

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 18, 2009

MEMORANDUM

What's Inside:
Revision of Career
Respite Care
Policy.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CAREER RESPITE CARE POLICY REVISION

DISCUSSION:

This memorandum provides information regarding revisions to Respite Care policy for career resource providers found in Section 4 Chapter 17 Subsection 8 of the Child Welfare Manual. Revisions include the requirement of a career respite provider to participate in career respite training and the career respite training expectations.

Career Respite Care Provider Approval Process

Respite care providers must be approved by the Children's Division. [Approval Process of Respite Care Providers](#) outlines the process to follow including background checks, and the completion of the CS-RC-1 and CS-RC-3. There is an additional step for the provider who will provide the respite service outside the home of the child's resource parent; completing the Foster Respite Care Provider Checklist, CS-RC-2. Completion of the CS-RC-2 is required as set forth in CSR 40-60.040 Physical Standards for Foster Homes.

Career respite care providers must complete career respite training.

Career Respite Care Training

- The career respite training is developed locally. The 8 hours of training curriculum includes:
 - a) An overview of skills needed for parenting abuse/neglected children including issues related to physical/emotional development of children in foster care including:
 - Communication Skills
 - Building self-esteem

- Caring for children with inappropriate or destructive behavior such as lying, physical aggression, property destruction, and sexual acting out.
 - b) Agency rules, regulations, policy and forms
 - c) Behavioral management techniques including appropriate discipline techniques
 - d) Techniques for caring for a child with serious behavior/emotional problems. This training should include crisis intervention, suicide management, and local protocol for handling emergency situations.
- In addition to the 8 hours of Career Respite training, child specific training for each new child placed in the home will be done by the career resource provider prior to the child receiving the respite services.
 - Career respite care providers must complete CPR and First Aid Training in accordance with policy outlined for licensed resource providers.
 - Career respite care providers will be encouraged to participate in on-going training opportunities on caring for children with elevated physical/emotional development issues.

Guidelines for Use

Respite care is designed to provide temporary relief from stressful or emergency situations. It is not to be used for regular child care purposes.

The career resource parent will provide a completed Child Information Form, CD-110, to the career respite care provider. The utilization of this form will aid the career resource parent in providing the required child specific training for each new child placed in the home prior to receiving respite services.

A career respite provider will provide care for a maximum of 2 career level children simultaneously.

A career licensed provider may not be contracted as a career respite provider unless a waiver has been granted by the Regional Director or designee.

A career licensed provider who has a signed career respite contract may provide respite care for up to 2 additional career level children on a case-by-case basis provided that the following is in place:

- a) The total capacity does **not exceed 4** placements
- b) Regional Director or Designee **approval**
- c) The respite care is for a period of **48 hours or less**
- d) A **back-up plan** is in place in the event of a placement disruption during the respite period

- e) Consideration is given to: the behaviors, health, and elevated needs of each individual foster youth; the age and sex of each foster youth; how each individual child interacts with the other youth in the home.

All of the criteria and information listed above must be clearly documented in the career provider's licensing record.

Career resource providers are encouraged to use respite care a minimum of one weekend per month plus 14 days per year (12 month period).) The one weekend per month of respite care does not carry over to the next month. The 14 days per year reset upon the anniversary of the placement of the foster youth in the home.

A unit of respite care is defined as a minimum of 12 hours up to a maximum of 24 hours. Use of career respite care is not to exceed 14 units per child during a 12 month period of time and the additional one weekend a month (2 units). The 12 month period will begin calculating on the date that the child was placed in the resource provider's home. Upon the one year anniversary date of the child's placement in that home, the units will reset. Unused units from the previous 12 month period are not rolled over to the new 12 month period. At any time a child is placed in a new provider's home, the respite units reset for that child at the new placement. Local staff will be responsible for tracking the number of units. Tracking will be done with the newly developed Respite Unit Tracking Log, CD-113.

Reimbursement for Respite Care

Career respite care providers must have a current contract to provide career respite, CM-9/RP, in order to receive payment from the Children's Division.

Career respite care providers are reimbursed \$40.00 per unit per child for those children that are classified on the Alternative Care Client Information as a career level child.

The respite payment is processed by the Children's Service Worker (CSW) via a CS-65. The resource parent will submit the completed Respite Provider Evaluation/Payment Invoice, CD-111, to the CSW within 5 working days of receiving the respite service. The CD-111 provides a uniform process to submit respite units and to monitor the appropriateness of the respite care provider as a respite resource. The worker will make only one payment entry for the respite services per month for the respite care provider in order to avoid duplication errors in data entry. The payment entry (CS-65) needs to be entered by the last day of the month to ensure timely payment to the provider. A copy of the CD-111 will be retained in the respite care provider's case file.

Case Recording

A case file will be maintained for the career respite care provider. The outline for the case recording of a respite only resource is provided in [Respite Care Case Recording](#).

<p>NECESSARY ACTION:</p>

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| <ol style="list-style-type: none">1. Review this memorandum with all Children's Division staff.2. Review revised Child Welfare Manual chapters as indicated below.3. All questions should be cleared through normal supervisory channels and |
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directed to:

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CHILD WELFARE MANUAL REVISIONS:

[Section 4 Chapter 17 Section 8](#) Respite for Career Providers

FORMS AND INSTRUCTIONS:

CD-110 Child Information Form for Respite Provider

CD-111 Respite Provider Evaluation/Payment Invoice

CD-113 Respite Unit Tracking Log

CD-104 Placement Report for Resource Home Record

RELATED STATUTE:

13 CSR 35-60 [Physical Standards of Foster Homes](#)