

Bureau of Aging, Community Living, and Supports
OPERATING STANDARDS FOR SERVICE PROGRAMS

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| Service Name | Respite Care |
| Service Number | B-10 |
| Service Category | In-Home |
| Service Definition | Provision of companionship, supervision and/or assistance with activities of daily living for persons with mental or physical disabilities and frail older persons in the absence of the primary care giver(s). Respite care may be provided at locations other than the client's residence. |
| Unit of Service | Each hour of respite care provided. |

Minimum Standards

1. Each program must establish written eligibility criteria which include at a minimum:
 - a. That clients must require continual supervision in order to live in their own homes or the home of a primary care giver, or require a substitute care giver while their primary care giver is in need of relief or otherwise unavailable; and/or
 - b. That clients may have difficulty performing or be unable to perform activities of daily living (ADLs) without assistance as a result of physical or cognitive impairment.
2. Respite care services include:
 - a. Attendant care (client is not bed-bound) - companionship, supervision and/or assistance with toileting, eating and ambulation; and,
 - b. Basic care (client may or may not be bed-bound) - assistance with ADLs, routine exercise regimen, and assistance with self-medication.
 - c. Respite care may also include chore, homemaking, home care assistance, home health aide, meal preparation and personal care services. When provided as a form of respite care, these services must also meet the requirements of that respective service category.
3. Each program shall ensure that the skills and training of the respite care worker to be assigned coincides with the service plan of the client, client needs, and client preferences. Client needs may include, though are not limited to, cultural sensitivity, cognitive impairment, mental illness, and physical limitation.
4. An emergency notification plan shall be developed for each client, in conjunction with the client's primary caregiver.
5. Each program shall establish written procedures to govern the assistance to be given participants in taking medications, which includes at a minimum:

- a. Who is authorized to assist participants in taking either prescription or over the counter medications and under what conditions such assistance may take place? This must include a review of the type of medication to be taken and its impact upon the client.
- b. Verification of prescriptions and dosages. All medications shall be maintained in their original, labeled containers.
- c. Instructions for entering medications information in client files, including times and frequency of assistance.
- d. A clear statement of the client's and client's family responsibility regarding medications to be taken by the client while participating in the program and provision for informing the client and client's family of the program's procedures and responsibilities regarding assisted self-administration of medications.