



**DELAWARE HEALTH AND  
SOCIAL SERVICES**

Division of Services for Aging and  
Adults with Physical Disabilities

**Lifespan Respite Care  
Service Specifications**

**Revision Table**

<b>Revision Date</b>	<b>Sections Revised</b>	<b>Description</b>
7/18/2018		For 2019 RFP
05/01/2019	8.1.2	Revised



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**Lifespan Respite Care  
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**1.0 SERVICE DEFINITION**

- 1.1 The Lifespan Respite Care is a service which provides short-term relief to a caregiver providing unpaid care to a family member or other relative of any age with any disability.
- 1.2 This service offers the caregiver a break from the demands of ongoing care and can be provided in the absence of the caregiver or while the caregiver is in the home.
- 1.3 The service can be provided in a number of ways and the type and extent of care may vary dependent upon circumstances.
- 1.4 This service can be provided by paid professionals, long term care facilities, child or adult day programs, camp programs or by friends or family.

**2.0 SERVICE GOALS**

- 2.1 The goal of the Lifespan Respite Care is to provide the caregiver with relief from the demands of caregiving. The intent is to maintain the caregiver's mental and physical health and well-being, and reduce stress levels and tension within the family, while assuring continuous care for the care recipient.

**3.0 SERVICE AREA**

- 3.1 The entire state of Delaware.

**4.0 ELIGIBILITY & PRIORITY**

- 4.1 Persons who provide unpaid care to a family member of any age or disability.
- 4.2 Priority is given to persons/families that are not eligible for respite care services through any other agency or program.
- 4.3 Must live in Delaware.

**5.0 SERVICE STANDARDS**

- 5.1 Services to be provided will include:
  - 5.1.1 Enrolling eligible caregivers for a voucher by phone or by email.
  - 5.1.2 Reviewing available options for use of voucher.
  - 5.1.3 Preserving participant information in a secure and confidential manner.
  - 5.1.4 Promote the Program via presentations and through the provider's website.
- 5.2 A completed application will be maintained on file for each person applying for a service voucher (up to \$500.00) and will contain at a minimum:
  - 5.2.1 Name of caregiver.
  - 5.2.2 Name, age and, if applicable, primary disability/diagnosis of care recipient.
  - 5.2.3 Any other sources and amount of respite care the care recipient is eligible to receive.
- 5.3 Each applicant will receive a letter denoting approval or denial, but including additional resources which may be appropriate for that caregiver.



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- 5.4 Case management support will be available for each applicant, regardless of approval or denial. Case Manager is knowledgeable in not only respite resources, but disability and aging issues as well.
- 5.5 The [www.delrespice.com](http://www.delrespice.com) website will contain information about choosing respite providers, background checks, and reporting tax information.
- 5.6 Provider will not recommend any specific individual care providers.
- 5.7 Provider does not warrant or guarantee an individual care provider's capabilities.
- 5.8 Provider will contact caregiver after one month of no utilization of voucher. A letter to the caregiver will suffice as contact. If the caregiver does not respond to the letter within two months, either through direct contact to the provider or utilization of the voucher, caregiver forfeits right to use the voucher within that year.

**6.0 WAITING LISTS**


- 6.1 When the demand for a service exceeds the ability to provide the service, a waiting list is required. Applicants will be placed on the waiting list until services can be provided or until the applicant no longer desires services. The waiting list must be managed in accordance with DSAAPD policy X-K, Participant Service Waiting Lists. In all cases, the reason for the selection of an individual ahead of others on the waiting list must be documented (e.g., in writing and available for review).

**7.0 INVOICE REQUIREMENTS**

- 7.1 Pursuant to the DSAAPD Policy Manual for Contracts, Policy X-Q, the provider will invoice monthly using the DSAAPD Lifespan Respite Care DSAAPD Invoicing Workbook (IW) IW-Lifespan Respite Care.

**8.0 REPORTING REQUIREMENTS**

- 8.1 For the Lifespan Respite Care service, the provider will submit the following documentation:
  - 8.1.1 Quarterly narrative reports about program activities.
  - 8.1.2 If volunteers are utilized for the administration of this program, volunteer recruitment efforts and description of training for those volunteers.
  - 8.1.3 Demographic information about caregivers and care recipients (as represented in Attachments 1 & 2)

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**ATTACHMENT 1**

**SECTION I. Elderly Clients**

**E. Summary Characteristics of Caregivers Serving Elderly Individuals (National Family Caregiver Support Program - Title III-E)**

Caregiver Characteristics	All Caregivers	Age of the Caregiver Under 60	Age of the Caregiver Age 60-74	Age of the Caregiver Age 75-84	Age of the Caregiver Age 85+
<b>Total Caregivers</b>					
Caregivers with Age Data					
Age Missing					
Female					
Male					
Gender Missing					
Rural					
Rural Missing					
<b>Caregivers by Ethnicity</b>					
Hispanic or Latino					
Not Hispanic or Latino					
Ethnicity Missing					
<b>Caregivers by Race or Ethnicity</b>					
White (Alone) - Non-Hispanic					




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<b>Total Minorities</b>					
White (Alone) - Hispanic					
Am. Ind./Alaska Native (Alone)					
Asian (Alone)					
Black / African American (Alone)					
Native Hawaiian or Other Pacific Islander (Alone)					
Persons Reporting Some Other Race					
Persons Reporting 2 or More Races					
Race Missing					
<b>Caregivers by Relationship</b>					
Husband					
Wife					
Son/Son-in-Law					
Daughter/Daughter-in-Law					
Other Relative					
Non-Relative					
Relationship Missing					

**\*The Older Americans Act was amended in 2006 to include family caregivers who assist persons under 60 years old with early onset dementia. Include on this worksheet.**


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**ATTACHMENT 2**

**SECTION I. Elderly Clients**

**F. Summary Characteristics of Grandparents and Other Elderly Caregivers Serving Children (National Family Caregiver Support Program - Title III-E)**

Grandparent/Relative Caregiver Characteristics	All Caregivers	Age of the Caregiver Age 55-74	Age of the Caregiver Age 75-84	Age of the Caregiver Age 85+
<b>Total Caregivers</b>				
Caregivers with Age				
Age Missing				
Female				
Male				
Gender Missing				
Rural				
Rural Missing				
<b>Caregivers by Ethnicity</b>				
Hispanic or Latino				
Not Hispanic or Latino				
Ethnicity Missing				
<b>Caregivers by Race or Ethnicity</b>				
White (Alone) - Non-Hispanic				

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<b>Total Minorities</b>				
White (Alone) - Hispanic				
American Indian/Alaska Native (Alone)				
Asian (Alone)				
Black or African American (Alone)				
Native Hawaiian or Other Pacific Islander (Alone)				
Persons Reporting Some Other Race				
Persons Reporting 2 or More Races				
Race Missing				
<b>Caregivers by Relationship</b>				
Grandparents				
Other Elderly Relative				
Other Elderly Non-Relative				
Relationship Missing				
<b>Total Children 18 or younger receiving care</b>				
<b>Total persons with disabilities 19 - 59 years old receiving care</b>				

\* The Older Americans Act was amended in 2006 to define "child" to include individuals more than 18 years old with a disability and a relative caregiver. Include on this worksheet.