

SECTION 1000

RESPITE CARE and RESIDENTIAL REPAIR & RENOVATION STANDARDS

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SECTION 1000: RESPITE CARE SERVICE AND RESIDENTIAL REPAIR AND RENOVATION SERVICE STANDARDS

1000. Purpose of Section

The purpose of this section is to describe the minimum requirements for the provision of Respite Care and Residential Repair and Renovation services fundable under Title III of the Older Americans Act in Planning and Service Area 05.

1001. Target Population

Respite Care and Residential Repair and Renovation services shall be targeted to frail older individuals having physical or mental disabilities, including Alzheimer's disease or related disorders with neurological or organic brain dysfunction, that restricts the ability of an individual to perform normal daily tasks, or which threatens the capacity of an individual to live independently.

1002. Client Eligibility

The following eligibility criteria must be met by an older person in order for that person to receive Respite Care and Residential Repair and Renovation services:

1. Individuals must be 60 years of age or older;
2. Special consideration shall be given to individuals in greatest economic need, with particular attention to low-income minority individuals; however, means testing may not be used in determining eligibility for Respite Care and Residential Repair and Renovation services;
3. The individual shall have a demonstrated need for the specified service, taking into consideration the ability of the individual to perform activities of daily living, instrumental activities of daily living, and the availability and adequacy of support (i.e. informal and/or environmental) received from other sources in relation to the need for such services. The demonstration of need for the specified service will be defined by utilizing the Determination of Need section in the ECIAAA "Needs Assessment Instrument for Case Management Service." A person scoring the number of points as defined by the Community Care Program Determination of Need point score for eligibility is eligible to receive Respite Care and Residential Repair and Renovation services.

1003. Client Eligibility Determination

The following process will be utilized to determine an older person's eligibility to

receive Respite Care and Residential Repair and Renovation services:

1. A face-to-face assessment shall be conducted by the designated Case Coordination Unit to determine an individual's eligibility and need for Respite Care and Residential Repair and Renovation services in accordance with the eligibility criteria noted in Section 1002.
2. A face-to-face reassessment of an active client's eligibility and need for Respite Care and Residential Repair and Renovation services shall be conducted no later than one year from the last completed assessment/reassessment, and/or when necessary to assure that the Respite Care and Residential Repair and Renovation service(s) in place is/are addressing the needs of the client who has a change in condition. Such a face-to-face reassessment shall be conducted by the designated Case Coordination Unit.

1004. Respite Care and Residential Repair and Renovation Service Authorization

Respite Care and Residential Repair and Renovation services shall be authorized for eligible clients by local Case Coordination Units (CCU) designated by the Area Agency on Aging and the Illinois Department on Aging.

1005. CCU Respite Care and Residential Repair and Renovation Responsibilities

The responsibilities of the CCU for implementing Respite Care and Residential Repair and Renovation services are as follows:

1. Respond to referrals for Respite Care/Residential Repair and Renovation services by conducting a service authorization visit within a maximum of 30 days from the initial referral. If a client needs service prior to the maximum 30-day response time (i.e., client is being discharged from hospital and needs Respite Care services right away), the CCU may authorize the service over the phone. However, the CCU must conduct an initial screening for service over the phone before authorization. Furthermore, the follow-up service authorization visit is required to be conducted within the maximum 30-day response time.
2. Assess an older person's eligibility for Respite Care and Residential Repair and Renovation services utilizing the ECIAAA's Needs Assessment Instrument as outlined in Sections 1002 and 1003. If a client has already received a face-to-face needs assessment (utilizing the Area Agency's Needs Assessment Instrument) within the last 12 months, and the client's condition has not changed, another completed needs assessment is not required. However, the client must be reassessed at least annually, or when the client's need and/or

status changes per Area Agency requirements

3. Authorize and arrange for the provision of Respite Care and Residential Repair and Renovation services with provider agencies that are authorized by the ECIAAAA to provide such services by completing a Respite Care and Residential Repair and Renovation Service Authorization Form for each eligible client, which specifies the service(s) to be provided, the appropriate service activity(ies), the duration of the service, the unit cost of the service(s) to be provided and the total amount of funds authorized for the service(s). Beginning each fiscal year (10-1), clients must be *re-authorized* for service by completing a new Respite Care and Residential Repair & Renovation, Service Authorization Form.
4. Incorporate Respite Care and Residential Repair and Renovation services into a client's care plan, as part of an appropriate array of services to meet the needs of the client. For Respite Care, a care plan is to be developed which also meets the needs of the client's primary caregiver.
5. Encourage informal care-giving by individuals, family, friends, neighbors, and community organizations so that Respite Care and Residential Repair and Renovation services supplement rather than supplant the roles and responsibilities of these natural support systems.
6. Follow procedures established by the ECIAAAA for the completion, approval and transmittal of the Respite Care and Residential Repair and Renovation Service Authorization Form.
7. Establish linkages with service providers for the purpose of case finding activities, delivery of services, and conducting follow-up to ensure prompt service implementation and respond to changes in the client's need and status (utilizing a cross-referral form promulgated by the Area Agency).
8. Conduct periodic monitoring of Respite Care and Residential Repair and Renovation service delivery as outlined in the plan of care.
9. Reassess the client's eligibility and need at least annually, and when a client's need and/or status changes.
10. Maintain such Respite Care and Residential Repair and Renovation records and make such reports in such form and containing such information as may be required by the Area Agency on Aging and the Illinois Department on Aging in accordance with guidelines issued by the Administration on Aging.
11. Train appropriate CCU and other service provider staff on the requirements of

the Respite Care and Residential Repair and Renovation services.

12. Monitor service authorization and service provision levels of each Respite Care and Residential Repair and Renovation client to ensure that Respite Care and Residential Repair and Renovation services do not exceed the service authorization limits.
13. Retain the following in the client's case file:
 - a. A completed needs assessment instrument and reassessment instruments;
 - b. A copy(ies) of completed Respite Care and Residential Repair and Renovation Service Authorization/Verification form(s);
 - c. Case notes;
 - d. A copy(ies) of service limitation waiver requests (if applicable) submitted to the Area Agency and Area Agency follow-up correspondence relative to such waiver requests;
 - e. A written plan of care;
 - f. Name of responsible relative or emergency contact;
 - g. Any other documents (i.e. referral forms) which may be necessary to provide a clear and complete record of the history of service to the Respite Care and Residential Repair and Renovation client.

1006. Respite Care and Residential Repair and Renovation Service Provider Responsibilities

1. Provide the Area Agency-approved Respite Care and Residential Repair and Renovation service as authorized by the CCU on the Respite Care and Residential Repair and Renovation Service Authorization Form.
2. Maintain such records and make such reports in such form and containing such information as may be required by the Area Agency on Aging and the Illinois Department on Aging in accordance with guidelines issued by the Administration on Aging.
3. Follow procedures established by the ECIAAA for the completion, approval and transmittal of the Respite Care and Residential Repair and Renovation Service Authorization Form.
4. Adhere to all applicable Federal, State, Area Agency and local requirements and standards, as outlined in the Area Agency's Service Providers Policy and Procedure Manual.
5. Provide weekend and/or evening Respite Care services when needed by the

caregiver of the Respite Care client.

6. Monitor service provision levels as applicable of each Respite Care and Residential Repair and Renovation client to ensure that Respite Care and Residential Repair and Renovation services do not exceed the service authorization limits.
7. Submit copies of the Respite Care Services Reimbursement Summary and/or Title III-D RRR Reimbursement Summary each month to the appropriate CCU. Please submit copies of the Reimbursement Summary to the CCU at the same time they are sent to the Area Agency (10th day of the month following the month services were provided).
8. Retain the following in the client's case file:
 - a. A copy(ies) of completed Respite Care and Residential Repair and Renovation Service Authorization Form(s) which were received by the service provider from the Case Coordination Unit;
 - b. A copy(ies) of completed page 2('s) of the Service Authorization Form(s) which outline services provided to the Respite Care and Residential Repair and Renovation as authorized by the Case Coordination Unit;
 - c. A copy(ies) of service limitation waiver requests (if applicable) submitted to the Area Agency by the Case Coordination Unit and Area Agency follow-up correspondence relative to such waiver requests;
 - d. Name of responsible relative or emergency contact;
 - e. Area Agency-required and updated demographic information about the client for reporting purposes;
 - f. Written documentation of units of service provided to the client;
 - g. Any other documents which may be necessary to provide a clear and complete record of the history of service to the client; and,
 - h. Copies of bills/invoices relative to materials and supplies purchased for Residential Repair and Renovation clients.

1007. Authorization Limits for Respite Care and Residential Repair and Renovation Services

1. Residential Repair and Renovation
A maximum of \$150 per client per fiscal year.
2. Respite Care
A maximum of \$500 per client per fiscal year.
3. Waiver Provisions: Respite Care Services Only
A waiver for up to an additional \$250 of Respite Care services may be granted

with prior approval from the Area Agency.

The Area Agency will entertain waiver requests for additional Respite Care services via the telephone. However, the Case Coordination Unit shall follow-up by submitting a written waiver request to the Area Agency for additional Respite Care services. A copy of the written waiver request must be mailed to the appropriate service provider.

The Case Coordination Unit must outline the following information in the waiver request:

- a. Name and address of Respite Care client;
- b. Total amount of Respite Care services previously authorized by the Case Coordination Unit for the client;
- c. Total amount of Respite Care services provided to the Respite Care client by the Respite Care service provider;
- d. Proposed additional hours and total costs of the proposed additional hours to be provided to the Respite Care client.
- e. An outline of other in-home services that the Respite Care client receives; and,
- f. Rationale/need for the provision of the additional Respite Care services.

The Area Agency will submit copies of approved/disapproved waiver requests to the Case Coordination Unit and the Respite Care service provider.

The Area Agency will not entertain service authorization waiver requests relative to the Residential Repair and Renovation service since the Older Americans Act outlines that Residential Repair and Renovation services can be provided at a maximum of \$150 per client per fiscal year.

1008. Fundable Services

A. Respite Care for Families

The provision of appropriate, temporary, substitute care or supervision of functionally impaired persons aged sixty (60) and over to enable the caregiver to maintain his/her provision of assistance to the older person.

B. Residential Repair and Renovation

Assistance to an eligible client for the purpose of maintaining the home in conformity with the minimum standards or to adapt to the needs of the client.

1009. Service Definitions and Activities

The following service definitions are applicable to the services fundable under Title III-D (and Title III-B) of the Older Americans Act, wherein the Act was amended to implement Part D entitled "In-Home Services for Frail Older Individuals."

1. In-Home Respite Care for Families

Definition

The provision of companionship and/or substitute care and/or supervision to an eligible client in his/her own home, on behalf of the care giver, by trained personnel under the supervision of professionals, for the purpose of providing the caregiver with relief from the stresses and responsibilities of constant care.

In-Home Respite Care services provided under Title III-D/ Title III-B shall not replace services provided under other programs, including Title IIIB/GRF and Community Care Program services.

In-Home Respite Care for Families has been categorized by the following service designation:

A. Comprehensive In-Home Respite Care Service Activities:

- 1) Non-Medical Personal Care:
 - a. feeding;
 - b. assistance with bathing;
 - c. shampooing;
 - d. combing;
 - e. shaving;
 - f. dental/denture care;
 - g. dressing/undressing;
 - h. assistance with using the bathroom;
 - i. assistance with mobility; and,
 - j. supervision
- 2) Meals
 - a. preparation;
 - b. special diets;
 - c. supervision;
- 3) Activities of Daily Living
 - a. washing/drying dishes & utensils
 - b. making/changing beds
 - c. disposing of trash/garbage
 - d. supervision

4) Companion Care/Sitter Service

Unit of Service:

One hour of service is defined as one hour of time expended in the provision of care or supervision of a functionally impaired older person (includes necessary travel to serve the client when the respite care worker is paid for the travel time).

Service Standards:

The provider of Comprehensive In-Home Respite Care services shall comply with appropriate service standards under Title III of the Older Americans Act for Homemaker services.

2. Residential Repair and Renovation

Definition:

Assistance to an eligible client for the purpose of maintaining the home in conformity with the minimum standards or to adapt to the needs of the client. All repairs and renovations must meet local established standards and ordinance.

Residential Repair and Renovation services provided under Title III-D shall not duplicate services available under other programs.

Residential Repair and Renovation Service Activities may include:

- A. Planning and consultation with the client or the client's representative about the home repair or renovation;
- B. Purchase and delivery of materials;
- C. The repair or alteration of the home; and,
- D. Follow-up provided to ensure that the client receives satisfactory services.

Unit of Service:

Each home repaired or renovated constitutes one unit of service.