

**Delaware Health and Social Service  
Division of Developmental Disabilities Services  
Community Services**

Title: Respite Policy and Guidelines

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Written/Revised By: DDDS Policy Committee

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**I. Purpose**

To establish guidelines and procedures for the delivery of respite services.

**II. Policy**

Respite services shall be available to families caring for an individual residing in their home who have Developmental Disabilities and who meets the DDDS intake eligibility criteria.

**III. Application**

All DDDS Staff

**IV. Definition**

- A. Respite - A scheduled time of relief for families caring for an individual with a developmental disability. Respite has a starting and ending date.
- B. Private Respite - A respite arrangement made between a family and a person of their choice who is not a DDDS approved provider.
- C. Natural Family - An individual with a developmental disability, their parents, siblings, guardians, extended family and significant others.
- D. Respite Coordinator - A person responsible for coordinating all aspects of Respite Service.
- E. Emergency Temporary Living Arrangement (ETLA) - A temporary residential placement with an approved provider due to a crisis or emergency. This should not exceed 30 days.
- F. Individual Profile - An informational tool initially completed during the intake eligibility process and reviewed/updated prior to all respite arrangements with a DDDS approved provider/Stockley Center.

**V. Standards**

- A. In order to receive Respite Services an individual must meet the Division of Developmental Disabilities Services's eligibility criteria (refer to Intake Eligibility Policy).

- B. In a crisis situation, and in absence of a preexisting eligibility determination the respite coordinator shall consult with his/her supervisor relative to determining the appropriateness of the respite request. A determination shall be based on available information regarding the person for whom respite is requested.
- C. Respite requests shall be honored based on availability of resources.
- D. The number of days of respite which are available for each family shall be established on a fiscal year basis.
- E. The Director of Community Services and the Director of Special Populations (or designee) shall have the authority to approve requests for respite which exceed the annual allocations of days /nights.
- F. Respite shall be afforded to foster care consumers in critical emergencies given the approval of the Director of Community Services.
- G. The Respite Coordinator shall be given a minimum of 2 weeks notice prior to the onset of each respite experience. Emergencies shall be handled on a case by case basis. Respite can be scheduled 6 months in advance.
- H. The Respite Coordinator shall coordinate, manage and track all respite requests once received from the family.
- I. All required paperwork is to be completed and submitted by families prior to payment of services.
- J. The Respite Coordinator shall ensure that their records include an Individual Profile form with current information (refer to DDDS Intake Eligibility Policy exhibit for profile form).
- K. Respite shall be provided in an environment that is safe and conducive to supporting the needs of the individual.
- L. Respite services with a DDDS approved Foster Care Provider shall be provided by individuals who have satisfactorily completed the DDDS Foster Care/ Respite Training Program and other requirements as set forth in the DDDS Recruitment and Approval Process for Foster Care/Respite Providers policy (excluding private respite providers as stated in Standard D).
- M. The Respite Coordinator shall consult with the applicable residential Case Manager if a foster home on their caseload is being considered as a respite/ETLA placement.
- N. The Respite Coordinator/Designee shall comply with the Stockley Center Admissions Policy when arranging for respite services at Stockley Center.

- O. Natural families may identify a family member or other individual (at least 18 years of age) whom they feel is appropriate to provide private respite for their family member. It shall be the responsibility of the family to insure that the said private provider is competent to provide adequate support to ensure the individual's health and safety.
- P. The Respite Coordinator shall seek administrative approval from the Director of Community Services or the Director of Special Populations (or designee) for those Emergency Temporary Living Arrangements ( ETLA) placements where the cost exceeds the established rate for the individuals' placement level . The rate of respite payment shall be determined by the Respite Coordinator and be based on the person's Individual Profile.
- Q. Respite /ETLA placements in Nursing Homes shall not exceed 30 days in duration unless approved by the Director of Community Services or the Director of Special Populations (or designee).
- R. A Respite Contract shall be signed prior the onset of respite services, except in the case of emergencies. The Respite Contract shall minimally include the name of the individual to receive respite services, the name of the respite provider, the dates of the scheduled respite, total number of hours/days of the arranged respite, total amount of payment to be paid to the respite provider, the parent/guardian responsibilities and signatures of all parties involved.
- S. The Respite Coordinator and his/her supervisor shall maintain the Respite Policy Guidelines Book with current information and disseminate a copy of the document to each Respite Coordinator, each DDDS Community Services Office and each DDDS Day Program.

**VI. Procedures**

**Responsibility**

Respite Coordinator

**Action**

Receives request for respite at least 2 weeks in advance except for emergencies.

Coordinates, manages and tracks respite requests.

Consults with Case Manager (CM) if Foster Home on CM's caseload is being considered as respite/ETLA placement.

Respite Coordinator  
and his/her  
Supervisor

Determines rate of respite payment based on Individual Profile.

Coordinates the development and signing of a Respite Contract prior to the onset of respite services with a DDDS provider, except in the case of emergencies.

Seeks administrative approval for ETLA placement if the cost exceeds the established rate for the individual's placement level.

Complies with the Stockley Center Admissions Policy when arranging for respite services at Stockley Center.

Determines appropriateness of respite request in situations whereby an eligibility for DDDS services has not yet been established.

Maintains the Respite Policy Guidelines book with current information.

Disseminates Respite Policy Guidelines Book to each Respite Coordinator, DDDS Community Services Office and DDDS Day Program.

**VII. References**

DDDS Intake Eligibility Process Policy  
Respite Policy and Guidelines Book  
Recruitment and Approval Process for Foster Care/Respite Providers policy  
Stockley Center Admissions Policy

**VIII. Exhibits**

None