

RESPITE PROGRAM INFORMATION PACKAGE

Respite Coordinator
Phone: 604-279-8470
Fax: 604-279-8714

Respite Office: 160 – 5726 Minoru Blvd.,
Richmond, BC, V6X 2A9

What is Respite?

- 1) The dictionary defines "respite" as a short period of rest or relief.
- 2) For the Richmond Society for Community Living (RSCL) "respite" means that a skilled caregiver spends quality time with an individual with developmental disabilities to provide parents with a much needed break.

For parents "respite" means:

- A break from the daily responsibility of caring for a family member with developmental disabilities.
- The chance to do the things they enjoy or to run the errands they would not otherwise get to.
- The knowledge that a competent care provider is spending quality time with their family member.

For a child/teen/adult with developmental disabilities "respite" means:

- A chance to build his/her own social relationships and become part of the larger community.
- An opportunity to participate in social and recreational activities of his/her choice.
- A chance to develop skills and self-esteem while having fun.

What does the Respite Program provide?

- A break for parents from the day to day stress of caring for a family member with developmental disabilities.
- A chance for the child/teen/adult with developmental disabilities to pursue leisure and recreational activities of their choice.
- The creation and development of social networks for families with children/teens/adults with developmental disabilities.
- The building of more aware and inclusive communities for all.

What is the role of the Respite Co-ordinator?

- Consultation with the family to determine their respite needs and how to best meet them.
- Individualised services to each family who can choose from a range of respite options.
- Recruitment and screening of potential respite care providers, who become part of a pool of caregivers from which families can select a suitable respite care provider for their family member.
- Facilitation of matches between families and suitable respite care providers. (The family always maintains the final decision about whether they want to work with a particular respite care provider).
- Home-studies to ensure a safe, secure and healthy environment for children/teens/adults who spend time in the home of the respite care provider.

How does a family with a child/teen/adult with developmental disabilities access the Respite Program?

- A family with a child/teen with special needs requires a referral from the Ministry for Children and Family Development (MCFD) to access the RSCL Respite Program.
- A family with an adult member with a developmental disability requires a referral from Community Living British Columbia (CLBC) to the RSCL Respite Program.
- Admission to the program is subject to capacity. If the respite program is at full capacity, further referrals will be placed on a wait list with MCFD or CLBC.
- Wait list priorities are decided by MCFD and CLBC.

Who funds the Respite Program?

- RSCL is a Non-Profit Society.
- The Children's Respite Program is funded by MCFD. The Adult Respite Program is funded by CLBC.
- The amount of respite funds allotted to families is assessed on an individual basis.
- Funds allotted to families are available from April 01 to March 31. Unused funds cannot be carried over into the next fiscal year.
- If a family's respite needs exceed their allotted funds, they must discuss this with their MCFD Social Worker or their CLBC Analyst.
- Written approval to increase funding has to be provided by an MCFD Social Worker or a CLBC Analyst before any increase in service may occur.
- The family is responsible for the caregiver's additional fees if they exceed the available funding without prior approval.

Fees and Payment for Service:

- Respite rates are \$14 per hour for both children and adults. Families may choose to pay their respite care providers at a higher rate, however, unless they have a special arrangement with MCFD or CLBC, they will lose respite hours if they do so.
- The overnight rate for children is \$112.00. This is also the daily maximum.
- The overnight rates for adults vary from \$95 to \$140 and are pre-determined by CLBC based on the level of care an individual requires. Again, the adult's overnight rate is also the daily maximum.
- Families of children with special needs will be required to pay a user fee back to the government. This will be explained by and arranged with the MCFD Social Worker.
- Invoices for respite services have to be signed by the parent and the respite care provider. They are paid by the respite program.

Family's Responsibilities:

- Complete all necessary forms once a referral has been made to RSCL.
- Meet with the Co-ordinator to discuss their respite needs, and the support needs and abilities of the child/teen/adult with developmental disabilities.

- Update necessary information as needed. Care Plans and consent forms have to be renewed annually.
- Notify the Respite Co-ordinator of any changes.
- Complete annual Family Satisfaction Survey to assist RSCL in better meeting families' support needs.
- Participate in the matching process.
- Make the final decision about whether a respite care provider is appropriate for their family member.
- Train, update and support the respite contractor as needed.
- Immediately report any concerns to the Respite Co-ordinator.
- Families are considered the respite care providers' direct supervisor.

Caregiver Screening Process:

NOTE:

Respite Care Providers are not employees of RSCL. They are independent contractors providing a service.

- Respite Care Providers must be of legal age (19 years or older)
- Potential Respite Care Providers will be assessed based on their philosophy of community inclusion; practical care-giving skills; flexibility in meeting families' specific needs; physical appropriateness of their home; family dynamics; availability to provide service; and ability to meet the conditions of the contract.
- RSCL serves a diverse client population and encourages potential Respite Care Providers from all backgrounds to apply. Eligibility to provide care is not limited to people living in Richmond.
- The caregiver screening process must be completed before respite services can begin, even if the family has identified the potential caregiver.
- Parents maintain the final decision about whether a caregiver is appropriate for their family member.

Conditions of Contract:

- Legal age
- Resume
- Personal interview
- Safety visit (if respite care is provided in the caregiver's home)
- 3 references (1 employer, 2 character) Relatives cannot provide references
- Physician's reference form
- Clear Criminal Record Check (and Victoria Criminal Record Review if working with children)
- Current First Aid/CPR Certificate
- ICBC Driver's Abstract
- Home-study (if providing overnight respite)

When a caregiver has been screened and approved, the caregiver will have an orientation to the Respite Caregiver Handbook, a contract will be signed and the matching process can commence.