

Community Action Team, Inc

Client-Employed Respite Care Program

Please read this information carefully before signing up for any of the client-employed respite care programs we offer.

Senior, Respite, and Veteran Service Programs through Community Action Team offers the following client-employed respite care programs for clients and their families

Programs:

Older Americans Act Respite:

This is a family care giving program for seniors 60 years of age and over providing care to a family member in the person's home. Or grandparents or older relative caregivers (55 years of age or older) caring for a child related by blood, marriage, or adoption. Child is an individual 18 years or younger or of any age if the individual has a disability (adult child with disability).

United Way Respite:

This program has been used to provide respite care to grandparents caring for grandchildren because the primary parents are no longer in the picture for one reason or another.

What is Client-Employed Respite Care?

- Client-employed respite care is designed to give the primary family caregiver a break from his or her primary care duties. Respite Care is also designed to be short term, not ongoing and indefinite.

The care provider is employed by the client/caregiver and is there to ensure that the basic needs of the care recipient are maintained while the client/caregiver is away.

- If you, or your family, are looking for a respite care provider to do housekeeping, complex nursing care, or primary personal care, then these respite programs are **NOT** for you.

Client-employed respite providers are in the home to maintain the client's safety and ensure that the "status quo" of the house is maintained.

Description of Terms:

- Respite:** To provide a “break” for an unpaid family caregiver by supplying a trained, care provider. Respite care is designed to be a short term solution to the family care needs situation.
- Client/Caregiver:** This is the un-paid family caregiver.
- Provider:** This is the paid provider, chosen thru a Pool of Providers provided by Community Action Team Client-Employed Respite Program.
- Care Recipient:** This is the person that is receiving care from the un-paid family caregiver.
- C.A.T.:** Community Action Team
- Client-Employed Provider:** Refers to the program wherein the provider is directly employed by the client.

Eligibility Criteria

Client-employed respite services may be provided to those individuals who meet the established priorities for services and have been assessed to be in need of a service. Payments for respite services are not intended to replace the resources available to an individual from their natural supports. Services will be considered or authorized only when natural supports are not available, not sufficient, or not developed to adequately meet the needs of the client/caregiver. An individual whose service needs are sufficiently and appropriately met by available natural supports are not eligible for Community Action Team’s Client-Employed Respite Program.

Employer (Client/Caregiver) Responsibilities

The client/caregiver carries full responsibility for locating, screening, interviewing, hiring, training, paying and terminating client-employed respite providers. The client/caregiver must also be able to manage the cash payment to the respite provider, as well as any applicable taxes or payroll responsibilities. (Please consult a tax preparer or consultant for more specific information.)

In order to be eligible for respite services, a client/caregiver must be able to, or designate a representative to:

- A. Locate, screen, and hire a qualified respite provider;
- B. Supervise and train the respite provider;
- C. Schedule work, leave, and coverage;

D. Track the hours worked and verify the authorized hours completed by the respite provider;

E. Recognize, discuss and attempt to correct, with the respite provider, any performance deficiencies. (The respite services case manager is available to provide technical assistance);

F. Discharge unsatisfactory respite providers. (The respite services case manager is available to provide technical assistance.)

Case Manager Responsibilities

The Respite Services Case Manager has the responsibility for determining eligibility for specific respite services, identifying risks, assessing the effectiveness of the task list, providing program function and responsibilities. The case manager will monitor the task list and make adjustments as needed.

Under no circumstances shall any client/caregiver receive payment from C.A.T. for more than the total amount authorized by C.A.T. on the service plan. All payments must be authorized by C.A.T.

How the Client-Employed Respite Care Program Works

1. The Client/Caregiver will fill out the Client-Employed Respite Care Program Caregiver Application.
2. The Senior, Respite and Veteran Service Program staff will review the completed application. An in-home assessment will be scheduled by a Respite Services Case Manager. Then the completed assessment will be reviewed by program staff to determine final eligibility.
3. Once approved, the client/caregiver will need to choose a respite provider within 14 business days from the date of approval from the pool of providers screened by C.A.T. Because client/caregivers are given full freedom to hire the respite provider of their choice, the liability issues reside between the client/caregiver and the provider. It is **strongly suggested** the client/caregivers ask for references from the provider before making a final determination. The case manager is available to assist in preparing questions to ask to a prospective provider.
4. The client/caregiver will notify the case manager as soon as they select a provider. A voucher will be sent to the **client/caregiver to purchase respite services.**
5. If it is determined the client/caregiver is ineligible for respite services, the case manager will refer their situation to the Information and Assistance Specialist who will assist them to find resources or services available within Columbia County.

How the Payment Process Works

1. Each client/caregiver will be given a respite stipend* to be used for the fiscal year ending on June 30th each year. (*Please note these stipends are based on funding availability from Federal, State of Oregon and Local Agencies)
2. Once approved, a voucher for respite care will be issued by C.A.T. and sent to the client/caregiver. A new pay voucher will be mailed out with each check issued.
3. The client/caregiver will be issued a check for the amount of services. **It is the client/caregiver's responsibility to pay the respite provider for services rendered using the funds provided.**
4. **C.A.T. will pay reimburse the client/caregiver at a rate pf \$10.00 per hour.** Client/caregivers and providers may agree to a different s rate but the total stipend will not change and client/caregivers will be reimbursed at the \$10.00 per hour rate. No monies will be paid as part of this agreement beyond the stipend limit.

Disenrollment Criteria

Client/caregivers may be disenrolled from the client-employed respite program voluntarily or involuntarily. Client/caregivers who are disenrolled may not reapply for six months. After the six month disenrollment period, an individual may re-enroll and must meet all program eligibility requirements.

- a) Voluntary disenrollment. Client/caregivers or their representatives must provide notice to C.A.T. of intent to discontinue participation. They must meet with the respite program case manager to reconcile any overpayment for services within 30 days of the date of disenrollment or before the termination date, whichever is sooner.
- b) Involuntary disenrollment. The client/caregiver may be involuntarily disenrolled from the respite program when they do not adequately meet the program requirements or they are unable to carry out the following responsibilities:
 - a. Non-payment of respite provider's wages.
 - b. Failure to comply with the legal or financial obligations as an employer.
 - c. False statement of hours or services on vouchers.
 - d. Failure to make adjustment to vouchers for projected hours not worked.
 - e. Inability to carry out employer (client/caregiver) responsibilities.

Conclusion

The Client-Employed Respite Program is not an ongoing service but is designed to be short-term, temporary relief to family caregivers. With limited funding allocations, C.A.T. Senior, Respite and Veteran Services program is trying to serve as many people as possible in Columbia County

Contacts

If you have additional questions regarding the Client-Employed Respite Program or would like further information, contact:

Information and Assistance

503-366-6560 OR 1-800-404-3511

Thank you for your interest in the Client-Employed Respite Care Programs offered by Community Action Team, Inc.