



Consumer/Family Information Packet

This packet includes the information you will need in order to access respite services. You will need to take the standardized, online training that has been developed for Primary Caregivers/Household Employers receiving respite services through DDSN's Family Selected Respite Program. This program is for families of individuals who participate in DDSN-operated Medicaid Home and Community Based (HCBS) Waivers.

Please read all of the information in the packet. Also, please sign and return all of the forms to the SC Respite Coalition (SCRC) before you go online to register for the training. You will not be authorized to take the training module until we have received these signed forms.

In this packet, you will find the following documents:

- DDSN/SCRC timelines for the transition of Family Training, Respite Caregiver Training and Respite Caregiver Registration;
- Welcome Letter with instructions and a checklist to help you get started;
- Respite Training Intake and Respite Caregiver Module Waiver Form for Household Employers; and
- SCRC's Disclaimer and Liability Release Form.

Respite is a temporary break for the family member who usually takes care of a loved one. In this program, primary caregivers are the employer of the respite caregivers. This training is designed to support you in your role as an employer so that you receive the respite that you need. If you have any questions, please contact us at:

SC Respite Coalition Training Program
PO Box 493
Columbia, SC 29202
(803) 935-5027
Toll free: 1 (866) 345-6786
(803) 935-5229 (Fax)
Email: training@screspitecoalition.org



Consumer/Family Information Packet

SC Department of Disabilities and Special Needs (DDSN) Statewide transition of family training, respite caregiver training and respite caregiver registration to the SC Respite Coalition (SCRC)

The SC Department of Disabilities and Special Needs (SCDDSN) provides respite services in several ways to families of individuals who participate in SCDDSN-operated Medicaid Home and Community Based (HCB) Waivers. In some situations, the respite caregiver is an employee of the local Disabilities and Special Needs (DSN) Board. In other cases, the respite caregiver is an employee of a qualified, private in-home care agency. However, the majority of respite caregivers are selected by the consumer/family. In the past, these caregivers were trained, certified and paid by the local DSN Board. SCDDSN and the South Carolina Respite Coalition (SCRC) have entered into a new partnership so that now the SCRC will take over the training and registration responsibilities. Separate Fiscal Agents will take over the responsibility of payment for services rendered. This change is being phased in to ensure a smooth transition. Families will be contacted directly by their Case Management provider or the SCRC if their respite caregiver(s) will qualify in this new way.

This transition will take place over the next few months. New training will be provided by the SCRC on-line so that you may take it at a time that is convenient for you day or night. You will be able to print a certificate listing the training that you completed so that you can show it to the Fiscal Agent, case manager or others as proof that you did it.

The SCRC also will take over the registration for respite caregivers. In this role, the SCRC will handle the process of documenting that individuals who want to provide respite care have met the established requirements, including:

- background checks from SLED and/or FBI
- SCDSS Abuse Registry
- SCDHHS Medicaid Fraud Registry,
- proof of completed TB tests
- proof of First Aid training

SCDDSN and the SCRC anticipate the transition to occur according to the following timeline:

Role/Function	When it begins
1. Online training for family/primary caregivers/consumers (defined as Household Employers)	Effective immediately

2. New Respite Caregivers not currently providing respite must submit documentation to meet the established requirements listed above to the SCRC.	June 16, 2015
3. Respite Caregivers begin receiving online training through the SCRC. The first 3 required modules will be available at the SCRC training website.	End of July 2015
4. Respite Caregiver training: The last 2 online training modules will be available at the SCRC training website.	End of September 2015

As the process transitions and the new respite caregiver training modules are available through the SCRC, respite caregivers will continue to be certified by the local DSN Boards as it is currently being done. If you have questions, please contact your case manager.

The Fiscal Agents will provide payroll services. The SCRC will not handle IRS or other forms related to payroll or IRS reporting.



Consumer/Family Information Packet

To: Primary Caregivers/Consumers/Responsible Parties (Respite Household Employers)
Subject: Training for DDSN's Family Selected Respite Caregiver Program

Welcome to the SC Respite Coalition's (SCRC) training program for SCDDSN's Family Selected Respite Caregiver Program. As part of DDSN's efforts to support current and new Respite Household Employers, DDSN has contracted with the SCRC to:

1. develop standard on-line training for you, the Household Employer;
2. develop standard on-line training for the Respite Caregivers you may hire; and
3. take over the registration and documentation that respite caregivers have completed all requirements to serve DDSN consumers and families.

Household Employer (Primary Caregivers/Consumers/Responsible Parties) Training: The training module the SCRC has developed for Household Employers provides an overview of respite, your responsibilities as an employer of respite caregivers, the Fiscal Agent's role as payroll agent to support you and the respite caregivers, and how to work with the Fiscal Agent. It also covers basic tips on how to find, interview, hire, train, supervise, and if needed, fire respite caregivers. This training is required for all new and existing Household Employers as follows:

- **New** Respite Household Employers are primary caregivers/RPs who currently do not receive family selected respite care. They must complete this training before respite services can be authorized.
- **Existing** Respite Household Employers will have up to one year to complete this training module to continue to receive this respite service.

Registration for Respite Caregivers: The SCRC will handle the process of documenting that individuals who want to provide respite care have met the established requirements including background checks from SLED and/or FBI, SCDSS Abuse Registry and SCDHHS Medicaid Fraud Registry, proof of required TB tests, and proof of First Aid training. The SCRC also will track annual TB test and bi-annual First Aid training requirements and make this information available to the Fiscal Agents and case managers. *If Respite Caregivers do not keep their TB status and First Aid training current, they cannot continue to provide respite for you and cannot be paid by the Fiscal Agent.*

Respite Caregiver Training: The SCRC is developing five (5) online training modules for all new and existing respite caregivers. Once the modules are available, all new respite caregivers must take this training before they can provide respite for families or get paid through the Fiscal Agent. Existing Respite Caregivers will have up to a year to complete all of the training modules. The topics of the five training modules are listed on the Respite Module Waiver Form included in this packet and in the Household Employer training module. More details about respite caregiver training and requirements they must meet are in the Respite Caregiver Registration and Training Packet.

GETTING STARTED WITH TRAINING

Follow these steps to take the Family Training Module and learn how to become an Employer.

1. Read this packet of information.
2. Read and sign the forms below. Be sure your case manager signs the form, if required.

These forms are completed only one time by you:

- Respite Training Intake Form (signed by you and case manager)
- SCRC Disclaimer and Release (Signed by you and a witness)

This form should be completed for each respite caregiver you want to hire.

- Training Module Waiver Form (must be completed for every respite caregiver and signed by you and the case manager). If you have chosen a Respite Caregiver, complete the Training Module Waiver Notice section by checking one of the boxes to the right of Module 3 and Module 4:
 - Check the box under “Must Take” if you want your Respite Caregivers to take the module.
 - Check the box under “Waive” if you will not require them to take the module.

3. Mail or fax these forms to:
SC Respite Coalition Training
P. O. Box 493
Columbia, SC 29202
803-935-5229 (Fax)
4. To register to take the training, go to: <https://DDSNtraining@screspitcoalition.org>
5. Click on “Consumers and Families (Primary Caregivers).
6. Click on “Register for the Family (Primary Caregiver) Training.”
7. Complete all fields.
8. Create a Username and Password and Submit.
9. By email, you will receive confirmation that you have registered. If you do not have your own email address, please set one up even if you do not have internet access at home. There are lots of free ones. This is the primary way we will communicate with you now and in the future.
10. Once the SCRC verifies your eligibility against your Respite Training Intake Form, you will be notified you can begin the training module.
11. Go back to: <https://DDSNtraining@screspitcoalition.org> and login using the Username and password you created.
12. Begin the training module. It will take about one to one and a half hours to complete.
13. You may complete it now, or complete part of it, close it and return later to start where you left off.
14. Once you complete the module, you must pass the quiz at the end. You will have three chances to pass the quiz, if needed. Once you begin a quiz, you must complete it. You cannot stop and resume later.
15. When you pass the quiz, you will be able to print a “Certificate of Completion” that shows you have successfully completed this required training.
16. The SCRC also will notify the Fiscal Agent when you successfully passed the module so you can you can complete the forms to enroll as an employer.

TIP: If it is very difficult for you to get to or use a computer, please let us know. You can start by asking a friend or by going to your local library. Your librarian (or children in in your family) can walk you through getting online to take this training at your local library. Our goal is for you to succeed!

HIRING YOUR RESPITE CAREGIVERS –YOUR EMPLOYEES

Respite is a temporary break for the family member who usually takes care of a loved one. DDSN Family Selected Respite helps you get the breaks from caregiving that you need. As the employer, you get to choose your respite caregivers and have them provide respite and care for your family member the way you want. According to DDSN standards, in order for a person to be a respite caregiver, they must meet the following basic criteria:

- Be at least 18 years of age
- Be able to speak, read, and write English
- Be able to help consumers do everyday things like get dressed, feed themselves, and brush their teeth
- Be able to follow the directions that are in the Plan of Care with only a little direction or supervision
- Have NO record of abuse or neglect or a crime committed against another person
- Not have a conviction of a felony of any kind
- Have no diseases that can be passed to another person (such as tuberculosis)
- Have a valid South Carolina driver's license if they drive as part of the job
- Complete First Aid Training through an approved trainer (face-to-face, not online)
- Complete training in Abuse and Neglect, HIPAA and Confidentiality, Fire Safety/Emergency Preparedness and Understanding Disabilities. You may waive the required Fire Safety/Emergency Preparedness and Understanding Disabilities training if you provide this training for your respite caregivers.

The Family Training Module covers hiring and working with your employees in more detail. You also may want to review the Respite Caregiver Registration and Training Packet to fully understand the requirements your respite caregiver must meet, including renewing their TB test each year and taking a First Aid class every two years. As their employer, it is your responsibility to know that they are up-to-date on these requirements.

South Carolina Respite Coalition

The SCRC is a statewide non-profit organization working since 1999 to create more respite in South Carolina through advocacy, information, education and service. Focused on respite for lifespan, we have shown a long time commitment to respite for family caregivers of ALL ages, no matter the disability or special need of the care receiver. Our role in this program furthers our mission by making training available for families and respite caregivers, keeping a registry and recruiting new respite caregivers.

Please take time to look at information on our website that may help you as you give care. Follow us on Facebook. The staff at the SCRC are all happy to be of help to you, if needed.

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**Respite Training Intake and
Respite Caregiver Module Waiver Form
for
Household Employers
(Responsible Party (RP)/Primary Caregiver/Consumer)**

Information on this form is used by the SCRC to confirm you are eligible to take the Family Selected Respite Training Module when you register online. It also tells the SCRC which training modules you will require your chosen Respite Caregivers to complete. We encourage you to have them complete all 5 modules, but you can choose to waive (skip) Modules 3 and 4 in the list below.

This form should be completed by the Household employer (person who will be supervising the respite caregivers) AND the Case Manager. **PLEASE PRINT LEGIBLY. You will complete full registration online at the SC Respite Coalition training website.**

Name of Consumer: _____

Name of RP/Primary Caregiver: _____

E-mail: _____ Phone: _____

Case Manager Name: _____ Email: _____

Case Manager Work Phone: _____ Cell Phone: _____

DSN Board Name: _____

TRAINING MODULE WAIVER REQUEST (This form must be completed for EACH Respite Caregiver)

Respite Caregiver Name: _____ None Chosen

If you, as the primary caregiver, choose to provide this training and do not want your respite caregiver to take Module 3 or Module 4, you may waive the requirement. Please check the boxes below to tell us if your Respite Caregiver “Must Take” the module or you “Waive” the requirement so he/she does not have to take it.

Respite Caregiver Training Modules		Must Take	I Waive
Module #1: Overview of Respite – Becoming a Respite Caregiver	REQUIRED		
Module #2: Confidentiality and HIPAA -	REQUIRED		
Module #3: Fire and Safety Procedures and Disaster Preparedness	CAN WAIVE	<input type="checkbox"/>	<input type="checkbox"/>
Module #4: Basic Understanding of Disabilities	CAN WAIVE	<input type="checkbox"/>	<input type="checkbox"/>
Module #5: Abuse and Neglect/Signs and Symptoms of Illness	REQUIRED		

Responsible Party Signature

Date

Case Manager Signature

Date



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respite@screspitecoalition.org
www.screspitecoalition.org

Disclaimer and Release

The South Carolina Respite Coalition (SCRC) is a nonprofit organization working to create more respite in SC for family caregivers of all ages. SCRC's role in the SC Department of Disabilities and Special Needs' (SCDDSN) Family-Selected Respite Caregiver Program (Respite Program) is to document that potential respite caregivers meet program requirements and provide required minimum training for both families and respite caregivers.

SCRC is not an employer of the respite caregiver nor responsible for any employment related activities such as maintaining any type of insurance, including Worker's Compensation or health insurance for the respite caregiver. SCRC is not responsible for liability insurance. The Consumer or Responsible Party (RP) may check with their homeowner's insurance agent to arrange liability coverage. The SCRC does not exercise any supervisory control over or perform ongoing monitoring of the respite caregiver. Any employment relationship that arises between the Consumer/RP and the respite caregiver under the Respite Program is solely the responsibility of the Consumer/RP and the respite caregiver.

In addition, you are hereby advised of and agree to the following:

1. SCRC does not represent or warrant the suitability or abilities of a respite caregiver and specifically disclaims any liability for misconduct or breach of duty to Consumer and/or RP by a respite caregiver unless such conduct or breach resulted from SCRC's gross negligence or willful misconduct in the limited activities that it performs in the Respite Program.
2. The SCRC will request background checks from SLED and/or the FBI and request verification that the potential respite caregiver is not listed on the SCDHHS Medicaid fraud or SCDSS Abuse and Neglect Registries and make the results of background checks available to SCDDSN, the Consumer and/or RP. SCRC will review and maintain background check results, as well as verification of a respite caregiver's bi-annual First Aid training and annual TB test results separately obtained by the potential respite caregiver. SCRC is not responsible for the determination of whether the results of a potential caregiver's background check are acceptable for participation in the Respite Program. Established standards are included in the SCRC Respite Caregiver packets and any appeal decisions are made by SCDDSN.
3. Certificates issued by the SCRC upon completion of the course merely indicate that the potential respite caregiver has completed the SCRC's online training course successfully; has met the requirements listed in #2 directly above. Neither the documentation nor the training provided by the SCRC attests to or certifies skills or competence to provide respite care.
4. To continue to be able to work as a respite caregiver in the Respite Program, a respite caregiver must complete a First Aid Training course from an approved First Aid Training provider every two years and have a TB test annually. Failure to do so will result in termination as a respite caregiver.

Initial that you have read this page _____



5. The on-line training modules developed by the SCRC provide basic training on the Respite Program for Consumers/RPs and Respite Caregivers. These basic training modules do not address the specific care needs of individual consumers and do not replace the specific training that must be provided by the family.
6. Skilled care such as that requiring a nurse (e.g., suctioning, g-tube feeding, wound care, ventilator usage, etc.) is NOT authorized under SCDDSN's respite care services. The SC Respite Coalition is not liable for accidents/injuries that occur during the provision of skilled care not authorized. It will be the responsibility of the family to develop an emergency plan of action in the event of an emergency during respite care.
7. Use of a specific respite caregiver is the Consumer's/RP's choice. The Consumer or RP is the employer, primary trainer and sole supervisor of the Respite caregiver.

As the party responsible for contracting for respite services or for providing respite services under the SCDDSN Family Selected Respite Caregiver Program, my signature below acknowledges that I have read this entire disclaimer and release and that I fully understand and agree to the terms and disclosures contained in this document.

Signature

Date

Print Name

Witness Signature

Date

Print Name

