included as part of the respite service unless it is part of the cost for a facility that is not a private residence. The individual's record must clearly differentiate respite service hours from community living support services.

**IV. DEFINITIONS**

**A. Eligibility:**

Any individual with a intellectual disability or mental illness, who is eligible to receive services through the public mental health agency, who is living in a family home (that is not a licensed adult foster care setting) with a caregiver/parent , or children who are living in a family foster care home who meets eligibility criteria for respite as defined in the Region 10 protocol for this service, who has been authorized for respite services and has an Individual Plan of Service (IPOS) that outlines the need for respite.

**B. Respite:**

Respite is short-term care provided to a child/adult with a intellectual disability or mental illness, who is living in a family home with a caregiver or parent. It is a planned and coordinated service to families providing them with temporary relief from the 24-hour responsibility of care and supervision for an individual with a intellectual disability or mental illness. It must follow the guidelines outlined in this policy to be eligible for authorization and reimbursement. It must be provided by a person who is qualified and authorized as an approved provider by Sanilac CMH.

**C. Respite Provider Minimum Qualifications**

Individuals who provide respite must:

- Be at least 18 years of age
- Be able to practice prevention techniques to reduce transmission of any communicable diseases from themselves to others in the environment where they are providing support.

- Have a documented understanding and skill in implementing the individual plan of services and report on activities performed.
- Be in good standing with the law (i.e., not a fugitive from justice, a convicted felon, or an illegal alien).
- Be able to perform basic first aid and emergency procedures.
- Be trained in recipient rights.
- Be an employee of the Sanilac CMH contract provider, or an employee of the parent who is paid through a Choice Voucher Arrangement.
- Meets minimum standards established by Sanilac CMH Contract Provider for respite providers, successfully completes any required training, submits applications and documentation as required to become a provider and to verify qualifications

**V. STANDARDS**

- A. Respite services will be provided for the person open to Sanilac County Community Mental Health only.
- B. Respite will generally be delivered as an individual service unless the family has or the primary caregiver/parent has agreed to a group respite service.
- C. Respite service cannot be provided by any individual who does not meet the criteria for respite provider noted in the definitions above.
- D. The Primary Caregiver can use up to the authorized amount of hours per month as defined in the Individual Plan of Service (IPOS). Any additional hours needed MUST be pre-approved through the primary case holder's supervisor with supporting documentation to identify the extra need for hours and authorization; the plan will need to be amended by the primary case holder.
- E. The primary case holder's supervisor and Sanilac County Community Mental Health Authority reserve the right to deny respite when the medical necessity is not substantiated in the Individual Plan of Service (IPOS), or when funds are not available for this service.
- F. Unless otherwise specified in the Individual Plan of Service (IPOS) all respite services will be authorized based on level of need of the individual family utilizing guidelines established by Sanilac CMH and protocols established by the Region 10.
- G. All respite services provided must be submitted for payment required documentation forms to Sanilac CMH's contract provider on a timely basis. Authorization for camp respite will be based on clinical necessity relative to the person's severity of need and lack of supports. It will not be authorized as a preferred recreational activity.

**VI. PROCEDURES/RESPONSIBILITY:**

**A. PRIMARY CAREGIVER**

1. Follows the procedures outlined in this policy.
2. Selects the type of respite service needed by the person, and selects provider(s) from those that Sanilac CMH contract provider has available.
3. Accurately completes and updates as needed a Respite Information sheet for providers.
4. Completes and updates as needed an Emergency Data sheet/consent for person served.
5. Provides appropriate individual training/information for the respite provider to care for the special needs of the person, and assures a valid drivers license if the provider will transport.
6. Completes Sanilac CMH's contract providers required respite vouchers, and submits in a timely manner.
7. Assures that respite sitters do not provide more than 40 hours of service per week by scheduling more than one sitter if necessary, or obtains emergency authorization is granted in advance for >40 hours.

**B. DESIGNATED SANILAC CMH STAFF**

1. Completes appropriate assessments and an Individualized Plan of Service for the person.
2. Determines the medical necessity for respite through a discussion with the primary caregiver utilizing Sanilac CMH guidelines for service and Region 10 protocols as a basis to determine the level of service needed.

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3. Provides caregiver/parent with copy of applicable guidelines and respite vouchers.
4. Assists in coordinating respite services with Sanilac CMH contract Provider. Assists in monitoring ongoing respite service for persons using respite services.

### **C. FISCAL INTERMEDIARY**

1. Maintains employment files and tax records for providers.
2. Issues payment to providers for respite services.
3. Maintains liability insurance and worker's compensation as required by law.

### **D. SANILAC CMH CONTRACT PROVIDER**

1. Accepts applications for respite providers and assures that applicants meet minimum standards.
2. Completes background/police checks on applicants, at initial application and as needed.
3. Completes respite preference questionnaire for new providers.
4. Schedules and assures any necessary training.
5. Refers acceptable applicants to the fiscal intermediary.
6. Assists in arranging initial interviews between families and providers.
7. Collects vouchers and time sheets and monitors documentation for accuracy.
8. Maintains a current list of respite providers and distributes to eligible families.
9. Assists in monitoring ongoing respite service for persons using respite services.

## **VII. ATTACHMENTS**

Respite Guidelines (Attachment 1)

## **VIII. REFERENCES**

Form # 0410 – Respite Need Grid

**Sanilac County Community Mental Health Authority  
RESPITE GUIDELINES**

1. Respite services/hours must be covered in a goal/objective in the individual's IPOS. The units authorized by the primary case holder must be based on the monthly hours needed for ongoing relief of primary caretaker (referencing the agency guidelines on approximate hours recommended related to severity of individual's condition and supports available to the primary caretaker).
2. Respite services may not be authorized for hours when the primary caretaker is not generally available (ex., hours of employment, etc.) or when the individual is scheduled to participate in another CMH service.
3. Respite services may not be provided at locations which could put the individual at risk because his/her access/egress is hampered related to environmental barriers and/or absence of necessary adaptations such as a wheel chair ramp.
4. The respite hours included in the IPOS for a month may not be carried over as a balance to succeeding months, or saved to use for activities such as vacations, etc. The only exception is if an IPOS states yearly hours they can be used as needed.
5. Families/Sanilac CMH contract agency scheduling respite services must not schedule any respite staff for more than 40 hours in a calendar week (Sunday through Saturday). If more than 40 hours of respite per week is authorized and needed, the family must schedule more than one respite staff and distribute the hours among staff.
6. Respite staff will assure that their respite service hours for one or more families do not individually or cumulatively exceed 40 hours per calendar week.
7. Emergency respite hours for short term needs in excess of the ongoing hours identified in the IPOS may be requested in a crisis/emergency situation, and will be authorized only for hours when care/assistance usually provided by the primary caretaker is not available due to the crisis/emergency.
8. Overtime reimbursement must be authorized in advance by the primary case holder and supervisor and plan amended. Overtime will be approved only for emergency situations, and in these situations, only when other options are not available or have been exhausted (i.e., only one provider has availability, no family support is available, a licensed setting is not an appropriate alternative, etc.). The specific pattern of hours needed as well as the total number of hours approved must be authorized in advance, and approved by Sanilac CMH supervision.
9. Respite is available to individuals with Medicaid benefits.
10. Sanilac CMH contract agency is responsible to reimburse only respite hours and rates which are authorized and provided in compliance with agency standards. Payment for any other hours/rates billed by a respite staff will be the responsibility of the family/individual scheduling the respite staff.
11. All respite paperwork should be submitted to the designated Sanilac CMH contract agency by Monday of the week following that in which services were provided. Failure to submit vouchers or timesheets on time may result in a delay in payment.