

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0828 (CR)
Effective Date: 02-01-11
Person Responsible: Director of Service and Support Administration

Subject: Overnight Respite Services
Last Revision: 12-11-17

Approvals/Date: Bonnie Dean 12/19/17
Superintendent, WCBDD Date

Charles R. Ruff 12/15/17
Department Director Date

1. Overnight respite services have been established by the Board to meet the planned and/or unplanned needs of families who need temporary overnight care, outside of the home, for their family member.
2. Families wishing to utilize respite services should contact the SSA Department Intake and Eligibility Service and Support Administrator (SSA) to request SSA services and to obtain an application packet. All individual's utilizing Board respite services will have a Service Coordinator assigned in accordance with 02-ALL-ALL0173 to coordinate the initial process and monitor future services.
3. Fourteen days of respite care per calendar year (1/1 though 12/31) will be authorized for each individual utilizing Board respite. Respite services will be scheduled on a first-come-first-serve basis.
4. In EMERGENCY situations, additional days may be approved by contacting the assigned Service Coordinator (a total of 14 additional days). Any additional days require the approval of the Director of Service and Support Administration.
5. After each respite stay, families will be given a statement by the respite staff which will indicate how many respite days have been utilized and how many of the fourteen (14) days are remaining.
6. After the initial intake to the respite home is complete (initial application complete), families can arrange for respite stays by calling the respite home directly.
7. The guardian and/or a responsible family member must sign in the individual, in person, prior to each respite stay. At that time, any medication and/or specialized equipment must be checked in and verified by staff. A current respite packet is required for each stay. Individuals will not be able to utilize respite until all required items are received and verified. This face-to-face sign in process may occur up to three (3) days prior to the actual respite stay beginning.
8. All payments that are the responsibility of the individual and their family must be paid by the 30th day of the following month services were rendered, unless a payment plan has been approved by the Superintendent or designee (SSA Director). Future services will not be permitted until either the outstanding balance is paid or the payment plan is current.