

## ROUTINE RESPITE (RP1)

### A. General Description:

Routine respite service (RP1) provides one –to- one care to give relief to, or during the absence of the normal caregiver. This care is typically provided in the Person’s residence or other approved setting.

### B. Population Served:

Persons with Intellectual Disabilities, Related Conditions (ID, RC) and/or adults age 18 and older with Acquired Brain Injury (ABI) as defined in Utah Administrative Code, Rule R539-1 and are receiving Department of Human Services, Division of Services for People with Disabilities(DHS/DSPD) Self-Administered Services (SAS).

### C. Direct Service Requirements:

1. All General SAS Service Requirements shall be implemented
2. RP1 shall be provided with a one-to- one ratio
3. RP1 shall be provided in the Person’s residence or a setting approved in writing by DHS/DSPD
4. Personal belongings such as clothing, and personal hygiene product, and medicine shall be provided by the employer and accompany the Person. The employee is not responsible for providing these items
5. Transportation: if the RP1 employee provides transportation, the employee shall have:
  - a. A current and valid driver’s license
  - b. Current vehicle registration
  - c. Current automobile insurance

Employee shall ensure:

- d. Persons are not left unattended in the vehicle
- e. Persons use lap/shoulder belts and remain seated while the vehicle is in motion

- f. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift
- g. All persons in wheelchairs use both the available lap belt and wheel locks on the Person's wheelchair and available lap/shoulder belt within the vehicle/mechanisms to restrict movement of wheelchairs during travel seat belts, or locking mechanisms to immobilize wheelchairs during travel
- h. Persons are transported in safety restraint seats when required by Utah State law
- i. Vehicles used for transporting Persons have working door locks. Doors are locked at all times while the vehicle is moving
- j. Persons arrive safely at the scheduled time and arranged destination, that no Person is left alone along the way to or from day supports even in emergency situations or when the health and safety of others may be in question. If necessary during an emergency, the driver may wait until another driver arrives to complete the transport

E. Limitations:

RP1 shall **not**:

- 1. Be provided by an employee caring for more than four people at any one time including the employee's own minor children under the age of fourteen
- 2. Be provided or billed for at the same time Persons are receiving any other DHS/DSPD services
- 3. Be provided for exceptional care needs
- 4. Include room and board
- 5. Be provided for ongoing day care

E. Employee Qualifications:

The Employee shall meet all General SAS Staff Qualifications

F. Specific Training Requirements:

General SAS Service Training Requirements shall be completed before providing services

G. Rate:

RP1 is a one-to-one, quarter hour service