

RESPITE PROTOCOL

LCI recognizes and supports the benefits of providing respite care. LCI strives to place children in the least restrictive most home-like environment possible. All decisions will be made in the best interest and safety of the child (ren).

The network provider is responsible for identifying respite care for children placed within their network of foster homes. Once the network provider has determined that a respite request cannot be accommodated within their program, they may seek to utilize a licensed home with either another LCI network provider or, as a last resort, an FFN licensed home. If the other network providers and FFN are not able to accommodate such a request, it will then be the responsibility of the network provider to notify their foster home that they are not able to grant the respite request. LCI reserves the right to deny respite requests and require the movement of the child if provider fails to meet the requirements of this procedure. Network provider foster homes shall not discharge any child from their program due to an inability to grant a respite request.

Network providers must establish a process within their program for tracking respite days used and available to each of their licensed homes. It is critical to remember that respite should be used sparingly as to reduce the number of movements a child must experience while in foster care. Respite care payments for children placed in any network provider home are the responsibility of the program. Providers should establish clear guidelines for their homes outlining expectations/policies regarding respite payments. Standard respite rates of \$15 per day will be paid to any home providing respite care to a provider outside of their own program.

Network providers must establish a point of contact and protocol for processing respite requests from FFN and other network providers. LCI has established the FFN Placement Team as its central point of contact for respite requests. All requests to utilize an FFN home for respite care should be made through the FFN Placement Team office responsible for the original placement of the child being placed on respite.

Once a respite home has been identified, the Respite Care Agreement form will be completed by the network provider making the request in conjunction with the placement team/agency managing the foster home providing respite. The form will then be given to the appropriate individuals within the requesting agency's office for payment purposes. This form shall be utilized in order to ensure that all necessary information is captured in order to produce a check to the respite provider.

In all cases where a child is being placed in respite care, notification of the temporary change in placement must be made to the Family Services Counselor responsible for the child, prior to the respite period. In addition, the agency requesting the respite will ensure that a transition plan is communicated to the respite provider within two weeks of the respite start date.