

DEFINITIONS

CARE means the comprehensive assessment and reporting evaluation tool.

Challenging behavior means a child or youth's actions that:

- Threaten the health and safety of the child or youth;
- Threaten the health and safety of others in the environment;
- Persistently inhibit the child or youth's functioning in public places and integration with the community; or
- Are the result of uncontrolled symptoms of a physical or mental condition; and
- May have been present for long periods of time or have manifested as an acute onset.

Child or Youth means a person age 17 or younger, or a person between ages 18 and 20 who is enrolled in school.

Crisis means circumstances or events that:

- Put a person at risk of hospitalization or loss of residence;
- Exceed a person's ability to cope or remain stable;
- Exceed a caregiver's ability to provide necessary support; or
- May be precipitated by an emotionally stressful event or traumatic change in a person's life.

Data Summary Report and Recommendations is a DSHS form that the enhanced respite provider completes and provides to the family upon discharge. The form includes:

- The child or youth's observed strengths;
- Description of identified challenging behavior, including frequency and severity; and
- Hypothesis of behavior function and successful interventions.

DDA Assessment refers to the standardized assessment tool under [Chapter 388-828 WAC](#), used by DDA to measure the support needs of a person with a developmental disability.

Department means the Department of Social and Health Services.

Developmentally-based approaches means structured interventions that focus on each child or youth's individual differences and build healthy foundations of emotional, social, and intellectual development by helping all providers, caregivers, and therapists to tailor the approach to the child or youth's unique developmental profile.

Enhanced respite services means respite care in a DDA-contracted and licensed staffed residential setting for DDA-enrolled children and youth, and includes consultation from a

licensed professional who provides data about the child's identified challenging behaviors and recommends interventions to address those behaviors successfully.

Enhanced Respite Services Committee includes the regional voluntary placement services coordinators, a children's regional supervisor, and the children's residential services program manager and designee.

Functional Assessment (FA) means a process that evaluates:

- The overall quality of a person's life;
- Factors or events that increase the likelihood of a challenging behavior;
- Factors or events that increase the likelihood of an appropriate behavior;
- When and where a challenging behavior occurs most frequently;
- The presence of a diagnosed mental illness or neurological dysfunction that may contribute to a challenging behavior; and
- The functions or purpose of a challenging behavior, or what the person obtains or avoids by engaging in the behavior.

License means a permit issued by the Department of Social and Health Services (DSHS) affirming that a home or facility meets the minimum licensing requirements.

Residential Habilitation Center or **RHC** means a state-operated facility certified to provide Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) services, Nursing Facility level of care, or both, for people with developmental disabilities.

Respite care means short-term, intermittent care for DDA clients to provide relief for people who normally provide that care.

POLICY

A. Enhanced Respite Services are intended to:

1. Give families a short-term break in caregiving for their child.
2. Deliver developmentally appropriate services to a child in a licensed community-based setting.
3. Collect data using [DSHS 10-584](#), *Data Summary Report and Recommendations*, about a child's challenging behaviors to develop a baseline, which may be used in the development of a Functional Behavioral Assessment (FBA).
4. Enable families and caregivers to participate in a discharge planning meeting with the licensed provider and Case Resource Manager (CRM) to receive feedback and share data collection outcomes.

5. Enable families and caregivers to participate in the observation and development of therapeutic teaching and training techniques that may help support their child upon their return home.
 6. Identify any unmet health and welfare needs and explore benefits available through the family's private insurance, Apple Health (Medicaid), or both.
- B. A child may access Enhanced Respite Services up to 30 days total in a calendar year.
 - C. A CRM may request an ETR for more than 30 days of enhanced respite services in one calendar year. The Enhanced Respite Services Committee reviews the ETR requests based on capacity, the child or youth's needs, and the needs of the family. The ETR is finalized by the DDA Headquarters program manager. If the request is denied, the CRM must work with the family to identify alternative respite options that may be available.
 - D. When appropriate, parents may notify their child's school that their child will be utilizing respite services out of the family home. This notification should include a request that the absence be excused in addition to discussing the possibility that school services be provided during the course of their child's respite stay.
 - E. The facility license will determine the age and gender limitations for children accessing the respite services.
 - F. Enhanced Respite Services are dependent upon availability and may be postponed due to Division of Licensed Resources (DLR) stop placement actions, available staffing levels, or emergent events.
 - G. Parents must provide transportation of the child or youth to and from the licensed facility.
 - H. If the child or youth is on a HCBS waiver before accessing Enhanced Respite Services, the child or youth and their family may use their waiver services while receiving respite, if appropriate.
 - I. Under [WAC 388-825-0571](#), children in Shelter Care or Dependency are not eligible for Enhanced Respite Services.

PROCEDURES

- A. To be eligible for Enhanced Respite Services, the:
 1. Child must be DDA eligible under [RCW 71A.10.020\(3\)](#);
 2. Child must be at least eight years of age, or between ages 18 and 20 and enrolled in school;

3. Child must be at high risk of institutionalization, out-of-home placement, or both; and
 4. The family or caregiver must demonstrate they have accessed alternative appropriate and available services to meet the unmet need.
- B. The Enhanced Respite Services Committee also considers the following factors when reviewing requests for Enhanced Respite Services:
1. The child or youth is experiencing school placement disruption, a shortened school day, or both, due to their behavior;
 2. There is a current family emergency;
 3. The child or youth has had a behavioral incident that resulted in injury to self or others and required more than first aid;
 4. The child or youth is awake at night, resulting in the child or youth, family, or caregivers receiving less than five hours of uninterrupted sleep per night;
 5. The child or youth is exhibiting behaviors such as aggression with significant injury, elopement, and challenging repetitive behaviors; and
 6. The child or youth has a high behavior acuity level under [WAC 388-828-5640](#); the ICF/IID score is eligible per [WAC 388-828-4400](#); and the caregiver's risk score is medium, high, or immediate under [WAC 388-828-5300](#).
- C. Referral Process for Accessing Enhanced Respite Services
1. The CRM must complete and submit the following to the regional designee:
 - a. [DSHS 14-012](#), *Consent*;
 - b. [DSHS 15-387](#), *Respite Application - Licensed Staffed Residential/Foster Home*;
 - c. The client's current DDA Assessment; and
 - d. Any additional information that may be available, such as a psychiatric evaluation, hospital discharge paperwork, psychotropic medications, etc.
 2. The regional designee must submit the completed packet to the Enhanced Respite Services Committee for review and approval of services.

3. To ensure the health and welfare of the child or youth accessing Enhanced Respite Services, as well as other clients living in the home, designated regional staff must work with the contracted agency provider to identify additional, necessary safeguards such as locks, and door and window alarms.
4. If prior to or during the receipt of Enhanced Respite Services, the child or youth requires a procedure or intervention that is defined as restrictive under DDA Policy 5.19, *Positive Behavior Support for Children and Youth*, or DDA Policy 5.20, *Restrictive Procedures for Children and Youth*, the CRM must work with the contracted agency provider to ensure compliance with DLR WAC and DDA policy requirements.
5. The CRM may, if applicable, complete a [DSHS 10-427](#), *School District Communication*, to communicate with the child or youth's school district. The CRM must retain a copy of the completed form in the client record.
6. If a child's planned Enhanced Respite Services are postponed due to an emergency referral, the regional designee must notify the CRM and the family to facilitate rescheduling of the service.
7. If the request is denied, the CRM will work with the family to identify alternative options that may be available.

EXCEPTIONS

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

SUPERSESSSION

DDA Policy 4.03
Issued July 1, 2012

Approved: /s/ Donald Clintsman
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: December 15, 2017