

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

Procedure No. I.C.3.PR.001.b

Subject: Respite Center Pre-admission

Section: Services and Supports, Individual and Family Support

Issue Date: April 24, 2007

Effective Date: Upon Release

A. Purpose

To establish a standardized process for pre-admission to the Respite Centers.

B. Applicability

This procedure applies to all individuals who use the DMR Respite Centers.

This procedure shall apply to all individual and family support and public services staff responsible for preadmission or operations of the Respite Centers.

C. Definitions

Respite - the temporary care of a person with a disability for the purpose of offering relief to the family or caregiver. It is a service that allows for time to reenergize, deal with emergency situations, or engage in personal, social, or routine activities and tasks that otherwise may be postponed or curtailed due to the demands of caring for a person who has a disability.

Respite Centers - homes or residential units operated by DMR which provide planned, temporary supports to individuals who reside with their families. Based on availability of resources, Respite Centers may also serve individuals who live with community training home providers or DCF foster families and who are eligible to receive services from DMR.

Respite Guest/Individual - the individual who receives supports at a Respite Center.

Travel Packet - information which accompanies each individual when they are away from the Respite Center. Packet includes: Guest Profile, Physician's Orders, Emergency and Authorization Form, and Respite Center Permissions Form.

D. Implementation

To facilitate the admission, the Respite Center staff shall ensure the following steps are completed prior to each guest's arrival:

1. Respite Center staff will review the new respite guest list and the Guest Profile form on each individual.
2. The supervisor, nurse, or designee of the respite center will call the family to:
 - a. Confirm the visit of the respite guest.
 - b. Complete the Pre-admission Health Checklist with the respite guest, family member or guardian.
3. The nurse will assure the Physician's Orders are current. Physician's Orders need to be updated:
 - a. Annually if there are no medications ordered

- b. Semi-annually (every 6 months) if routine or PRN medications are ordered.
 - c. Every 3 months if psychotropic medications are ordered.
4. Travel packets for each anticipated respite guest will be compiled by Respite Center staff.
 5. Respite Center staff will review the collective leisure preferences of the individuals in order to determine appropriate activities for the group during their stay.
 6. Respite Center staff will ensure that respite guest rooms are designated, and rooms are clean, comfortable, and welcoming. Individual choices will be considered as appropriate.
 7. Respite Center staff will ensure that menus are established based on dietary needs and preferences, and the Respite Center is stocked with food and supplies to meet these needs.

E. References

1. Guest Profile
2. Emergency and Authorization Form
3. Physician's Orders
4. Respite Center Permissions Form
5. Leisure Interest Survey
6. Pre-admission Health Checklist

F. Attachment

- A.. Family Respite Center Packet