



Disability Development Resources, LLC

Providing... Direction. a Difference. Results.

Respite, Daily (RSD) Notice

Dear Consumer/Family/Responsible Person,

This notice is to clarify DDD's rules regarding the use of Respite hours when there is a need for more than 12.75 hours of Respite in a calendar day. Please read this notice of DDR company policy carefully as several steps are required to properly obtain authorization for Respite, Daily (RSD) services, as consequences apply without it, and the service can have an adverse effect on your DSP's pay rate and your overall hours. RSD can ONLY be provided by first obtaining a prior authorization from DDD.

WHAT YOU NEED TO KNOW ABOUT RESPITE, DAILY

Pursuant to our contract with DDD, there are rules regarding Respite service guidelines for Qualified Vendors. DDR is a Qualified Vendor and must abide by this rule for Respite, Daily:

The service of "Respite, Daily" is authorized and billed when the TOTAL respite need exceeds 12.75 hours (consecutive or non-consecutive) in a calendar day (a calendar day is a 24-hour stretch of time that begins at midnight and ends at 11:59 p.m. on the same day).

Since DDD's Respite, Daily pay rates fall below what DDR's DSPs are paid, when averaged over 24 hours, all **DSPs who work with a Consumer receiving RSD in a calendar day are paid the current minimum wage per hour for ALL HOURS worked that day.**

In addition, DDD considers RSD as 1 unit equal to 24 hours of RSP. This means that when a Consumer uses more than 12.75 hours in one calendar day, 24 hours of RSP are deducted from that Consumer's total hours, **EVEN IF LESS THAN 24 HOURS ARE BEING USED.** Those of you who have a need for a provider for overnight or emergency services may be adversely affected by this rule. Respite is the only HCBS service that may be used while the individual is sleeping. Attendant Care and Habilitation require documented interaction with the Consumer for all hours worked with the Consumer and cannot generally be billed while the Consumer is sleeping. In some cases where Attendant Care and Habilitation are authorized as well, there may be enough hours to combine with Respite and cover a full 24-hour period. However, the authorizations for Attendant Care and Habilitation are written to only allow a certain number to be used per month and the need may exceed what is authorized. If that is the case, then RSD is billed only. **PLEASE NOTE: Attendant Care and Habilitation services cannot be billed when RSD is utilized.**



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HOW TO REQUEST RESPITE FOR MORE THAN 12.75 HOURS IN ONE CALENDAR DAY

If you plan to use your DSP(s) for 12.75 or more hours in a calendar day (consecutive or non-consecutive hours), you must notify DDR's Director with as much advance notice as possible BEFORE you make those arrangements with your DSP(s). **DDR's Director needs to contact your Support Coordinator to obtain a prior authorization for RSD.**

NOTE: If you do not contact DDR's Director in advance for an RSD prior authorization and you have one DSP (or a combination of DSPs) provide more than 12.75 hours of Respite in one calendar day, this is a violation of company policy and may result in a) DDR billing you for the unauthorized hours worked by the DSP(s) and/or, b) disciplinary action against your DSP(s).

We want to avoid hard feelings on the part of your DSP(s) upon submission of their time sheet(s), and a worst-case scenario in which they may find out they were one of two DSPs providing Respite on a day in which hours exceeded 12.75 overall and their hourly rate of pay will be minimum wage because RSD must be billed without their prior knowledge and agreement. While DSPs are notified of this at their initial training and on-going training throughout the year, sometimes this vital detail is not fully understood until it becomes applicable. **IT IS VERY IMPORTANT** that these steps be taken so the coordination of services is done with the utmost care to the need(s) of the Consumer and the scheduling/pay to the DSP(s). Please help DDR to make this very confusing Respite, Daily service work for all parties!

Please do not hesitate to contact me with questions.

Thank you.

Deborah

Deborah Lamoree
Owner/Director