DDD evaluates requests for Family Support based on an individual’s need, the services and supports already available, and the availability of DDD resources. Most services are limited and some may not be available in specific geographic locations.

**RESPITE:** Services provided to individuals unable to care for themselves that are furnished on a short term basis because of the absence or need for relief of those persons who normally provide care for the person.
Family Support Service Descriptions

- **Summer Camp (day)**: Day Camp is set in a licensed camp facility designed to provide respite to families during the summer months. Services provided include assistance in daily living skills and recreation.

- **Summer Camp (overnight)**: Overnight Camp is set in a licensed camp facility designed to provide overnight respite to families during the summer months. Services provided include assistance in daily living skills and recreation.
Family Support Service Descriptions

- **After Work Program**: provides activities and assistance with daily living skills at a site based facility typically Monday through Friday between the hours of 2:30 and 6:00 pm.

- **Trained Caregiver**: a respite worker trained by the Division who provides in home respite services based on the individual’s needs.

- **Home Health Aide (Respite)**: a respite worker trained by a Division contracted entity to provide in home respite services based on the individual’s needs.
• **Community Care Residence Provider (CCRP):** a person licensed to operate a Community Care Residence under N.J.A.C. 10:44B.

This service provides out of home overnight respite in a Division licensed setting. Depending on the structure of the home and the qualifications of the CCR Provider, individuals who are non-ambulatory, require nursing care, or have other needs can be served in this setting.

• **Out of Home Respite in an agency setting (overnight or day time):** services typically take place at a site based facility or in the community.
Family Support Service Descriptions

- **In Home Respite through a Contracted Agency**: services are provided in the individuals’ home through a DDD contracted provider.

- **Out of Home Respite at a Hotel**: overnight respite services provided in a hotel and based on the individual’s need.
Non Respite Services:

- **Assistive Technology**: an item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of an individual.
  - Communication devices, mobility aids, computer software

- **Environmental Modification**: physical adaptations to the private residence of the individual or the individual’s family which are necessary to ensure the health, welfare and safety of the individual or to enable the individual to function with greater independence in the home.
  - Ramps, grab-bars, bathroom modifications, widened doorways
Family Support Service Descriptions

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- **Vehicle Modification**: adaptations or alterations to an automobile or van that is the individual’s primary means of transportation in order to accommodate the special needs of the person.
  - Wheelchair or scooter lift, assist handles, exterior access device controls
Conversation to Assess the Need for Family Support Services

All available generic services must be sought prior to requesting services through Family Support

- What generic resources are available to support the individual and have those services been fully explored?
- Does the individual receive Personal Care Attendant (PCA) Services through Medicaid? These services assist an individual with Activities of Daily Living (ADL).
- If so, are the services provided by an agency or the Personal Preference Program (PPP)? PPP allows the individual and family more choice of who provides the necessary care.
**Conversation to Assess the Need for Family Support Services**

- Does the individual have any behavioral or medical needs?
- Respite Services: What time periods would be most helpful?
  - Weekend (include time of day)
  - Weekdays (include time of day)
  - In-Home or Out of Home (day time or overnight)
- If out of home overnight respite is requested (30 day advanced notice).
- Specific dates and limitations on how far the family is willing to travel to drop off the individual at the respite location.
How to Make a Request

After generic resources have been explored, requests for Family Support Services are made by the family to the Support Coordinator.

SC sends an email outlining the request to the Regional Family Support Contact. The request should include a justification of why the service is needed, PCPT, & NJISP. 30 day advance is needed for all Respite Requests.

If the requested service is deemed necessary and is available, the Region will complete the referral. The Regional Contact will advise the SC about the status of the referral.

The Regional Contact reviews the request. Based on the review, additional provider specific documentation may be needed for the SC to obtain.
Processing Requests

- Once the referral is sent to the provider, it is reviewed to ensure that the provider is able to meet the individual’s needs. If so, the family is contacted by the provider to complete the intake process. DDD is notified by the provider when the service starts or of lack of response from the family.

- The Family Support Contact will notify the Support Coordinator of any issues with the referral or when the service is scheduled to start.
County Contacts

• Refer to the “Referral Process for DDD Regional Clinical Services & Family Support” chart for County Contacts.
• Contact the Family Support Representative based on the county where the individual needing assistance resides.