

**STATE OF CONNECTICUT  
DEPARTMENT OF MENTAL RETARDATION**

**Procedure No.** I.C.3.PR.001.d

**Subject: Respite Center Operations and Oversight**

**Section:** Service and Supports, Family Support

**Issue Date:** April 24, 2007

**Effective Date:** Upon Release

**A. Purpose**

To delineate the standardized operational procedures for all Respite Centers.

**B. Applicability**

This procedure applies to all individuals who receive services at DMR Respite Centers. This procedure applies to all individual and family support and public services staff responsible for the operations and oversight of Respite Centers.

**C. Definitions**

Respite - the temporary care of a person with a disability for the purpose of offering relief to the family or caregiver. It is a service that allows for time to reenergize, deal with emergency situations, or engage in personal, social, or routine activities and tasks that otherwise may be postponed or curtailed due to the demands of caring for a person who has a disability.

Respite Centers - homes or residential units operated by DMR which provide planned, temporary supports to individuals who reside with their families. Based on availability of resources, Respite Centers may also serve individuals who live with community training home providers or DCF foster families and who are eligible to receive services from DMR.

Respite Guest/Individual - the individual who receives supports at a Respite Center.

**D. Implementation**

The Respite Centers provide planned and scheduled relief to families.

**1. Operations**

Once respite guests have been identified, the supervisor of the Respite Center or their designee, with input from nursing and other appropriate staff, shall:

- a Designate room assignments
- b Identify any special dietary needs that require special food purchases by referring to the Guest Profile and the Physician's Orders, and establish a menu for the guests.
- c Identify any medical requirements that will necessitate specialized staff training, [e.g. adaptive equipment] and arranges for training.
- d Establish the staffing pattern for the home/unit determining if nurses are needed as part of the staffing complement. The Respite Center nurse is consulted on staffing and training needs when appropriate. Behaviorists and support staff are assigned or consulted, as appropriate.

- e. Assure that a vehicle that is accessible is available so guests may participate, as appropriate, in community activities. Supervisor assures that cell phones, fax machines, VCR's, cameras, and computers are in working order.
- f. Plan general activities for the respite guests after consulting the Leisure Interest Survey completed by the individual and his or her family. Group activities might include community trips to museums, movies, fairs, the beach or special community events occurring during the guests' visit. Individual activities might include crafts of interest to the guest, cooking or baking, learning games, computer work, or other activities identified by the individual. Respite Center staff shall document activities on the Leisure Activities Form. The following desired outcomes for guests of the Respite Centers should be kept in mind when implementing activities:
  - i. Make new friends
  - ii. Visit with old friends
  - iii. Have fun
  - iv. Make choices
  - v. Participate in community activities
  - vi. Learn new skills

## **2. Oversight**

The Public Services manager will assign a supervisor to the Respite Center. The supervisor will:

- a. Assure that staff receive enhanced staff training specific to their assignment at the Respite Center.
- b. Assure that staff follow the standardized procedures and the PICA Prevention Guidelines for Respite Centers.
- c. Implement a process to receive consumer satisfaction input.
- d. Assure that Respite Center staff participate in quality service reviews.

## **E. References**

1. Respite Center Guest Profile
2. Respite Center Physician's Orders
3. Leisure Interest Survey
4. Leisure Activities Form
5. PICA Prevention Guidelines for Respite Centers

## **F. Attachment**

- A. Family Center Respite Packet