

DIVISION OF DEVELOPMENTAL DISABILITIES
Accessing Out-of Home Respite Services

Each region has a designated person to coordinate respite referrals (see below). Each Region contracts with individual Licensed Staffed Residential homes and/or foster homes for respite in their region.

Process to request and/or refer children for out-of-home respite:

- CRM to review respite needs with family.
- For clients currently receiving out-of-home respite, the respite application should be completed during the time of the annual assessment and submitted to the provider.
- Family/DDD CRM to complete respite application.
- CRM (CIIBS RM) submits respite application to appropriate regional designee for respite service. If the client is returning to the LSR or FH for on-going respite, the CRM should review the application to ensure all information is still current and update as necessary.
- Regional VPS Coordinator/Designee will review the packet for available respite options within 5 working days of receipt.
 1. If no options are available, VPS Coordinator/Designee will e-mail CRM and RM.
 2. If options are available, VPS Coordinator/Designee will submit referral to provider/agency for review.
 3. When possible, the Coordinator/Designee will submit the respite application via SECURE e-mail to the provider/family for completion or review.
- LSR Agency/FH will review referral and respond to VPS Coordinator/Designee within 5 working days upon receipt of the referral. If more information is needed, the VPS Coordinator/Designee will facilitate communication between the CRM (CIIBS RM for clients enrolled in CIIBS) to the provider.
- Regional VPS Coordinator/Designee will facilitate communication between the CRM (CIIBS RM for clients enrolled in CIIBS) and the provider.
- The VPS Coordinator/Designee should be included in correspondence regarding the respite service and scheduling.
- After approval, the CRM (CIIBS RM for clients enrolled in CIIBS) will finalize dates and regional designee will schedule and document on regional respite tracking calendar.
 1. Agencies/FH may request additional hours over the 8 per contract based upon current staffing schedule in the home, client needs, etc., and CRM (CIIBS RM for clients enrolled in CIIBS) will work with the Regional VPS Coordinator/Designee. If appropriate, CRM will complete the ETR for additional respite.
 2. Agencies/FH, upon receipt of all required approvals, will finalize the schedule with the family and notify the VPS Coordinator/Designee of confirmation of service
- Unless a set schedule was originally established (respite every other weekend), when clients return to the LSR or FH setting, correspondence between the provider should continue to go through the CRM and designee for scheduling availability and documentation.

Regional contact/designee:

- Region 1 North and South: Judy Hutchinson
- Region 2 North: Elizabeth Ando
- Region 2 South: Virginia Radel
- Region 3 North: Sharon George
- Region 3 South: Greg Endler