



PURCHASE OF SERVICE GUIDELINE

05/02/2011	RESPITE SERVICES <u>EARLY INTERVENTION (0-3)</u>	FINAL
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I. DEFINITION

Per FR CFR 303.12 (a), "Early Intervention Services" means services that

- 1) Are designed to meet the developmental needs of each child eligible under this part and the needs of the family related to enhancing the child's development;
- 2) Are selected in collaboration with the parents; and
- 3) For Early Intervention, respite hours are contingent upon relevance to the Early Start service and in relation to the child's area of developmental delay.

Per FR CFR 303.12 NOTE after section (e): "Early Intervention services may include such services as the provision of respite and other family support services."

Respite services are intended to:

- For infants and toddlers less than three years of age in the Early Start Program, respite may only be provided to enable parents to receive other early intervention services designed to meet the specific needs outcomes on the child's IFSP.
- Allow a parent to develop the capacity to assist in his/her child in meeting his/her developmental needs while participating in appropriate Early Intervention activities.

II. CRITERIA

Respite is in the category of "Other" services. "Other" services are required to be purchased only when they are necessary for a family to benefit from a required service.

When using respite hours, the parent(s) shall provide proof, documentation, and/or verification of attendance of family training as defined in 303.12(d)(3).

III. AMOUNT OF SERVICE

The number of hours of respite which are recommended for the child will be determined by the needs and outcomes identified for the child and the amount of time required for parents to participate in Early Intervention parent training activities.

IV. ALTERNATIVE FUNDING SOURCES

Generic services and natural supports (extended family, friends, and co-ops) must be explored and secured prior to ELARC's purchase of respite services. Generic or community resources include but are not limited to:

- Private insurance;
- Medi-Cal benefits;
- Public schools (may be considered a form of respite for a non-working parent); and/or
- IHSS can be considered a generic resource when the approved IHSS hours meet the respite needs as identified in the IFSP [WIC 4686.5(a) (5) and 4659(c)].

V. PROCESS FOR PURCHASE OF SERVICE

- A. For a new service request: Service coordinator will request case review by appropriate consultant for program planning and recommendations.
- B. For on-going service continuation: Service coordinator will request case review by appropriate consultant for program planning and recommendations based on new/current information and reports.

C. Upon recommendation of respite services, the service coordinator will locate a vendor available to provide services as recommended.

D. The Service Coordinator will generate an authorization. The Service Coordinator will send authorization to vendor.

V. EVALUATION OF SERVICE EFFECTIVENESS

The planning team, vendor reports, review by Early Intervention consultant, and consumer/family feedback will serve as the mechanism for evaluating the effectiveness of the service. If the duration of the service exceeds six months, the purchase of the service will need to be evaluated every six months or more frequently as recommended by consultant.