

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

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TITLE: OVERNIGHT PLANNED RESPITE POLICY 4.15  
SERVICES FOR ADULTS

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Authority: [Chapter 71A RCW](#) *Developmental Disabilities*  
[Chapter 388-101](#) *Certified Community Residential Services and*  
*Supports*  
[Chapter 388-825 WAC](#) *Developmental Disabilities Administration Services*  
*Rules*  
[Chapter 388-829R](#) *Overnight Planned Respite Services*

Reference: [DDA Policy 5.14](#) *Positive Behavior Support*  
[DDA Policy 5.15](#) *Use of Restrictive Procedures*

## **BACKGROUND**

The Washington State Legislature provided funding in the 2015-17 Biennial Budget to develop eight (8) planned respite beds for adult individuals, age 18 or older, with developmental disabilities. The service is to provide 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 enable DDA enrolled individuals, who meet eligibility criteria, access to short-term respite in a Developmental Disabilities Administration (DDA) contracted and certified residential setting. These services are intended to provide families and 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 service is available to DDA enrolled individuals age eighteen (18) years or older who live at home with their family members (paid or unpaid care provider) or nonfamily members who are

not paid to provide care for you and whose support needs can be safely accommodated in available contracted and certified settings.

### **DEFINITIONS**

**Adult Respite Service Committee** means the committee, designated by the Deputy Assistant Secretary, that reviews and processes all adult respite requests.

**CARE** means the Comprehensive Assessment and Reporting Evaluation tool.

**Certified** means a certification issued by the Developmental Disabilities Administration to an agency providing services in a community-based setting.

**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.

**Department** means the Washington State Department of Social and Health Services.

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

**Family** means the natural, step or adoptive parent(s), grandparent(s) or sibling, (paid or not paid) or others who are not paid to provide care, who live at home with the recipient.

**Planned** means a specific time frame for a short-term stay (STS), including arrival and discharge dates.

**Positive Behavior Support** means an approach to addressing challenging behavior that focuses on changing the physical and interpersonal environment and a person's skill deficits so the person is able to get his/her needs met without having to resort to challenging behavior. Positive behavior support must be emphasized in all services funded by DDA for persons with developmental disabilities.

**Residential Habilitation Center (RHC)** means a state-operated facility certified to provide intermediate care for individuals with intellectual disabilities and/or nursing facility level of care for persons with developmental disabilities.

**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 care provider and are either (1) a family member (paid or unpaid); or (2) a nonfamily member who is not paid. These services provide person-centered support, care and planned activities for the client in the community.

**POLICY**

- A. To be eligible for OPRS for adults, the following conditions must be met at a minimum:
1. The individual has been determined eligible for DDA services per RCW 71A.10.020(3) and WAC 388-823;
  2. The individual is at least eighteen (18) years of age or older;
  3. The individual lives in the family home; and
  4. The individual has been approved for the service by the statewide Adult Respite Service Committee.
- B. OPRS is intended to produce the following outcomes:
1. Families will receive a short-term break in the ongoing support they provide for the individual; and
  2. The individual will receive developmentally appropriate services in a certified community based setting.
- C. OPRS hours will not affect the individuals assessed waiver respite hours.
- D. OPRS cannot exceed fourteen (14) days in a calendar year.
- E. OPRS can only be scheduled up to ninety (90) days in advance.
- F. Families must arrange transportation of the individual to and from the certified respite setting.

**PROCEDURES**

- A. Referral Process for Accessing OPRS:
1. Prior to making the referral, the CRM must obtain a signed [DSHS 14-012, Consent](#), from the individual or the individual's legal representative. The form must have been signed within the previous ninety (90) days.
  2. The CRM must submit a prior approval in CARE, to their Supervisor, requesting the service.

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3. The CRM must complete and submit the following documentation to their supervisor:
    - a. [DSHS 10-572](#), *Respite Application for Overnight Planned*, *RHC Planned/Emergent*, *YVS Crisis* form; and
    - b. If there is not a current DDA Assessment completed within the past twelve (12) months, the CRM will complete the Support Assessment to identify the individual's support needs.
  4. The CRM supervisor will review and submit the completed application packet to the Adult Respite Service Committee for review of the Overnight Planned Respite Service request.
  5. The Adult Respite Service Committee will notify the CRM and their supervisor of the outcome of the committee review.
  6. If the individual is approved for OPRS:
    - a. The Adult Respite Service Committee will:
      - 1) Forward the application packet to the certified provider. The certified provider is to respond back to the committee within three (3) working days of their receipt to verify if they can or cannot support the individual;
      - 2) Document the scheduled stay on the DDA SharePoint site for the individual program;
      - 3) Communicate to the CRM and their supervisor the approved days for respite.
      - 4) Process the Prior Approval in CARE
    - b. The CRM will:
      - 1) Communicate to the family the approval of the service;
      - 2) Ensure the [DSHS 10-571](#), *Individual Provider Respite Agreement* form is completed between the family and contractor prior to the scheduled stay; and
      - 3) Complete the Planned Action Notice for the approval of the service in CARE.

- 4) Update the individual's Individual Service Plan (ISP).
- 7. If the request is denied by the Adult Respite Service Committee or the certified provider, the CRM will:
  - a. Work with the family to identify alternative options that may be available; and
  - b. Complete the Planned Action Notice for the denial of the service.

**EXCEPTIONS**

- A. Any exceptions to this policy must have the prior written approval of the Deputy Assistant Secretary.

**SUPERSESSSION**

None.

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

Date: February 1, 2016