



**DELAWARE HEALTH
AND SOCIAL SERVICES**

Division of Services for
Aging and Adults with
Physical Disabilities

**Respite Services
Service Specification
Elderly & Disabled Waiver**

Revision Table

Revision Date	Sections Revised	Description
2-19-2009	3.4	Deleted: The provider is permitted to bill for one hour (4 units) of service when unable to gain access, however billing for lack of access more than 3 times per year is not permitted.
6-8-2009	1.1	Revised Service Definition to reflect the definition provided in Elderly & Disabled Waiver application submitted to CMS in May 2009.
6-29-2009	3.1.2	Added a Daily reimbursement code.
6-29-2009	5.1	Added to include Assisted Living and Nursing Home facilities
6-29-2009	6.3	Added to include prohibited services for Assisted Living and Nursing Home facilities
9-11-2009	7.9	Added statement to Work Plan requirements for daily respite service provided in community setting.
2-3-2010	7.12	Added: 7.12
9-3-2010	1.0, 3.0, 5.0, 6.0, 7.0	Major revisions due to amendment of waiver program





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WAIVER SERVICE SPECIFICATION

1.0 SERVICE DEFINITION

1.1 Respite service provides supportive care in assisted living facilities or nursing facilities on a short-term basis because of the absence of, or need for relief for, those persons normally providing the care.

2.0 SERVICE GOAL

2.1 The goal of Respite Services is to provide service to individuals due to the absence of or need for relief of those persons normally providing care.

3.0 SERVICE UNIT

3.1 The unit of service for Respite service is one (1), twenty-four (24) hour time period.

4.0 SERVICE AREA

4.1 Providers of Respite services are permitted to define sub-areas of service within the state.

5.0 SERVICE LOCATION

5.1 Respite service is to be provided in a waiver contracted licensed Nursing Home or Assisted Living facility.

6.0 SERVICE DESCRIPTION

6.1 Respite services must be prior-authorized by the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD).

6.2 Recipients of Respite Services receive supportive care based on their individual needs and in accordance with the laws and regulations governing the operation of assisted living facilities and nursing homes in the State of Delaware.

7.0 SERVICE STANDARDS

7.1 The provider must comply with all applicable Federal, State, and local rules, regulations and laws applying to the provision of the service.

7.2 The provider must not enter into any subcontracts for any portion of the coordination of services covered by this contract without obtaining prior written approval from DSAAPD.

7.3 The provider must develop and maintain policies and procedures for the delivery of Respite Services.





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- 7.4 The provider must notify DSAAPD in the event of a hospital emergency room visit or a hospital admission of the waiver participant.
- 7.5 The provider must ensure access to authorized representatives of Delaware Health and Social Services and/or CMS to the participant's case files and medical records.
- 7.6 The provider must comply with DSAAPD quality assurance initiatives related to this program.
- 7.7 The provider must cooperate with DSAAPD to resolve problems which threaten participant service.

