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| **MONTCALM CARE NETWORK** **611 North State Street, Stanton, MI 48888** |    |
| SUBJECT: Respite Care  | Section: 8146  |
| Effective Date: April 28, 1987  | Revised Date: April 6, 2021  |

# Program Description

Respite Care encompasses programming to serve priority populations. For the SED and I/DD populations, this is designed to offer families short-term relief from the care of their loved one. For the MI population, MCN offers a short-term out of home respite for persons who may be transitioning levels of care with a focus on putting long-term supports in place to maintain the individual to remain in the community. Respite care usage is contingent upon available resources.

# Funding of Services

Montcalm Care Network is the payor of last resort. Individuals are expected to access all other sources of reimbursement for respite care before requesting Montcalm Care Network's assistance. Persons receiving Respite Care resources from other funding sources, may not qualify for these services through the Montcalm Care Network.

# Out-of-Home Respite Care

This care is provided outside the home in a foster care home licensed through the Department of Health and Human Services. For children, this must be supervised through a placement agency. This service must be identified in the person-centered plan and requires prior authorization. All placement in children’s residential facilities must be supervised by the DHHS or another licensed children’s placement agency. Training of the foster families/staff includes the introduction of the individual for whom respite will be provided and his/her family. The family and the assigned clinician will participate in training of providers and will ensure that the provider receives information related to the individual’s special needs, the person- centered plan, and the role of the provider in the delivery of services included in the plan. The family provides the Provider with any specific items necessary for the individual's care (i.e., diapers, medications, special feeding devices). All respite care stays must be specifically described in the personcentered plan as to the frequency and duration and coordinated through staff at Montcalm Care Network.

Providers receive payment for each day an individual is in their home according to contractual arrangements.

# Respite-Hourly

MCN contracts with Provider Agencies to offer Hourly Respite services to families based on assessed need. Families are encouraged, to recruit family friends, extended family members, or other natural supports to provide this Respite Care and refer said individuals to a provider agency for potential employment. The Respite Care Provider must meet the following qualifications:

* Be at least 18 years old
* Be able to communicate expressively and receptively
* Successfully complete Montcalm Care Network's approved training and demonstrate competency in infection control procedures
* Successfully complete Montcalm Care Network's approved training and demonstrate competency in consumer specific and general emergency procedures
* Successfully complete Montcalm Care Network's approved training and demonstrate competency in Recipient Rights
* Be able to understand and follow an individual plan of care
* Be able to pass a criminal background check in compliance with Montcalm Care Network policies #7251 and #7251A
* Resides outside of the family home
* Cannot be a parent, stepparent, foster parent or guardian of the consumer.

Care may be provided either in the family home or any location agreed to by the provider and the family.If respite is provided outside of the family home, the family is responsible for ensuring that safeguards are in place to assure the safety and well-being of the individual. This includes assurance of any provider licensure that may be required by law. Respite may be used Monday through Sunday on agreed upon hours between the family and provider agency as authorized by MCN. Limitation in choice of times of day may apply based on provider availability. Families are encouraged to be flexible in working to design a schedule. Respite care cannot be utilized as childcare for a parent or guardian during employment hours nor can it be used to supplant school hours.

Payment for Respite Care cannot be made to the individual or beneficiaries of this service. All payments will be made to the contracted provider or fiscal intermediary.