



Disability Development Resources, LLC

DSP Respite, Daily Statement of Understanding

DSPs can ONLY provide more than 12.75 hours of Respite in a calendar day if a prior authorization for Respite, Daily service has been obtained by DDR from DDD. When more than 12.75 hours (consecutive or non-consecutive) are needed from one or more DSPs, this is known as Respite, Daily (RSD) and must be authorized by DDD before service is provided. A calendar day is 24-hour stretch of time that begins at midnight and ends at 11:59 p.m. on the same day.

Violation of this company policy may result in a) disciplinary action taken against you and any other DSP providing Respite/HCBS services to that Consumer that day, and/or, b) DDR billing the Consumer/Responsible Person for the unauthorized hours worked by the DSP(s).

It is the Consumer/Responsible Person’s responsibility to notify DDR of the need for RSD. It is the DSP’s responsibility to remind the Consumer/Responsible person of the need for an RSD authorization, and to notify DDR as a backup measure.

If you are asked to provide more than 12.75 hours of Respite in one calendar day, or are aware that another DSP is working with your Consumer also on a particular day and are concerned your hours combined with that DSP’s may exceed 12.75 of Respite, please follow these steps:

1. Ask the Consumer/Responsible Person if the total number of hours will exceed 12.75 hours of Respite that day.
2. If it will, ask the Consumer/Responsible Person if an authorization for RSD has already been obtained.
3. If it has not, gently remind the Consumer/Responsible Person that the authorization for RSD must be obtained before you and/or any other DSP(s) can provide more than 12.75 hours of Respite in one calendar day.
4. You may also remind the Consumer/Responsible Person that without the RSD authorization, unauthorized hours could be billed to them, or disciplinary action could be taken against you. **Note:** If you want or need intervention from DDR in regard to communicating this to your Consumer, please do not hesitate to ask DDR’s Director.
5. Notify DDR’s Director of the need for RSD.

THIS IS MANDATORY, regardless of the situation. As much advance notice as possible will ensure that the Consumer’s needs are met. If there is an emergency and Respite hours exceeding 12.75 are required, you must contact DDR immediately.

PLEASE NOTE: Attendant Care and Habilitation services cannot be billed when RSD is utilized. 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.

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.**

DDR wishes to avoid engaging in disciplinary action with its DSPs for situations such as this, so it has taken safeguard measures to educate the DSPs and Consumers/Responsible Persons of these rules, to the best of our ability. Please practice diligence when providing services to your Consumer and be proactive in keeping DDR apprised of the Consumer’s needs.

I understand and will abide by this Respite, Daily Statement of Understanding.

Direct Support Professional Signature

Date

Direct Support Professional printed name