

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE:	OVERNIGHT PLANNED RESPITE SERVICES FOR ADULTS	POLICY 4.15
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Authority:	Title 71A RCW Chapter 388-825 WAC Chapter 388-829R WAC	<i>Developmental Disabilities Developmental Disabilities Administration Service Rules Overnight Planned Respite Services</i>
Reference:	DDA Policy 5.14 DDA Policy 5.15	<i>Positive Behavior Support Principles Restrictive Procedures: Community</i>

BACKGROUND

The Washington State Legislature has appropriated funds to the Developmental Disabilities Administration (DDA) for the operation of 13 overnight planned respite beds for adults age 18 and older with developmental disabilities. The service provides short-term, community-based planned respite services across the state as an alternative to using services in a Residential Habilitation Center (RHC).

PURPOSE

Overnight Planned Respite Services (OPRS) for adults are intended to provide eligible DDA clients access to respite in a DDA-contracted and certified residential setting. These services are intended to provide families and primary caregivers with a break in caregiving and to create additional capacity to serve the short-term needs of adults with developmental disabilities.

This policy describes the Administration's expectations regarding the use of Overnight Planned Respite Services for adults.

SCOPE

This policy applies to DDA staff and contracted and certified providers of Overnight Planned Respite Services.

DEFINITIONS

Backup caregiver means an identified secondary person who will assume the role of providing direct care to and support of the client in instances of emergencies and in the absence of the primary caregiver who is unable to care for or respond to the client.

CARE means the Comprehensive Assessment and Reporting Evaluation tool.

Certification means a process used by DDA to determine if an applicant or service provider complies with requirements.

Client means a person who has a developmental disability as defined in RCW 71A.10.020 and has been determined DDA-eligible under chapter 71A.16 RCW.

DDA means the Developmental Disabilities Administration, an administration of the Department of Social and Health Services and its employees and authorized agents.

DDA assessment refers to the standardized assessment tool, as defined in [Chapter 388-828 WAC](#), used by DDA to measure the support needs of persons with developmental disabilities.

Developmentally appropriate services means structured supports that focus on each client's unique differences and build healthy foundations of emotional, social, and intellectual development by assisting all providers and direct support staff to tailor the approach to the client's unique developmental profile.

DSHS or the department means the state of Washington department of social and health services and its employees and authorized agents.

Family means relatives who live in the same home with the eligible client. Relatives include spouse or registered domestic partner, natural, adoptive, or stepparent, grandparent, child, stepchild, sibling, stepsibling, uncle, aunt, first cousin, niece, or nephew.

Legal representative means a parent of a client if the client is under age 18 and parental rights have not been terminated or relinquished, a court-appointed guardian if a decision is within the scope of the guardianship order, or any other person authorized by law to act for the client.

Nurse delegation means the process by which a registered nurse transfers the performance of select nursing tasks to a nursing assistant-registered or nursing assistant-certified in select situations as set forth in chapter 18.79 RCW and WAC 246-840-910 through 246-840-970.

Overnight Planned Respite Services (OPRS) means services intended to provide short-term intermittent relief for persons who live with the DDA client as the primary caregiver. These services provide person-centered support, care, and planned activities for the client in the community.

Provider means an agency that is contracted to provide overnight planned respite services.

Planned means a specific timeframe for respite services including arrival and discharge dates.

Primary caregiver means the person who provides the majority of the client's care and supervision and lives with the client.

Residential Habilitation Center or RHC means a state-operated facility certified to provide intermediate care for people with intellectual disabilities or nursing facility level of care for people with developmental disabilities.

POLICY

A. To be eligible for OPRS, the client must:

1. Be DDA-eligible under RCW 71A.10.020 and chapter 388-823 WAC;
2. Be 18 years of age or older;
3. Live at home with a primary caregiver and not currently receive:
 - a. Community first choice residential services; or
 - b. Residential habilitation services, unless receiving services from a companion home provider;
4. Identify a backup caregiver to respond in an emergency if the primary caregiver is unavailable; and
5. Be approved by the Respite Coordinator or designee at DDA Headquarters.

B. OPRS is intended to produce the following outcomes:

1. Families and primary caregivers will receive a short-term break in the ongoing support they provide for the client; and

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- 2. The client will receive OPRS services in a certified community-based setting.
 - C. OPRS does not affect the client's assessed waiver respite hours.
 - D. OPRS cannot exceed 14 days in a calendar year.
 - E. OPRS can be scheduled up to 180 days in advance of the requested service date.
 - F. The client's primary caregiver must arrange transportation of the client to and from the certified respite setting.

PROCEDURES

Referral Process for Accessing OPRS

- A. After meeting with the client and primary caregiver to determine the client's support needs and eligibility for OPRS, the CRM must follow the procedures outlined in DDA Policy 4.01, *One Referral*.
- B. The Respite Coordinator or designee considers the following factors when reviewing a respite request:
 - 1. Whether the client is eligible to receive overnight planned respite services under WAC 388-829R-011;
 - 2. Whether the client's needs can be safely met in the respite setting;
 - 3. Whether a respite site is available to accommodate the client's accessibility needs; and
 - 4. Whether there are vacancies within six months of the requested service dates.
- C. The Respite Coordinator or designee must notify the CRM and the CRM's supervisor of the outcome of their review.
- D. If the client is approved for OPRS:
 - 1. The Respite Coordinator or designee must:
 - a. Forward the application packet to the certified provider. The certified provider must respond to the Respite Coordinator or designee within

seven business days of receiving the packet and verify whether they can support the client;

- b. Document the scheduled stay on the DDA SharePoint site for the individual program; and
- c. Communicate to the CRM and the CRM's supervisor the approved respite request.

2. The CRM must:

- a. Submit a prior approval in CARE to their supervisor, requesting Overnight Planned Respite Services. The request should include a description of the respite services needed and justification for the respite request. The CRM should identify respite begin and end dates.
- b. Communicate to the client, legal representative, and primary caregiver the approval of the service and send [DSHS 10-571](#), *OPRS Individualized Agreement*, to the primary caregiver.

Note: The client (where appropriate), primary caregiver, and provider must complete DSHS 10-571 together before the scheduled stay;

- c. Retain a copy of the completed DSHS 10-571 in the client's file;
- d. Update the person-centered service plan and complete a planned action notice for the approval of the service in CARE;
- e. Authorize nurse delegation, if applicable, following the directions outlined in the OPRS approval email;
- f. If nurse delegation is required, complete the referral at least seven days before the scheduled stay.
- g. Work with the client, primary caregiver, and legal representative to ensure all needed information and documentation is received by the provider at least seven days before the scheduled stay.

3. The Regional Administrator or designee must review and finalize the prior approval in CARE.

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- E. If the request is denied by the Respite Coordinator or designee or the certified provider, the CRM must:
1. Work with the legal representative and primary caregiver to identify alternative options that may be available.
 2. Complete a planned action notice for the denial of the service if an alternative is not identified.
 3. If necessary, follow the escalation procedure listed in DDA Policy 4.01, *One Referral*.
- F. Quality Assurance and Certification Evaluations
1. The certified provider provides each primary caregiver with a satisfaction survey upon the client's discharge from the program.
 2. The results of the satisfaction survey are sent to the Residential Quality Assurance Unit for tracking, trending, and following up on concerning feedback.
 3. The certified provider must participate at least every 24 months in certification evaluation. The DDA-contracted evaluator will review compliance with Chapter 388-829R WAC and this policy.
 4. During the certification evaluation, the Provider Quality Assurance Specialist will review for areas of noncompliance and determine corrective actions and timelines. At this time, the certified provider's length of certification is also established.
 5. The certified provider must complete all required corrective actions resulting from the evaluation process within the timeframe provided and submit documentation to the Provider Quality Assurance Specialist.
 6. If the corrective actions are not completed within the specified timeline, the certified provider may be decertified.

EXCEPTIONS

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

TITLE:

OVERNIGHT PLANNED RESPITE
SERVICES FOR ADULTS

4.15

SUPERSESSION

DDA Policy 4.15

Issued May 1, 2020

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: August 1, 2024