



Family Centered Services & Supports (FCSS) GUIDELINES FOR RESPITE CARE

- To be eligible to receive respite care through FCSS, a child must be active with Cluster (see Service Coordination Plan for Cluster description) and a recommendation made to refer the child to determine eligibility for FCSS respite care. Active is defined as having a Cluster meeting within one (1) month of the FCSS referral with the child (when appropriate), family, agencies and systems in attendance; the child (when appropriate), family, agencies and systems involved are engaged in the Cluster process and actively working together to attain Service Plan goals and objectives; and the child (when appropriate), family, agencies and systems have a follow-up Cluster scheduled within three (3) months of the request.
- The Cluster participants must agree that the child is in need of respite care to maintain a placement with their parents, grandparents, relative, etc or as part of a step down plan from an out of home care placement to a parent/relative home.
- The child must be a multi-need, multi-system child.
- **The child must have a mental health and/or alcohol or drug related diagnosis.**
- **The referral source must fax the CCBH/FCSS Initial Referral Form to FCF in order for eligibility to be determined. Only children determined to be eligible to receive respite care through FCSS funds may be referred for respite care.**
- Once the referral source receives an Eligibility Determination Form stating a child is eligible to receive respite care, the referral source shall make a referral to the specified provider to determine if an appropriate home for the child is available.
- **To access respite care for a particular day/weekend, the following process must be followed:**
 - The referral source shall complete the **FCSS Respite Referral Form** when it is felt that respite care is necessary for the child/family or per the Cluster Service Plan. The form should be completed as soon as possible prior to the desired day/weekend to allow for optimal planning.
 - Once the FCF Program Director has received the **FCSS Respite Referral Form**, the child's eligibility for respite care will be verified.
 - If the request for respite care is approved, the referral source will receive a faxed copy of an **Acceptance to Access FCSS Form**.
 - The referral source shall then call the approved respite provider and complete the referral process. The referral source must fax the **Acceptance to Access FCSS Form** to the respite provider to document approval for the service to the respite provider.
 - Details, including a mutually agreed upon drop off and pick up time, will be decided between the referral source and the respite provider. The referral source must update the respite provider on any issues that have arisen since the initial referral for respite services was made. This would include any changes in medication, changes in the family dynamics, school issues, etc.
 - Paperwork completion will be set up between the referral source, respite provider, and custodian/guardian.
 - If a child is currently involved in a home-based program, the respite provider must be notified of the home-based provider and the emergency contact numbers.
 - Any issues that arise in the referral process shall be communicated to the FCF Clinical Coordinator. Continued issues may result in a child becoming ineligible for respite care.
 - Submit the FCSS Respite Referral Form monthly or when additional nights of respite care are desired for a child. All respite must be pre-approved by the FCF Program Director.
- Funding is limited.

- While the child/family is receiving FCSS respite care, the child/family must agree to:
 - participate in Cluster meetings on at least a quarterly basis;
 - complete necessary paperwork for the submission of information through MACSIS (State of Ohio's billing system for mental health and substance abuse services); and
 - complete parent surveys and Ohio Scales as requested by FCF.