SIDDHARTH SERVICES, INC.

In pursuit of overall well being

Respite Set Up Guideline & Checklist *for Home Care Providers*

Please, follow all the steps below to prepare for respite for your client:

1. ☐ Plan ahead: As soon as you know when you'll need time off, start looking for someone to cover your program during that period.
2. ☐ Refer to your client's Respite Consent Form (in the Client Book) to see who all are authorized to work with the client. Then, reach out to your Program Manager to let them know who is the person. The Program Manager will check if there is more information we need from that person and if there is a need for guardian consent. Note: If the staff is already part of the respite list, then the process goes faster.
3. ☐ Notify early: If you're having trouble finding coverage, contact your Program Manager as early as possible. If your client has specific requirements due to their needs, please, notified earlier.
    a. For short-term respite (2–3 days): Give at least 3 weeks' notice.
    b. For longer periods (more than 3 days): Provide at least 1 month's notice.
4. ☐ If you identify someone that is not on the list, then reach out to your Program Manager and request the person to be added to the list.
5. ☐ Once you've identified someone to cover for you, inform your Program Manager and provide the following:
    - Full name, phone number, and email of the respite provider
    - If the Provider does not have a file with Siddharth, then the respite provider must work with the Siddharth Front Office to complete their paperwork.
    - Required documentation (copies must be submitted): TB test result, Medication training certificate (if applicable), RELIAS training record, MOAB training certificate (if applicable), CPR/First Aid certification (if applicable), Auto insurance policy copy.
    - Note: it can take at least a month to complete all background checks if the respite staff does not have any. If the staff needs a few checks, this can also take a couple of weeks to be completed, so please plan for it.
6. ☐ Guardian Consent: Once all required documentation is complete, the Program Manager will request guardian consent for the respite arrangement. You will be copied on these emails to ensure you're informed and involved throughout the process.
7. ☐ Client-Specific Training (CST): After guardian consent is received, the Program Manager will schedule a Client-Specific Training (CST) session with the Respite Provider. If your client has a behavior or safety plan, the Program Manager will coordinate a training session with the Behaviorist.
8. ☐ Medication Certification (if needed): If the Respite Provider will be handling medications, the Program Manager will contact the Nurse Trainer to arrange a medication certification session.
9. ☐ Shadowing & Cross-Training (for extended respite or new providers): If the respite is long-term or the provider is new to your client, your active participation is required for shadowing and cross-training. Your Program Manager will assess the situation and let you know if this step is necessary.
10. ☐ Once all the training and paperwork are completed according to State regulations, your Program Manager will notify you to move forward with the respite plan. **Note: if the respite backs out from the commitment, then you have to change your plans.**
11. ☐ Respite Med Book: Please, provide copies of the prescriptions and med logs to your Program Manager so they can assemble the Med Book that is going to be used during the respite period.
12. ☐ As the Home Care Provider, it is your responsibility to pay for respite coverage during your time off or vacation. The funds for this are already included in your monthly stipend. Before any training takes place, you must discuss and agree on the payment rate with the person covering your hours during your time off. Note: CPS and Residential rates may vary between programs. Please speak with your Program Manager to confirm the correct rate for your specific situation.
13. ☐ During the Client-Specific Training, the Program Manager will review any required documentation with the Respite Provider. As the Home Care Provider, it's helpful if you track and review Daily Notes and Monthly Progress Notes from the respite period when you return to your program. This ensures continuity of care and keeps your documentation up to date.

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