

1. For the Fiscal Year 2017, there will be limited funds available for Caregiver Support (CGS) Services. These funds will be available on a first come, first served basis.
  
2. What is Caregiver Support Services?
  - a. It is a short-term relief period for the primary caregiver.
  - b. It can be provided in -
    - i. the primary caregiver's and individual's home; OR
    - ii. a non-private residential setting (i.e., a "respite home").
  - c. You will choose a provider from an approved Caregiver Support Services Picklist. The provider will provide the trained staff to supervise the eligible individual(s).
  - d. The trained staff can do the following activities:
    - i. assistance with toileting and feeding;
    - ii. assistance with daily living skills, including assistance with accessing the community and community activities;
    - iii. assistance with grooming and personal hygiene;
    - iv. meal preparation, serving and clean up;
    - v. medication administration.
  - e. The trained staff **CANNOT** do the following activities:
    - i. completion of routine household chores,
    - ii. caring for non-CGS approved persons.
  - f. The trained staff cannot be the parent, spouse or primary caregiver of the individual receiving the CGS.
  - g. The trained staff cannot be any adult that also resides in the same residence as the individual receiving services.
  - h. The trained staff cannot be used while the primary caregiver is at work.
  - i. The trained staff cannot use his/her own home as the place to provide the Caregiver Support Services.
  - j. Caregiver Support Services cannot pay for the cost of registration fees or the cost of recreational activities (e.g. camp, etc.).
  - k. Caregiver Support Services cannot be used to pay for rent, food or other household costs.
  - l. Caregiver Support Services will not be available to the primary caregiver if the individual is receiving or begins to receive similar services from any other State or Medicaid funded program.

**Reminder: Funds are available on a first-come, first-served basis.**

**Frequently Asked Questions regarding Caregiver Support Services (CGS):**

|    | <b>Question</b>   | <b>Answer</b>   |
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| 1  | What is the definition of short term relief?  | The primary caregiver has the responsibility to use the limited hours as needed. The short term relief can be for a few hours to a weekend stay.  |
| 2  | Can CGS pay for In-home overnight staff?  | Yes, however, CGS staff cannot sleep while on duty and can only work for 12 consecutive hours.  |
| 3  | Can the staff sleep while providing the CGS?  | CGS Staff <u>cannot</u> sleep while on duty.  |
| 4  | Are there time limits for staff?  | CGS staff person can work no more than 12 consecutive hours per day.  |
| 5  | Is there a lower age limit for the individual?  | There is no age limit, as long as the child is eligible for DD services.  |
| 6  | Is there an individual to staff ratio?  | Yes. CGS cannot exceed individual(s) to staff ratio - 3:1. The determination is based upon each individual's needs.   |
| 7  | Is there a requirement that the individual applies for the waiver services?                           | No. There is no requirement, but it is recommended.   |
| 8  | Can individuals be receiving CGS Services at Adult Day?   | No.   |
| 9  | Does the staff need to meet RHS staff regulations?  | Yes, the provider must follow the 460 IAC 6 – RHS staff requirements  |
| 10 | Can CGS staff administer medications?   | Yes, as needed, if the staff has been trained, as required in 460 IAC 6.  |
| 11 | Does the staff need to be CPR certified?  | Yes, as required in 460 IAC 6.  |
| 12 | Does the staff need to complete the Incident reports?   | Yes, as required in 460 IAC 6.  |
| 13 | Can relatives be the staff to provide the caregiver support supervision?                              | Yes, as long as the relative is <b>not</b> residing at the same address as the individual. The relative must be employed by the provider, meet the staff requirements, receive the required training and adhere to staff time limits. |
| 15 | Can CGS be provided when the primary caregiver is attending school classes Funerals? Hospital visits? | Yes, if that is how the primary caregiver needs to use the Caregiver Support Services.  |
| 16 | Can CGS be provided when the primary caregiver is on vacation?  | The district must submit request to and receive prior approval from BDDS Central Office.  |
| 17 | Can CGS be provided during summer vacations or snow emergencies?                                      | Yes, as long as the primary caregiver is not working during those CGS hours and the provider has the staff available.   |

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| 18 | Is primary caregiver required to apply for Medicaid on behalf of the individual?   | No, but it is recommended.  |
| 19 | If there are medical diagnoses, should the individual, who has obtained Medicaid eligibility, be required to apply for PA – Respite Nursing services?<br>If there is denial, then CGS can be used? | Yes and yes   |
| 20 | Who will be doing the monitoring of utilization of CGS?  | The BDDS Central Office will complete a review at the end of six months and nine months.  |
| 21 | Does the primary caregiver need to reapply at the end of the fiscal year?  | Yes. The application must be completed annually.  |
| 22 | Are CGS budgets auto-renewed?  | No. the primary caregiver must complete the application at the beginning of each fiscal year.   |
| 23 | Is Indirect Service Coordination allowed for this service?   | No  |
| 24 | Do you have to re-apply for CGS services every year?   | Yes. CGS is a service that requires an application due to the first-come, first-served requirement.   |
| 25 | Can the CGS budget stop during the fiscal year?  | Yes. Caregiver Support Services will not be available to the primary caregiver if the individual is receiving <u>or begins to receive</u> similar services from any other State or Medicaid funded program. CGS budget will stop on the start date of the other services. |