



APPLICATION / WORKSHEET FOR CAREGIVER SUPPORT SERVICES

State Form 55005 (6-12)

FAMILY AND SOCIAL SERVICES ADMINISTRATION / DIVISION OF DISABILITY AND REHABILITATIVE SERVICES (DDRS)

BUREAU OF DEVELOPMENTAL DISABILITIES SERVICES (BDDS)

1. Name of individual		2. Consumer identification number	
3. Individual's date of birth (<i>month, day, year</i>)	4. Individual's Social Security Number	5. Telephone number ()	
6. Address (<i>number and street</i>)			
7. City	8. ZIP code	9. County	
10. Name of primary caregiver		11. Alternate telephone number ()	
12. Reasons for caregiver supports (<i>check all that apply</i>): <input type="checkbox"/> Overnight / weekends relief <input type="checkbox"/> Hours for shopping, out of home activities, etc. <input type="checkbox"/> Hours for family / personal time <input type="checkbox"/> Other: _____			13. Total number of individuals applying
14. Name(s) and date(s) of birth for additional individual(s) requesting the Caregiver Support Services: Note: Each additional individual listed must complete his/her own application / worksheet.			
Name of CGS Applicant		Date of birth (<i>month, day, year</i>)	
1.			
2.			
3.			
4.			
15. Signatures			
Signature of individual (<i>if emancipated or own guardian</i>)		Date (<i>month, day, year</i>)	Time
Signature of parent / guardian / primary caregiver		Date (<i>month, day, year</i>)	Time

FOR BDDS USE ONLY			
Check any funding source or services that the primary caregiver indicates the individual is currently receiving. <input type="checkbox"/> ADwaiver <input type="checkbox"/> TBI waiver <input type="checkbox"/> Vocational Rehabilitation Services <input type="checkbox"/> AU waiver <input type="checkbox"/> BDDS State Line <input type="checkbox"/> Department of Child Services <input type="checkbox"/> DD waiver <input type="checkbox"/> CHOICE <input type="checkbox"/> None <input type="checkbox"/> SS waiver <input type="checkbox"/> First Steps <input type="checkbox"/> Other: _____			Date of DD eligibility determination (<i>month, day, year</i>)
Signature of BDDS staff		District number	Date (<i>month, day, year</i>) Time

For Primary Caregiver

Caregiver Supports

1. For the Fiscal Year 2013, there will be limited funds available for Caregiver Support (CGS) Services. These funds will be available on a first come, first served basis.
2. What is Caregiver Support Services?
 - a. It is a short-term relief period for the primary caregiver.
 - b. It can be provided in:
 - i. the primary caregiver's and individual's home; OR
 - ii. a non-private residential setting (i.e., a "respite home").
 - c. You will choose a provider from an approved Caregiver Support Services pick list. The provider will provide the trained staff to supervise the eligible individual(s).
 - d. The trained staff can do the following activities:
 - i. assistance with toileting and feeding;
 - ii. assistance with daily living skills, including assistance with accessing the community and community activities;
 - iii. assistance with grooming and personal hygiene;
 - iv. meal preparation, serving and clean up;
 - v. medication administration.
 - e. The trained staff **CANNOT** do the following activities:
 - i. completion of routine household chores,
 - ii. caring for non-CGS approved persons.
 - f. The trained staff cannot be the parent, spouse or primary caregiver of the individual receiving the CGS.
 - g. The trained staff cannot be used while the primary caregiver is at work.
 - h. The trained staff cannot use his/her own home as the place to provide the Caregiver Support Services.
 - i. Caregiver Support Services cannot pay for the cost of registration fees or the cost of recreational activities (e.g. camp, etc.).
 - j. Caregiver Support Services cannot be used to pay for rent, food or other household costs.
 - k. Caregiver Support Services will not be available to the primary caregiver if the individual is receiving or begins to receive other services from the Bureau of Developmental Disabilities Services (BDDS) or programs such as (but not limited to) CHOICE, First Steps, Division of Aging waivers, Department of Children Services.

Reminder: Funds are available on a first-come, first-served basis.

3. Caregiver Support Services budgets are established hourly amounts. The hours are determined by the number of eligible individuals in the family's residence.

Caregiver Support Services			
Eligible in the Residence	Total hours available	Hours / Individual	Dollars / Individual
1 (individual)	62	62	\$1000
2 (individual + 1)	92	46	\$736
3 (individual + 2)	125	41	\$656
4 (individual + 3)	156	39	\$624
5 (individual + 4)	187	37	\$592

4. There are limited funds available for Caregiver Support Services. Caregiver Support Services may be available to the primary caregiver when all of the following steps are completed. Timeliness in completing these steps is important.

	Yes	Date (mm, dd, yyyy)	Time
1. Completed the application for DD Services.			
2. Completed Application/Worksheet for Caregiver Support Services.			
3. Provided District Office staff with information for determination of eligibility.			
4. Received Statement of Eligibility for DD Services.			
5. Received notification of CGS Funding available.			
6. Received Provider Pick list for Caregiver Support Services.			
7. Contacted and interviewed providers.			
8. Marked on Pick list the provider chosen.			
9. Get Pick list to chosen provider.			
10. Made sure chosen provider sends the Pick list to the District Office			
11. If provider does not contact you within ten days, in order to make arrangement for services, call the BDDS District Office telephone number.			
12. Call BDDS District Office if any changes.			

Explanation of steps 6 through 9 – Selection of Provider:

6. A Pick list will be sent to you, the primary caregiver, by the District Office staff when eligibility is established and permission granted for Caregiver Supports;
7. You must contact and interview providers;
8. You mark on the pick list the chosen provider and sign and date the pick list;
9. You send the pick list to the chosen provider so that the provider accepts the responsibility to provide CGS services by signing the pick list and sending to the BDDS District Office within the thirty (30) days.

If you, the primary caregiver, are not able to choose a provider within the thirty (30) days, you may request assistance from the District Office staff. If, after an additional fifteen (15) days, you have not chosen a provider, the individual's name will be placed on the wait list and you will be notified that Caregiver Support Services are not be available.

Frequently Asked Questions regarding Caregiver Support Services (CGS)

Question	Answer
1. What is the definition of short term relief?	The primary caregiver has the responsibility to use the limited hours as needed. The short term relief can be for a few hours to a weekend stay.
2. Can CGS pay for in-home overnight staff?	Yes; however, CGS staff cannot sleep while on duty and can only work for twelve (12) consecutive hours.
3. Can the staff sleep while providing the CGS?	CGS Staff <u>cannot</u> sleep while on duty.
4. Are there time limits for staff?	CGS staff person can work no more than twelve (12) consecutive hours per day.
5. Is there a lower age limit for the individual?	There is no age limit, as long as the child is eligible for DD services.
6. Is there an individual to staff ratio?	Yes. CGS cannot exceed individual(s) to staff ratio - 3: 1. The determination is based on each individual's needs.
7. Is there a requirement that the individual applies for the waiver services?	No. There is no requirement, but it is recommended.
8. Can individuals be receiving CGS Services at Adult Day?	No.
9. Does the staff need to meet RHS staff regulations?	Yes, the provider must follow the 460 IAC 6 - RHS staff requirements.
10. Can CGS staff administer medications?	Yes, as needed, if the staff has been trained, as required in 460 IAC 6.
11. Does the staff need to be CPR certified?	Yes, as required in 460 IAC 6.
12. Does the staff need to complete the incident reports?	Yes, as required in 460 IAC 6.
13. Can relatives be the staff to provide the caregiver support supervision?	Yes, as long as the relative is not residing at the same address as the individual. The relative must be employed by the provider, meet the staff requirements, receive the required training and adhere to time limits.
14. Can CGS be provided when the primary caregiver is attending school classes? Funerals? Hospital visits?	Yes, if that is how the primary caregiver needs to use the Caregiver Support Services.
15. Can CGS be provided when the primary caregiver is on vacation?	The district must submit request to and receive prior approval from BDDS Central Office.
16. Can CGS be provided during summer vacations or snow emergencies?	Yes, as long as the primary caregiver is not working during those CGS hours and the provider has the staff available.
17. Is primary caregiver required to apply for Medicaid on behalf of the individual?	No, but it is recommended.
18. If there are medical diagnoses, could the individual, who has obtained Medicaid eligibility, be required to apply for PA-Respite Nursing services? If there is denial, then CGS can be used?	Yes and yes.
19. Who will be doing the monitoring of utilization of CGS?	The BDDS Central Office will complete a review at the end of six (6) months and nine (9) months.
20. Does the primary caregiver need to reapply at the end of the fiscal year?	Yes. The application must be completed annually.
21. Are CGS budgets auto-renewed?	No. the primary caregiver must complete the application at the beginning of each fiscal year.
22. Is Indirect Service Coordination allowed for this service?	No.
23. Do you have to re apply for CGS services every year?	Yes. CGS is a service that requires in person application due to the first-come, first-served basis.
24. Can the CGS budget stop during the fiscal year?	Yes. If the individual begins to receive other services from BDDS, VRS, CHOICE, DCS, First Steps, etc., the CGS budget will stop.
25. Does the primary caregiver need to make application in person?	Yes.
26. Does the individual need to attend the application meeting also?	Yes. If the individual has already attended the application meeting and been deemed eligible for DD services, the individual does not have to attend.