

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: February 22, 2021

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: RESPITE CARE**

**II PURPOSE:**

To establish parameters and policy for the provision of respite care to eligible citizens with developmental disabilities.

**III. REFERENCES**

LCBDD/DEEPWOOD Policy G-5 Family Support Services Program  
LCBDD/DEEPWOOD Policy A-23 Eligibility for County Board Services  
LCBDD/DEEPWOOD Policy A-24 Establishment of Waiting Lists for County Board Funded Programs and Services

**IV. POLICY**

Respite Care is short-term care of an individual intended to provide temporary relief and aid to the individual's family in order to sustain the family structure and to meet planned or emergency needs of the family.

The provision of respite care shall be an integral and fundamental component of residential services provided by the Lake County Board of DD/Deepwood. If an individual cannot be served in a community option, the residential program at the Board may be available for respite stays. As with all respite care programs, (community-based, facility-based and facility-based emergency/crisis), the Board reserves the right in its sole discretion to approve, deny, allocate, continue, or discontinue respite care services based upon either the availability of funding, the priority of other Board programs and/or services, or the continued ability to provide such services in a safe, effective and/or efficient manner. Individuals may be denied access or continued access to, respite care services based upon a prior behavioral history, known medical condition/history, or demonstrated course of conduct which is likely to create a substantial risk of harm to his/her health or safety and/or to the health or safety of other individuals participating in respite care services as well as the individuals who are residents of the Jacklitz Continuing Development Center (JCDC). Failure to meet financial obligations associated with respite care costs may also result in

denial or discontinuation of respite care services. JCDC Respite does not provide designated staff.

The Superintendent shall have the sole discretion to deny or discontinue respite services to any individuals. Any disagreement with the Superintendent's decision may be appealed through Board policy.

**V. PROGRAMS AVAILABLE**

**A. Board Respite Facility – Jacklitz Continuing Development Center (JCDC)**

Respite care at JCDC shall be available to all citizens of Lake County who are eligible for Board services and provided within the following parameters:

- 1) Respite beds shall be specifically identified in administrative procedures as to their location and the characteristics of individuals who may be admitted to those beds.
- 2) Beds certified for use by recipients of licensed ICFDD beds shall not be utilized for respite care. As such, beds available for respite care shall be strictly limited to (8) eight.
- 3) Routine respite admissions must have a specified duration and shall be limited to a thirty-consecutive day length of stay. Any extensions beyond 30 consecutive days must conform to the Emergency/Crisis Respite Care Policy (A-13b) and Procedure (A-15). Admissions shall be arranged on a first-come, first-served basis.
- 4) Any individual admitted for respite care at JCDC shall receive as much as possible the same quality of care as provided to the individuals living in the ICF. Ancillary services including O.T., P.T., Speech, Psychological, or Social Work are not provided through casual respite care.
- 5) Agency cancellation of short term respite scheduled stays or discharge of any individual in respite care may be made only by the Superintendent or designee for the following reasons:
  - a) Severe staffing shortage,
  - b) Contagious disease,
  - c) The individual shows signs of illness prior to or at the time of admission,
  - d) A bed scheduled for use is needed to meet an emergency need.
  - e) Prior behavioral history
  - f) Failure to meet financial obligations
  - g) The individual needs designated staff
- 6) There shall be certain fees charged to the families for respite care at JCDC to be established pursuant to the Board's Respite Procedure.

**B. Community Options**

Family Service Support offers the following options of community respite to families enrolled in the FSS Program;

- 1) Parents Time Away Program offers in-home, short-term respite care, a few hours or overnight, to individuals with DD residing in Lake County. When there is a need or desire for other household members to be away from home, the individual can receive competent care and supervision from a trained or family-requested independent provider. There may be a family copay fee, established by the Board's Respite Procedure.
- 2) Community Respite Homes offer an out-of home alternative to the Parents Time Away Program. These homes are approved by the Lake County Board of DD/Deepwood, according to State Department rules and regulations. This option allows the individual to be in a less restrictive home-like environment.
  - a) Heisley Respite is a specialized community respite option to serve up to four individuals with developmental disabilities. A Provider Agency is contracted to provide the respite services. No discharge shall occur to meet unplanned needs of another individual. All families who utilize respite are subject to the same utilization guidelines with the exception of FSS families. Once FSS families exceed their allocation, the family shall be charged a copay in accordance with the Board's Respite Procedure.

**VI. FINANCIAL OBLIGATIONS:**

There shall be a fee charged to the families for respite care in accordance with the Board's Respite Procedure and the fee(s) must be paid in advance of the respite stay. In cases of financial hardship, the fee(s) may be appealed to the Superintendent.

**VII. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VIII. REVIEWED:**

2/21, 2/19, 2/18, 2/17, 2/16, 2/15, 2/13, 2/11, 5/08, 5/06, 5/04, 4/02, 11/00, 6/00, 11/99, 5/98, 10/97, 11/95, 9/91, 11/89, 9/89