

ILLINOIS RESPITE COALITION REQUIREMENTS & INSTRUCTIONS FOR EMERGENCY RESPITE CARE SERVICES

PURPOSE

The purpose of the Illinois Respite Coalition's Emergency Respite Program is to offer funding and resources to support caregivers of children with special needs or adults with special needs who have an urgent need for respite care in the absence of any other funding source. The IRC's Emergency Respite Program supports the caregiver's decision to request emergency respite care and determine where the care will be delivered and by whom.

DEFINITIONS

- **Adult with Special Needs:** a person 18 years of age or older who requires care or supervision to meet the person's basic needs, to prevent physical self-injury or injury to others, or to avoid being placed in an institutional facility
- **Agency:** a private or public, not-for-profit or for-profit organization that assists caregivers and individuals with special needs
- **Care Recipient:** an adult with special needs or a child with special needs who requires care or supervision to meet the person's basic needs, to prevent physical injury, self-injury or injury to others, or to avoid placement in an institutional facility
- **Child with Special Needs:** an individual less than 18 years of age who requires care or supervision beyond that required of children generally to meet the child's basic needs or prevent physical injury, self-injury, or injury to others
- **Emergency Respite Care:** the placement of an in-home respite care worker during an unplanned or planned event, or the temporary placement of the care recipient outside the home, to substitute for the caregiver. Emergency respite care may be provided on one or more occasions. An **emergency** is:
 - an unplanned or unforeseen event that results in the unavoidable absence of the primary caregiver or back up caregiver from the home
- **Interviewer:** agency or provider requesting emergency respite care funding on behalf of a caregiver
- **Primary Caregiver:** an unpaid family member or other adult or foster parent who provides in-home monitoring, management, supervision or treatment of a child with special needs or adult with special needs. Such caregiver may, but need not, reside in the same household as the care recipient.
- **Provider:** a non-profit, for-profit organization or an individual which provides respite care services, including, but not limited to:
 - Home based services
 - Sitter-companion services
 - Consumer-directed respite
 - Long-term care facilities
 - Hospital based services
 - Crisis nurseries
 - Family care homes or host family model
 - Respite centered-based model
 - Foster home settings
 - Camps
 - Adult day care
- **Respite Care:** the planned or unplanned provision of intermittent and temporary substitute care or supervision of a child with special needs or adult with special needs on behalf of and in the absence of the primary caregiver

for the purpose of providing temporary relief from the stress or responsibilities concomitant with providing constant care, so as to enable the caregiver to continue the provision of care in the home

- A planned or unplanned situation that prevents the caregiver from providing care required by the child or adult living in the home
- An unplanned event that threatens the health and safety of the care recipient
- An unplanned event that threatens the health and safety of the caregiver thereby placing the care recipient in danger

EMERGENCY RESPITE PROGRAM

Emergency respite care services may result from, but not be limited to the following circumstances:

- Caregiver illness (physical, mental, or emotional)
- Caregiver hospitalization or doctor appointment
- Illness of a loved one
- Funeral/Wake
- Drug/alcohol abuse counseling/support
- Preparation for care recipient to transition between living arrangements
- Risk of loss of employment
 - **Respite is not to be on-going and used for child or adult day care**
- Other family emergency or need
- Work related situation/function

CAREGIVER RESPITE SERVICES REIMBURSEMENT

The request for payment must be made within 60 days from the first day of service. Providers will be reimbursed within 30 days from the date the Request for Emergency Respite reimbursement is received.

REVISING A CAREGIVER REQUEST

If the emergency respite request exceeds or is less than the amount originally approved, the caregiver or interviewer must receive prior approval by the Statewide Respite Coordinator. The reason for the revision must be noted on the original Emergency Respite Care Authorization Form. The form should be clearly marked "REVISED" (see check box for "revision" on front page of the form).

CANCELLATION OF EMERGENCY RESPITE SERVICE AUTHORIZATION

There may be instances when an Emergency Respite Authorization form is submitted and the caregiver's circumstances change and the service is no longer needed. As soon as the interviewer receives notification to cancel an approved service, the interviewer must write "CANCEL" in large red letters over the approved Emergency Respite Care Authorization Form and fax it to the Statewide Respite Coordinator.

CONTACT INFORMATION

Submit all necessary documentation to:

Illinois Respite Coalition
ATTN: Christy Thielen, Statewide Respite Coordinator
4015 North Oak Park Avenue, Building B
Chicago, IL 60634

Phone: (630) 207-8479 Fax: (773) 205-3627 Email: thielenc@maryvilleacademy.org
www.illinoisrespitecoalition.org

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The Emergency Respite Caregiver Authorization form must be completed by the Interviewer and faxed to the Statewide Respite Coordinator or designee at (773) 205-3631. **The Statewide Respite Coordinator or designee must pre-approve all emergency respite requests.**

SPECIAL INSTRUCTIONS FOR RESPITE CARE

The caregiver and/or the care recipient will choose the location where respite services will be provided. If the family does not have a respite provider selected, a list of providers from the Illinois Respite Coalition will be provided. After the Statewide Respite Coordinator approves the respite request, the caregiver will make arrangements with the respite provider for services. The respite provider will bill the Illinois Respite Coalition directly.

FOLLOW UP REQUIREMENTS

After emergency respite services have been received, the Illinois Respite Coalition staff will follow up with the caregiver to determine if the caregiver received the services and their needs were met. A caregiver evaluation survey as well as the other outcome tools will be used to measure the success or failure of the Emergency Respite Program.

CAREGIVER RESPITE FUNDING

The Illinois Respite Coalition will approve and track each emergency respite care request. The Illinois Respite Coalition's services, providers, and interviewers will be notified when the limit of emergency respite dollars has been reached so a waiting list for services can be started for the next fiscal year – in the event the qualified family has a re-occurring emergency. Any unspent funds from each respite care request will remain in the Emergency Respite Program for initial or revised requests. Since this is an emergency based program, all services must be prepared to work in an expedited fashion. If the provider's funding request is not pursued within 60 days after the services has been provided (by submitting receipts and proper reporting documents), the total funding request will remain in the Emergency Respite Program for use. An agency or provider can contest non-payment of funds by contacting the Statewide Respite Coordinator and justify why they could not meet the 60 day requirement. Reimbursement will be contingent upon the availability of funds. It will be at the discretion of the Statewide Respite Coordinator to either: waive the 60 day rule and pay the provider, or choose not to pay the provider.

ILLINOIS RESPITE COALITION REQUIRED FORMS FOR EMERGENCY RESPITE CARE

Illinois Respite Coalition required forms include:

- Emergency Respite Care Authorization
- Request for Emergency Respite Reimbursement Form, plus:
 - Invoice from provider
 - Receipt of payment for respite services (if required)

ELIGIBILITY

Those eligible for emergency respite care services include caregivers caring for a child with special needs or adult with special needs.

PRIORITY FOR SERVICE

Priority shall be given to caregivers with the greatest emotional, medical, or economic need (targeting low income caregivers). Also, priority will be given to caregivers of a child with special needs or adult with special needs that cannot be cared for by other individuals or other organizations within the community (due to the complexity of their special needs).

CONFIRMING THE NEED FOR EMERGENCY RESPITE SERVICES

The interview should review community resources to determine that all other funding possibilities have been explored.

Before submitting a request, the interviewer can:

- Access the ARCH Respite Resource Network for a respite provider that will agree to provide respite care services at <http://archrespite.org/respitelocator>
- Access the Illinois Respite Coalition (IRC) website to locate respite providers at www.illinoisrespitecoalition.org
- Contact the appropriate Area Agency on Aging (AAA) if the care recipient is an adult 60 years of age or older with special needs (<http://www.illinois.gov/aging/PartnersProviders/Pages/aaa-main.aspx>)
- Search for funds through civic groups, local churches, community case management agencies, or other sources
- Investigate volunteer respite resources to enhance or supplement paid respite

The request of emergency respite will be reviewed by the Statewide Respite Coordinator or designee who will determine the greatest need based on specific criteria. After receiving approval to release funds from fiscal agent, the Statewide Respite Coordinator or designee will contact the interviewer with the results of the decision.

SERVICE AUTHORIZATION

The interviewer requesting emergency respite care will:

- Interview the primary family caregiver
- Submit a request to the Statewide Respite Coordinator
 - If the emergency respite request is denied, the Statewide Respite Coordinator or their designee will inform the interviewer, who will then inform the caregiver of the denial and assist the caregiver in seeking other financial, in-home, or volunteer respite care.
 - If the emergency respite request is approved, the Statewide Respite Coordinator or their designee will contact the interviewer. The interviewer will contact the caregiver. The caregiver will then schedule respite date/time/location with the respite provider.
 - Submit any reporting requirements of the Illinois Respite Coalition.