

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: June 1, 2008
	Section 17: Respite Services for Resource Families	Version: 1

POLICY	OLD POLICY: 403.42
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The Indiana Department of Child Services (DCS) will encourage resource families to use respite care services if identified as a necessary support service. DCS defines respite care as a transfer of caregiving responsibilities with the specific intent of providing relief to the resource family in stressful or emergency situations.

Note: DCS does not consider field trips and sleepovers to be Respite Care.

All respite care must be preapproved by the Family Case Manager (FCM) assigned to the child, unless emergency circumstances exist.

Note: If emergency circumstances exist, the resource parent(s) must call the Supervisor of the assigned FCM, or call the 24-hour contact number for the DCS local office and inform the intake worker of the emergency and where the child will live and for how long.

DCS will not pay for the cost of respite care; exchange in per diem or reciprocal respite services should be arranged between the resource family and the respite care provider.

For all children in substitute care, DCS will require that the respite care provider be a licensed resource family home or licensed child caring institution. The DCS Local Office Director or a designee must grant exceptions to this in writing.

When the child lives in a therapeutic foster family home and certain special needs foster family homes (i.e. medically fragile), DCS will require that the respite care be provided by a licensed therapeutic foster home or a licensed facility equipped to meet the therapeutic needs of the child. DCS will not count children in respite care towards the licensed capacity of the care provider.

DCS will require that the resource family provide the respite care provider with the following information about each child to be cared for:

1. The full name and date of birth;
2. The Medicaid card or other insurance information;
3. The medical needs, including detailed medication instructions, if applicable;
4. A daytime phone number for the assigned FCM;
5. A 24 hour contact phone number for the DCS local office on-call person;
6. A contact phone number where the substitute caregiver can be reached;
7. Any pertinent information relating to the child's behavior;
8. Any known allergies; and
9. Any restrictions in contacting the parent, guardian, or custodian, etc.

Code References

NA

PROCEDURE

The FCM will:

1. Document all requests for respite care services in the Management Gateway for Indiana's Kids (MaGIK);
2. Review all requests for respite care and seek input from the Supervisor, Child and Family Team (CFT) members and/or convene a CFT Meeting if there are any concerns regarding the length of the planned respite care, the frequency of requests, etc. See separate policy, [5.7 Child and Family Team Meetings](#);
3. Recommend use of respite care when there are signs of extensive resource family stress and/or potential for a placement disruption;
4. Notify the resource family if the request for respite has been approved, if not approved, provide an explanation as to why;
5. Assist the resource family with locating and/or coordinating the respite care;
6. Verify with the respite care provider the arrangements that have been made (e.g., length of stay, drop off and pick-up times, etc.);
7. Ensure that the respite care provider receives all necessary information to adequately care for the child (e.g., Medicaid number, physician name and number, FCM contact information, etc); and
8. Record the respite care as a temporary absence on the 'Placement Details' screen in MaGIK.

The FCM will ensure that the resource family:

1. Requests the use of respite care at least three (3) business days in advance, unless emergency conditions exist. Requests may be in writing or oral;
2. Makes all arrangements with the respite care provider (e.g., length of stay, drop-off and pick-up times, pre-care visits, any agreements regarding payment for respite care, etc.); and
3. Prepares the child for respite care (e.g., pre-care visits, explaining respite care to the child, etc.).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

Why is Approval Necessary?

DCS must review all respite care requests because:

1. DCS is responsible for the care and custody of the child; therefore, DCS needs to be able to locate the child at all times; and
2. Review of respite care use allows DCS to identify potential placement concerns. Frequent respite care use could signal that the placement is not appropriate.