

Respite Care Services

Technical Guidance for Adding Respite to a Plan of Care

Respite is a service for the caregiver. It is designed to give the caregiver a break, either for a few hours, or for several days. Respite can be provided in the youth's home and community (home and community based respite) or in a facility (facility based respite and PRTF respite), based on the needs of the caregiver and the youth.

Respite providers are primarily providing supervision for the youth, and may engage in many different activities. Skill building is not a required component for respite care, though it is allowed. Respite providers are not required to attend child and family team meetings.

Guidance below applies to both home and community based respite, as well as facility based respite.

Daily vs. Hourly Routine Respite

The decision whether to add **daily** or **hourly** respite to a plan of care is based on the number of hours of service to be provided in a single calendar day. It is completely acceptable to have hourly and daily on the same plan. A family may use respite for only a few hours a day after school, and/or for the entire day on the weekend.

The provider will charge **hourly** respite for up to 9.75 hours/39 units in a day. Once the 10th hour/40th unit in a day is reached, the provider would need to flip to a **daily** respite. (Ten hours in a single day pays the same as 24.)

For example, a youth and family plans a weekend stay at a respite home for the youth. The youth arrives at 6pm on Friday to stay until Sunday 6pm:

- Friday—6pm to midnight = 6 hours or 24 units = hourly respite
- Saturday—midnight to midnight = 24 hours or 96 units = daily respite
- Sunday—midnight to 6pm = 18 hours or 72 units = daily respite

It may be that due to changes in planning, a plan of care may have to be **modified retroactively** to adjust for daily vs. hourly. **This is allowed.** The respite providers should submit service notes to the WF for the days to be modified for validation of the requested adjustment.

For example, if the respite provider was going to take the youth out for the entire day Saturday, let's say for 12 hours, but they had to end the session early, after only 9 hours. This would need to be converted to hourly. The WF would review the service notes to verify the number of units to submit for approval. (This does not need to be uploaded to Tobi.)

Routine Respite Limits

Daily respite is limited to 14 consecutive days, and a total of 28 days per care plan year. Thirty days must elapse after a 14 consecutive day episode.

There are no limits to hourly routine respite.

Unexpected Respite (Formally known as crisis respite.)

Unexpected respite is used for a time when the **caregiver** has an unexpected need, not for when the youth is in crisis. (Youth in crisis would go to acute care.) Unexpected respite would be added to the plan of care **after** the service has begun. According to policy, the **WF must be notified within 48 hours of unexpected respite being initiated**, and will determine the need for ongoing unexpected respite. Unexpected respite would never be "planned." (It is okay to add one day of unexpected respite to a plan of care as a placeholder.) Unexpected respite is a daily rate only.

Respite Care Services

Technical Guidance for Adding Respite to a Plan of Care

Unexpected respite limits

Unexpected respite is limited to 14 consecutive days, and a total of 28 days per care plan year. Thirty days must elapse after a 14 consecutive day episode.

Type of Respite (applies to both FBR and home and community based)	Unit	Allowed Setting	Limits	Plan of Care comments
Routine Hourly	15 minute	Participant’s Home; Community; Facility	Limit of 9.75 hours/39 units per day; no monthly or annual* limit	Can be modified after service delivery if needed.
Routine Daily	Daily	Participant’s Home; Community; Facility	14 consecutive days with no less than a 30-day interval; 28 day annual* limit	Can be modified after service delivery if needed.
Unexpected Respite Daily	Daily	Participant’s Home; Community; Facility	14 consecutive days with no less than a 30-day interval; 28 day annual* limit	One day of unexpected Respite may be added to a plan of care each month in advance to operate as a “retainer.” If unexpected respite is then used, the WF must be notified within 48 hours to determine ongoing need.
PRTF Respite	Daily	PRTF only	14 consecutive days with no less than a 30-day interval; 28 day annual* limit	This is the most restrictive environment and should only be accessed as is appropriate.

Child mental health wraparound respite training webinar: [Click here to view the webinar.](#) (Webinar created before respite was split into home-and community-based and facility based.)

*Annual refers to the youth’s care plan year.