

HARTWOOD FOUNDATION, INC.

RESPITE/EMERGENCY SERVICES DESCRIPTION, INTAKE AND BOOKING PROCEDURES AND FEE SCHEDULES

TARGET POPULATION FOR RESPITE (program now located at: 6713 Elder Ave. Springfield, VA 22151)

The target population to be served in the respite program is adults (at least 18 years old at admission) with a primary diagnosis of intellectual disability. Individuals served will typically exhibit varying degrees of support needs. The individuals may need 24-hour supervision, but may not be in need of constant one-to-one supervision.

Each individual must have a day placement and may not require nursing care.

Individuals must be referred through the Community Services Board with which Hartwood has an existing contract to provide services.

PROGRAM DESCRIPTION FOR RESPITE

Hartwood Foundation, Inc.'s respite program may be used by any person who meets the target population requirements, the admission criteria, and pays the necessary fees.

A maximum of 8 individuals who meet the target population and admissions criteria may simultaneously use the respite facility. Two beds will be in "routine" use, the remaining beds will be for emergency use (3 - Fairfax-Falls Church CSB and 1- Arlington CSB) as resources allow.

The main focus of the respite program will be to provide short term, periodic care for the residents in the absence of their families or other care providers. The respite facility is typically used for traditional respite purposes, i.e. giving families a break or respite from caring for the family member with an intellectual disability; however, it may be used for short-term emergency placement also.

"Routine" Respite Services for any individual at Hartwood Foundation's respite facility may not exceed 21 consecutive days and may not exceed 60 days in any 1-year period.

The resident, resident's family, or CSB support coordinator will be responsible for arranging transportation to and from the respite facility, the individual's day placement, recreational events not arranged and staffed by Hartwood Foundation staff, and any medical appointments that happen to fall during an individual's "private respite" stay at the facility. Hartwood Foundation staff will not be available to accompany an individual to a medical appointment. Should a medical emergency occur, 911 will be contacted to request an ambulance. The individual's parents and/or emergency contacts will be contacted/ notified as soon as possible to meet the individual at the hospital.

INTAKE PROCEDURES FOR RESPITE / EMERGENCY RESPITE SERVICES

For an individual to be considered for the Respite Program, Hartwood Foundation, Inc. must be contacted to arrange an Intake Meeting and gather the necessary information.

Arrangements can be made by calling (703) 719- 5747.

After Hartwood Foundation, Inc. receives your request for respite/emergency services, an appointment will be set up for an Intake Meeting. Hartwood Foundation, Inc. will contact the Community Services Board to confirm the service recipient's eligibility for services. Individuals who should participate in the Intake Meeting are:

1. The individual to receive services
2. Hartwood Foundation, Inc. representatives
3. Other individuals such as the applicant's family, CSB support coordinator, representative/advocate for the individual, and other professionals as deemed appropriate

During the Intake Meeting the following information will be gathered in respect to the individual who will be receiving respite services:

1. Reason for referral
2. Medical Information
3. Current Medications
4. Special Diets
5. Behavioral Information
6. Social History
7. Self Help Skills
8. Daily routine
9. Leisure skills/interests
10. Individual's need for staff supervision
11. Communication skills (expressive and receptive)
12. Transportation skills
13. Emergency contact
14. Other information as may be needed

Immediately following the Intake Meeting, the intake team, (CSB representative, if any, and HFI representatives) will make a decision. The decision will be one of the following:

- Accepted, pending a successful trial (preliminary) visit
- More information needed prior to a decision being rendered
- Declined for services

If Hartwood is unable to serve the individual, a letter will be sent to the individual and/or the family explaining the reason(s) and detailing changes necessary for acceptance.

If more information is needed prior to a decision being rendered, a letter requesting the needed information will be sent to the individual and/or family and the support coordinator.

If the individual is accepted, a trial visit will be arranged. At this time, booking for future visits may be made with Hartwood Foundation, Inc. representatives. Prior to the trial visit, Hartwood Foundation, Inc. must have received:

1. A completed services application
2. A completed Information/Face Sheet which includes:
 - Unique resident identifier (Social Security Number)
 - Full name of resident
 - Last known address
 - Date of birth
 - Sex of resident
 - Race of resident
 - Name and addresses of persons or agencies to be contacted in case of emergency
 - Date of admission
3. All releases signed
4. Medical information as required by DBHDS
5. A Health Status statement by family which includes:
 - Known or obvious illnesses and conditions requiring special monitoring/support
 - Any known food or drug allergies
 - Medication currently being taken
 - The resident's general health status
 - Name, address, and telephone of resident's physician
6. A statement defining the resident's need for staff supervision, in terms of staff/client ratio for each shift and whether the resident may be unsupervised for any period of time.
7. A statement describing the resident's need for respite services.
8. Other information The Intake Team deems necessary.

During the trial (preliminary) visit, it is important that the individual's family, or representative/ advocate be available to be contacted to obtain additional information as necessary.

After one (or more – at Hartwood's discretion) successful trial visit, the individual and/or family will be notified, in writing, that they have been accepted into the program.

If the trial visit is unsuccessful, the individual and/or family will be notified, in writing, of the reasons for the unsuccessful visit and actions that need to be taken prior to another trial visit.

BOOKING PROCEDURES AND FEE SCHEDULES FOR RESPITE PROGRAM

I. Booking Procedures

Bookings are made on a first come, first served basis. All bookings are subject to availability. It is strongly suggested that bookings are made as far as possible in advance of the needed date to insure availability of space on the needed date.

II. Booking Parameters and Restrictions

Limits on how far in advance stays may be booked and booking frequency are subject to change in order to assure fairness and promote bed/service availability amongst "registered" users. Individuals who are in arrears to HFI must make their accounts current prior to using the facility.

III. Plans Available for private pay "routine" respite

Package Plan\$35.00/day

Requires a minimum purchase of ten days with a maximum of sixty days. Payment for the number of days purchased may be made in advance or the total cost may be divided into equal monthly payments due by the 20th of each month.

For example: **20 day package is purchased**

Cost - 20 days X \$35/day = \$700

\$700 divided by 12 months = \$58.33 per month for 12 months

If you decide to purchase a package plan later in the year, the payments will be divided into equal monthly payments for the remaining months of the calendar.

Open Plan:.....\$40/day

Days are purchased for 24-hour periods as your need arises for up to sixty days in one year. Payment may be made in advance or you will be billed monthly for the number of days used that month.

Hourly Plan:\$7.00/hour

Time may be purchased on an hourly basis. Payment may be made in advance or your will be billed monthly for hours used that month.

Emergency Respite Services: 75% of the service recipient's adjusted monthly income

Prorated for the total number of days the bed is encumbered in partial months
(Unless otherwise arranged for/agreed upon within/via RFP contract)

IV. Cancellation Policy

It is requested that cancellations be made at least seven days prior to admission. If a cancellation is necessary, the family may attempt to re-book for other available dates. If cancellations are made without seven days notice, service recipients will be required to pay 50% of the routine cost for the scheduled stay. HFI cancellations of service may be made at any time due to circumstances beyond HFI control such as damages to the facility. HFI assumes no liability for inconvenience or additional costs incurred by service recipients in such events.

V. Damage or Loss of Property

A personal belongings inventory will be provided, and should be completed and presented to Sunset staff at the time of drop-off. Sunset staff will complete a check of the inventory at the time of drop-off and pick-up times. The agency does not recommend that expensive or otherwise valued items be sent with consumers for respite visits, as Hartwood can accept no liability for damaged or lost items.

VI. Billing

HFI will bill consumer monthly by the 5th of the month. All payments are due by the 15th of the month.

Payments are to be made by check or money order to: Hartwood Foundation, Inc.
3702 Pender Dr., Suite 410
Fairfax, VA 22030