



Policy Number: SE4.170	Policy Section: Supports and Services	Effective: March 2008
Title: Respite Guidelines		Executive Sponsor: Vice President, Organizational Development Regional Directors, Operations

1. PURPOSE

When used effectively, respite promotes stability and reduces stress within home sharing arrangements. For this reason, most home sharing contracts include funds for the purchase of respite. While the home sharing provider is responsible for arranging required respite, quality service analysts must be familiar with standards that guide the use of respite.

This policy provides guidance to analysts who monitor home sharing contracts. It applies to adults who live in home sharing arrangements that are directly contracted by CLBC.

2. DEFINITIONS

Catalogue of Services (COS): A listing of the types of supports funded by CLBC for individuals.

Community Care and Assisted Living Act: provides the legislative authority for the director of licensing and medical health officers to exercise certain powers and to carry out mandated duties and responsibilities.

First Aid Certificate: a qualification awarded upon successful completion of an 8-hour course covering primarily life-threatening emergencies (CPR, bleeding, choking, and other life-threatening medical emergencies).

Home Sharing: a living situation in which an adult eligible for CLBC supports shares a home with a person contracted to provide support and assistance. Previously referred to as “proprietary care” and also known as “family care”, “home living services”, “adult foster care”, “family life homes”, or “host family services”.

Individual: a person 19 years of age or older who has a developmental disability, as described in the *Eligibility for CLBC Supports and Services* policy.

Respite: a support to provide relief to a home sharing provider.

Supports to Home Living: relief care for individuals with developmental disabilities who have a higher level of need and require enhanced supports in the home. Enhanced supports or services are provided by staff hired either directly by the contractor.

3. POLICY

Respite is an important support for home sharing providers. Respite is often provided by members of the Individual's family and support network.

In addition to these natural supports, home sharing contracts can include respite funds so the home sharing provider is able to take a break from the ongoing, day-to-day responsibility of supporting the individual. The standard amount is 2 days per month. Exceptions to this standard must be approved by the manager.

The preferences and views of individuals their families, and support networks need to be considered in the selection of CLBC-funded respite providers.

The amount of respite funding that is required may change over time and must be regularly reviewed.

CLBC regularly monitors the use of respite in home sharing arrangements and will respond if appropriate standards are not being met.

4. PROCEDURES

4.1 Contracts should include funds for home sharing providers to purchase respite. The standard amount is 2 days per month. Deviations from this standard must be approved by the regional Quality Service Manager.

A lesser amount can be considered if the contractor regularly receives reliable respite from the individual's family or support network. A lesser amount can also be considered if the individual requires level 1-3 support as determined by the *Catalogue of Services*.

A greater amount can be considered if the contractor receives limited or no respite from the individual's family or support network. A greater amount can also be considered if the individual requires support at level 4 or higher as determined by the *Catalogue of Services*. As an alternative to providing additional respite, staff should consider implementing a supplementary *Supports to Home Living* contract as goal-specific, time-limited contracts may reduce or eliminate the ongoing respite at higher than the standard 2 days per month. *Supports to Home Living* can be introduced at any time and can be used to effectively respond to crises and unanticipated changes within the home.

4.2 Analysts must inquire about the home sharing provider's use of respite during annual monitoring visits to ensure that appropriate standards are being met.

4.3 Analysts should ensure that designated respite funds are being used specifically for this purpose and that the level of respite provided is appropriate for the particular home sharing arrangement.

4.4 Analysts must ensure that the respite experience is positive for all involved and address any concerns that arise regarding the home sharing provider's use of respite. Analysts must inform the home sharing provider of changes to be made in this area and must actively monitor the situation to ensure that issues are addressed.

4.5 For respite outside the home, home sharing providers must visit the potential respite provider's home to ensure that the environment is safe and appropriate. Home sharing providers may wish to use the *Health and Safety Checklist for Home Sharing* as part of this process. It is the home sharing provider's responsibility to adequately train all respite providers and assistants.

4.6 Home sharing providers must maintain records relating to the approval of respite providers. Analysts may review these records during annual monitoring visits.

4.7 Analyst approval is required when the respite provider wishes to provide paid support to an individual and child at the same time. Analysts may approve these arrangements on a case by case basis according to the specifics of the situation.

5. PRACTICE

Respite should be experienced as positive for the home sharing provider and the individual. If possible, analysts should get direct feedback from the individual about the quality of support being offered by respite providers.

Respite providers must have appropriate training and experience. They must be thoroughly oriented to the needs of the individual. Minimally, individuals providing respite must:

- be at least 19 years of age
- be present and in charge during all hours that respite is required
- be aware of the individual's preferences and support requirements
- know how to respond in an emergency situation and have a valid first aid certificate
- have no criminal record that would affect the individual's care, safety, or well-being

Analysts must work with home sharing providers to ensure that the above conditions are satisfied and that respite is being used effectively. If required, analysts should support the home sharing provider to secure an appropriate respite provider or make suggestions to improve the use of this funding.

According to the *Community Care and Assisted Living (CCAL) Act*, respite providers cannot provide paid support to more than two individuals at any given time. Exceptions can be considered if the respite provider is appropriately licensed under the *CCAL Act*. Such exceptions should be brought to the attention of the analyst for approval prior to the individual receiving support from that respite provider. Analysts may approve this on a case by case basis according to the specifics of the situation.

6. REFERENCES

Standards for Home Sharing

Health and Safety Checklist for Home Sharing

Catalogue of Services

Monitoring of CLBC-Contracted Home Sharing Providers policy

Community Care and Assisted Living Act