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| <b>Policy Number:</b><br>TBD                         | <b>Policy Section:</b><br>Service Delivery | <b>Effective:</b><br>September 26, 2007                         |
| <b>Title:</b><br>Adult Respite Direct Funding Policy |  | <b>Executive Sponsor:</b><br>VP, Policy and Program Development |

**1. PURPOSE**

To provide families with the option of receiving direct funding to purchase respite supports for an adult family member with a developmental disability living in the same household. This is an amendment of the October 2006 Adult Respite Direct Funding Policy. Facilitators, analysts and corporate services staff have responsibilities in the administration of this policy.

**2. DEFINITIONS**

**Individual:** An adult with a developmental disability, as defined in the CLBC Eligibility Policy.

**Respite:** Temporary supports and services to provide relief to primary caregivers, occurring either in a care provider’s home, in the community, or in an individual’s family home.

**Direct Funding:** Funding provided directly to the family member to enable them to purchase the type of respite services and the care providers that best suit their needs.

**3. POLICY**

Respite services are provided to support families in their role as primary caregivers to individuals living in the family home. Through the Adult Respite Direct Funding Option, up to \$2,800 a year can be provided to allow families to purchase their own respite.

**4. PROCEDURES**

**Facilitators**

4.1 Facilitators will provide copies of the Adult Respite Direct Funding: General Information for Families, the Direct Funding Agreement (Simplified), and Direct Funding: Managing the Money (Simplified) to assist in their decision making. As outlined in these documents, they will explain the responsibilities families assume when accessing the Adult Respite Direct Funding option.

**4.2** Facilitators will advise quality service analysts of each family who has requested adult respite direct funding.

### **Quality Service Analysts**

**4.3** Quality service analysts arrange, within available funds, for the Direct Funding Agreement (Simplified) to be signed by CLBC and the family. If funds are not available, waitlist procedures will apply (please refer to the CLBC Waitlist Policy).

**4.4** Adult Respite Direct Funding Requests in excess of \$2,800 per 12-month period to a limit of \$5,000 are exceptional and require the approval of the quality service manager.

**4.5** Agreements must be on a calendar month basis (i.e. start on the first day of a calendar month and end on the last day of a calendar month).

**4.6** Families must be given copies of:

- the signed Direct Funding Agreement (Simplified)
- Direct Funding: Managing the Money (Simplified)
- Direct Funding Compliance Reports (2)
- a form FIN 312 Direct Deposit Application

**4.7** The Direct Deposit Application form received from the family should be checked to ensure that it has been either verified by the financial institution or has a personal cheque attached. The form must be forwarded to Corporate Services (HQ) together with the signed Direct Funding Agreement (Simplified).

**4.8** A Master Insurance Program Contractor Enrolment form must be completed and forwarded to the insurers, AON Reed Stenhouse.

**4.9** Families must make banking arrangements and submit compliance reports to CLBC every six months. Agreements should not be renewed until all required reports have been received.

**4.10** If unspent funds exist, the quality service analyst will decide if the unspent funds should be retained by the family, reimbursed by the family or transferred to a subsequent agreement thereby reducing the new aggregate funding amount.

**4.11** Completed agreements should be administered in the same way as other CAS contracts.

**4.12** Quality service analysts will follow-up where exception reports prepared by Corporate Services indicate that families are not submitting reports on time.

**4.13** Based on families selected by Corporate Services, quality service analysts will perform audits using an audit checklist provided by Corporate Services. Audits will assess compliance with the requirements of the adult respite program.

### **Corporate Services**

**4.15** Corporate Services will monitor the receipt and content of reports submitted by families to ensure that reporting occurs correctly and on a timely basis.

**4.16** Corporate Services will remind families by telephone, and may follow up by e-mail, letter or fax, after 30, 60 and 90 days if they have not submitted their reports.

**4.17** Corporate Services will prepare exception reports identifying families with unspent funds, or who have not complied with reporting requirements, for QSO review and follow-up.

**4.18** Each year, Corporate Services will select agreements to be audited and provide lists to the QSO.

## **5. PRACTICE**

**5.1** Given the scope and amount of funding available under the Adult Respite Direct Funding option, families are not required to complete an Individual Support Plan. However, in some situations, direct payment respite may be one element of a person's comprehensive plan.

**5.2** In assisting a family to determine whether Adult Respite Direct Funding is an option they wish to pursue, facilitators should assist the individual and family to identify the specific respite choices and requirements of the family member with a developmental disability and the family as a whole. Factors to consider in choosing direct funding could include the level of physical support and care required, the relative independence of the individual, the complexity of an individual's needs, the health and physical capacity of the family, access to qualified service providers, and the capacity of the family to assume responsibility for managing and monitoring the use of their budgets. The Adult Respite Direct Funding option should complement existing supports or reduce the likelihood that more intensive services will be required.

**5.3** Where funding in excess of \$2,800 per year is being requested, in addition to the above considerations, facilitators or quality service analysts must also review other options available to an individual or family and the impact on regional waitlists. The request and rationale must be fully documented and authorized by a quality service manager.

**5.4** CLBC does not require that a family conduct criminal record checks on service providers they recruit, but families should be advised to consider this option with new caregivers.

**5.5** If unspent funds exist, quality service analysts will use judgement to determine if the unspent funds should be retained or reimbursed by the family, or transferred to a subsequent agreement thereby

reducing the new aggregate funding amount. In making the decision, CLBC staff should consider the reasons for the unspent funds, the timing of funding receipts and purchases, and/or whether the unspent fund are being accumulated for a future respite purchase (e.g. so that a vacation may be taken).

## **6. REFERENCES**

Adult Respite Direct Funding: General Information for Families  
Direct Funding: Managing the Money (Simplified)  
Direct Funding Compliance report  
Direct Deposit Application (FIN 312)