

Policy:

Palmer's Home Care will adhere to all Department of Mental Health policy and standards for our Out of Home Respite program funded through the Medicaid waiver.

Comments:

Palmer's Home Care, LLC, a provider certified through the Department of Mental Health, will provide exemplary services for individuals that have been approved for Out of Home Respite services through the Medicaid Waiver, following the waiver definitions.

Service Description: Out of Home Respite

Out of home respite care is care provided outside the home by trained and qualified personnel in a licensed, accredited or certified waiver residential facility, ICF/IDD or State Habilitation Center, stand-alone facility or Shared Living Host Home Relief/Relief Home. The need for this service has to be an identified need through the planning process. The purpose of respite care is to provide planned relief to the customary caregiver and is not intended to be permanent placement. FFP is not claimed for the cost of room and board unless it is provided as part of respite care provided in a state approved facility that is not a private residence.

Service Limitations: Out of Home Respite

Out of Home Respite is a service used on a short-term basis due to the absence or need for relief of those who normally provide care for the individual. Out of home respite is limited to no more than 60 days annually, unless a written exception is granted from the Division of DD regional office director or designee. The 60 days may be consecutive, unless the service is provided in an ICF/ID or State Habilitation Center. Out of home respite provided in an ICF/ID or State Habilitation Center cannot exceed 30 days. The total limit of out of home respite is six (6) months. Any settings where individuals will be served for over 60 days must comply with federal HCB Settings requirements at 42 CFR 441.301(c)(4)-(5). The out of home respite service is a temporary service and requires a hard limit to the exception amount. This will not affect section 9817 of ARP.

A host home provider shall not provide out of home respite if there is an individual currently residing in the home and receiving host home services. A host home provider may provide out of home respite services if there is not currently an individual residing in the home and receiving host home services. See the Billing Information: Out of Home Respite section for maximum units of service regarding out of home respite.

Provider Requirements: Out of Home Respite

An agency must have a DMH contract.

- A group home shall be licensed according to 9 CSR 40-1, 2, 3, 4, 5; certified according to 9 CSR 45-5.010; or accredited by CARF, CQL or Joint Commission.

- A state-operated ICF/IDD may also provide this service in accordance with 13 CSR 15-9.010 and in good standing with DHSS.
- A shared living host home/relief home shall be certified according to 9 CSR 45-5.010-060; or accredited by CARF, CQL or Joint Commission.
- A stand-alone respite facility shall be certified according to 9 CSR 45-5.010-060; or accredited by CARF, CQL or Joint Commission.

Palmer's Home Care Staff Requirements

All direct-care staff must be 18 years of age and have a HS diploma or its equivalent.

Exemptions to HS diploma/GED requirement:

- Staff without diplomas or GEDs employed by the same provider prior to July 1, 1996 will be "grandfathered"
- Staff without diplomas or GEDs may be employed for up to one (1) year while working toward the requirement. The provider must document the staff's enrollment in school or GED courses.
- After July 1, 1996, staff without diplomas or GEDs who already have five (5) or more years of direct working experience may be employed with the approval of the Division of DD regional office. The provider is responsible for maintaining documentation of the five (5) years of experience and of regional office agreement in the employee's file.

All direct-care staff shall have training that covers at a minimum:

- Training, procedures and expectations related to this service in regards to following and implementing the ISP
- Training in implementation of each individual's current support plan/addendums shall be completed within one (1) month of the implementation date of the current plan, or within one (1) month of employment for new staff
- Training in preventing, detecting and reporting of abuse/neglect prior to providing direct support
- Current certification in competency-based CPR and First Aid courses
- Staff administering medication and/or supervising self-administration of meds must have successfully met the requirements of 9 CSR 45-3.070
- Training in positive behavior support curriculum approved by the Division of DD within three (3) months of employment

Billing Information: Out of Home Respite

Waiver Service	Procedure Code(s)	Service Unit	Maximum Units of Service
Respite Care, Out-of-Home, Day	H0045	Day	1 unit per day
Respite Care, Out-of-Home	T1005	15 minutes	(up to 64 units/16hrs in 1 day)

Service Documentation: Out of Home Respite

Out of Home Respite providers must maintain attendance records and progress notes. The provider is required to follow procedures set forth in Section 3 of this manual, including detailed progress notes for each date of service associated with the objectives listed in the ISP. Written data must be submitted to DMH authorizing staff as required.