

## **CHAPTER 43    RESPITE PROVIDED AT CAMP TO DIVISION MEMBERS**

REVISION DATES: 11/09/2022, 1/29/2016

EFFECTIVE DATE: April 15, 2015

INTENDED USERS:     Qualified Vendors, Support Coordinators, Network  
Staff, and Business Operations

### **PURPOSE**

The purpose of this policy is to establish requirements for Qualified Vendors when respite services are used for members to attend a Camp.

### **DEFINITIONS**

1.    "Camp" means a Qualified Vendor service site or Community Setting used to provide respite to a member's primary caregiver while concurrently providing recreational activities for the member. Camp may be daily or overnight.
2.    "Community Setting" means a location generally available to the public that is not owned or controlled by a qualified vendor.

### **POLICY**

#### **A.    UTILIZATION OF RESPITE FOR CAMP**

1. Members assessed and authorized eligible to receive respite may choose to use respite to attend Camp.
2. The Qualified Vendor shall bill for respite beginning when the member is transferred from the primary caregiver or other natural support to the Qualified Vendor.
3. The Qualified Vendor may bill Respite when the member is transported to Camp by the vendor.

**B. PROGRAM SITE REQUIREMENTS FOR CAMP**

1. The Qualified Vendor shall cooperate with the Division's Office of Licensing, Certification, and Regulation (OLCR) inspection at any site owned or controlled by the Qualified Vendor that is used to provide respite services to Division members. The OLCR shall not inspect Community Settings.
2. The Qualified Vendor shall ensure that:
  - a. All direct care staff or volunteers working with Division members meet all training and background requirements as outlined in the Qualified Vendor Agreement and A.A.C. Title 6, Chapter 6, Article 15.

- b. Staff-to-member ratios comply with and be billed in accordance with the Division's Qualified Vendor Agreement, Respite Services Specification, and Rate Book.
- c. All members attending Camp be included in the calculation of staff-to-member ratios, including non-Division funded individuals.

**C. CAMP RELATED ACTIVITY FEES**

- 1. The Qualified Vendor may, if necessary and appropriate for the Camp activities and setting, request activity fees covering food and supplies for special Camp activities, since these costs are not included in the respite rate.
- 2. The Qualified Vendor shall offer an alternative no-cost activity or provide scholarships for members who cannot or do not want to pay an activity fee.
- 3. The Qualified Vendor shall not determine program participation based on the ability of a member to pay an activity fee.