



Team Name: Regional Home Care Leadership Team Team Lead: Regional Director, Home Care Approved by: Executive Director - East	Reference Number: CLI.5411.SG.003 Program Area: Home Care Policy Section: Service Delivery
Issue Date: September 28, 2018 Review Date: Revision Date:	Subject: Home Care Services: Respite Care in the Home

STANDARD GUIDELINE SUBJECT:

Home Care Services: Respite Care in the Home

PURPOSE:

Provide temporary relief for family/caregiver from the emotional and physical demands of caregiving, delay and/or prevent long-term care placement and/or promote transition to alternate care environments. Home Care clients who meet eligibility requirements may receive in home respite services while remaining in a safe and familiar environment.

To identify eligibility criteria and guidelines for service frequency.

DEFINITIONS:

Unable to arrange:

- There are no alternative options available.
- Client is physically and/or mentally unable to arrange for the service (e.g. community bath).
- Client is unable to afford the service.

Social - to allow family/caregiver to attend activities outside the home.

Caregiver relief - to allow time away from caregiver responsibilities; e.g. Home Care clients who require ongoing supervision normally provided by family/caregiver who need temporary relief from the responsibility for the client.

Work/Education respite - attend to employment/education responsibilities e.g. Home Care Clients who require ongoing supervision and the family/caregiver needs in home respite to support their continued employment/education.

Third Party - any person, corporation, organization or entity other than Manitoba Health, Seniors and Active Living e.g. Manitoba Public Insurance, Workers Compensation, Children's disABILITY Services, Veterans Affairs Canada, Private Health Insurance (e.g. Blue Cross

IMPORTANT POINTS TO CONSIDER:

- **Eligibility requirements**
 - The person must be eligible for Home Care (Eligibility for Home Care CLI.5410.PL.004).
 - The environment is assessed as safe for client and staff for this activity.
 - Client/family/caregiver is unable to arrange for or afford services available through a community resource.
 - Client has no family/caregiver who can assume responsibility for provision of these services.
 - Clients who require continuous supervision normally provided by the primary caregiver who requires temporary relief from the responsibility for the client.
 - Clients who require ongoing supervision and the caregiver requires in home respite to support his/her continued employment and education.
 - Client not eligible for third party funding.
- Individuals are required to declare if they receive or are eligible to receive third party funding, special service arrangements and/or other supports similar to those services provided by Home Care. In such situations, Home Care does not provide services provided for by a third party. Home Care may augment third party resources where the individual service needs are greater than that of the third party funder.
- **Guidelines for Frequency**
 - The minimum amount, type and frequency of service required to meet respite care needs shall be assessed by a Case Coordinator and implementation based on client/family/caregiver need and available resources:
 - Up to a maximum of 12-16 hours per week for in-home caregiver relief. Additional hours may be considered and incorporated into care plan based on Case Coordinator assessment and client need e.g. palliative client.
 - Up to a maximum of 55 hours per week support for caregiver for employment/ education.
 - Supporting family/caregivers' health improves the care recipients' outcomes and enables clients to remain at home longer with a better quality of life.
 - Upon assessment it must be determined that it is safe, practical and within service limits to deliver respite services within the home setting.
 - Client/family/caregiver is responsible for ensuring the necessary equipment and supplies are available to ensure safe care for the client during respite.
 - Where supplies are unavailable, appliances/equipment are unsafe and/or not operational, respite care services are on hold until the situation is resolved.

PROCEDURE:

1. The Case Coordinator is responsible to:
 - Complete an assessment of the client/family/caregiver supports.
 - Assess the degree of risk for caregiver stress from the emotional and physical demands of caregiving and/or caregiver's need to attend employment/education.
 - Assess the ability to delay and/or prevent long-term care placement and/or promote transition to alternate care environments.
2. Respite care is part of the total care plan and is calculated as part of the service limits.
3. In accordance with Case Coordinator Service Considerations: Respite (CLI.5411.SG.003.SD.01), the Case Coordinator ensures that every option and alternative is explored to build a natural support network (e.g. friends, neighbors, community Adult Day Programs, and other natural supports).
4. Where a Home Care client requires respite services through Home Care, the Case Coordinator, in collaboration with the client/family/caregiver, determines the type of respite (e.g. employment/education or caregiver relief) and develops the care plan. The care plan clearly identifies the frequency of respite care, a reliable back up plan, medical emergency procedures, and those activities/tasks (including frequency) provided by the Direct Services employees during the respite.
5. The Case Coordinator registers the client to "Home Care Attendant Department" in Procura.
6. Document on the Manitoba Health & Healthy Living - Care Plan Information MG-1840 form the services provided.

SUPPORTING DOCUMENTS

CLI.5411.SG.003.SD.01 Case Coordinator Service Considerations: Respite

REFERENCES:

Home Care Direct Service Protocols (WRHA) based on *Manitoba Health Direct Service Protocols, September 2009*

Manitoba Health Seniors and Active Living, *Respite Care Provided in the Home 207.10, July 2019*

Manitoba Health & Healthy Living - [Care Plan Information MG-1840 form](#)

Eligibility for Home Care ([CLI.5410.PL.004](#))

Respite Care (Home and Facility) ([CLI.5411.PL.005](#))