

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

*Respite care services may be provided for participants whose caregivers are in need of relief or will be unable to provide care for a limited period of time. The participants may receive these services in their private residences or in certain licensed facilities.*

*Respite care services may be family directed for participants in specified waiver categories and grant programs. With the assistance of a certified respite care services provider, the families of participants may train and supervise the individuals they prefer to provide respite care.*

*The provider who chooses to offer respite care services must be certified as a provider of respite care services under 7 AAC 130.216 (b)(1)(H), meet with the requirements of 7 AAC 130.280, and operate in compliance with 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 the day-to-day management of the program.
- b. The provider may use a term 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:
    - (A) one year of full-time paid experience working with human services participants and their families, programs and grants administered by Senior and Disabilities Services, and providers of program and grant services; and
    - (B) one year (which may be concurrent) of full-time, paid experience, as a supervisor of two or more staff who worked full-time in a human services field or setting, in a position with responsibility for planning, development, and management or operation of programs involving service delivery, fiscal management, needs assessment, program evaluation and similar tasks.
  - ii. Required education: high school or general education development (GED) diploma.
- d. In addition to meeting education and experience requirements, the administrator must possess the knowledge base and skills necessary to carry out the respite care services program.
  - i. The 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 Senior and Developmental Disabilities programs.
  - ii. The administrator skill set must include:
    - (A) the ability to evaluate, and to 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 care workers.**

- a. Direct care 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 participant population.

- b. Required education and alternatives to formal education:
  - i. high school or general education development (GED) diploma; or
  - ii. demonstration to the program administrator of the ability to read written instructions and to make appropriate entries regarding services in the participant record or file.
- c. Required skill set:
  - i. the ability to communicate with his/her supervisor and with the participant and the primary caregiver;
  - ii. the ability to understand the needs of, and to work with the participant 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 orient and train direct care workers to ensure they are qualified to perform the services planned for participants
2. The provider must train direct care workers in regard to the following at a minimum:
  - a. safety in the workplace, and proper use of tools and equipment;
  - b. maintenance of a clean, safe and healthy home environment;
  - c. universal precautions and basic infection control procedures;
  - d. cardiopulmonary resuscitation (CPR) and first aid;
  - e. understanding the needs of the population to be served; and
  - f. safe food handling and storage, nutrition requirements, and nutritious meal preparation.
3. The provider must instruct direct care workers to notify the program manager, the supervisor, or the appropriate authority, when there is cause for concern about a participant's health, safety, or welfare.

**C. Monitoring services.**

1. The provider must monitor the delivery of respite care services by direct care workers as frequently as necessary to evaluate whether the following conditions are met:
  - a. the services are furnished in accordance with the respite care service plan and in a timely manner;
  - b. the services are delivered in a manner that protects the participant's health, safety and welfare; and
  - c. the services are adequate to meet the participant'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.****A. Evaluation.**

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

**B. Development.**

1. The provider must plan for continuity of care and progress toward the goals and objectives outlined in the participant's plan of care.
2. The provider must
  - a. identify the participant's daily routines regarding activities of daily living, social and activity preferences, preferred foods, and special needs; and
  - b. specify in the respite care services plan, the tasks to be performed by direct service workers while providing respite care services.
3. The respite care services plan must be retained in the participant's file and be made available to Senior and Disabilities Services upon request.

**C. Implementation.**

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