# Family Alzheimer's In-Home Respite (FAIR) Program
# Congregate Respite Guidelines

West Virginia county aging provider agencies who submit a proposal that meets the following criteria may provide congregate respite as part of their overall Family Alzheimer's In-Home Respite (FAIR) allocation:

**Identification of Need**

- Describe how residents of your county with Alzheimer's disease and related dementias will benefit from congregate respite services.

**Service Recipient**

- There must be a caregiver. The caregiver must be a resident of WV. As with the in-home respite program through FAIR, **the service recipient in the congregate respite program is the caregiver.**
- **Service recipients may receive a total of sixteen hours of respite per week, in-home and congregate respite combined.**
- The person enrolled in the congregate respite program must have a written diagnosis of Alzheimer's disease or a related dementia.
- Individuals may be discharged from the program if they exhibit behaviors that may endanger themselves, other congregate respite participants or staff members, or if the behaviors seriously disrupt activities of the program. However, every effort should be made by the staff to manage the disruptive behavior before the person is disqualified from the program.

**Site/Space Utilization**

- Site should be ADA compliant.
- Proof of adequate liability coverage must be on file.
- The site must be adequate to accommodate the maximum number of individuals projected to be served at any one time and should have activity space, comfortable seating, a quiet place for rest and a private room for changing clothing.

**Hours of Operation**

- Specific days/hours of operation will not be required, but a schedule describing projected hours of operation must be submitted with the proposal.
- Evening and weekend hours of operation are encouraged.
- A morning and/or afternoon snack will be served to participants who are there at the time those snacks would normally be served. Participants who are there during lunchtime can be served through the nutrition program.

**Programs and Activities**

- Provider will have a plan detailing programs and activities that will be included in the congregate respite program.
- Activities should include physical and mental exercises, creative expression (music, art, and/or dance), cultural enrichment, socialization, and, if pssible, activities with youth.

**Allocation**

- The allocation for congregate respite will be a percentage of the provider agency's overall funding for FAIR.
- Provider agencies offering congregate respite through FAIR must still provide in-home respite through this program.

**Reimbursement**

- Services will be billed monthly on the invoice provided by the Bureau of Senior Services. Additionally, an Invoice Attachment is required that lists the names of service recipients (unpaid caregivers) and hours served during the period covered.

**Fees**

- Fees are based on the state cost share schedule.
- The same income guidelines and percentages that are used for FAIR in-home respite state cost share will be used for the congregate respite program.
- If the family has extenuating circumstances, such that paying the rate for which they qualify would be a hardship, a lesser fee can be negotiated with the service recipient. (See FAIR State Cost Share, Section XXIV of the FAIR Policy Manual.) The reasons must be adequately documented.

**Staffing**

- The center will have a staff person designated as director of the congregate respite program.
- Site should adhere to a staffing ratio of no more than 6:1, with an ideal ratio of 4:1. Even with as few as three participants, there must be a second staff person available in the building, who can help with activities or when an individual requires one-on-one attention.

**Volunteers**

- Efforts should be made to enlist volunteers who would be willing to work at the congregate respite center, including faith groups, civic organizations, schools that require community service hours, nursing schools, and other community groups.
- Volunteers will have the same training that congregate respite staff receives.

**Training**

- Staff and volunteers will complete the training required for FAIR, including the required dementia care training, *The Person Comes First: A Practical Approach to Alzheimer's Care.*

**Reporting**

- Site will follow the same client tracking procedures as with FAIR in-home reporting.

**Reviews**

- Congregate respite centers will be reviewed at least every twelve months by the Bureau to document continuing compliance with policy requirements and any grant agreements. Monitoring may include onsite visits, desktop monitoring, home visits or telephone interviews with service recipients and/or staff. On-site evaluations will be conducted at least every twenty-four months by Bureau of Senior Services staff. (See Monitoring of FAIR Services, Section XVI of the FAIR Policy Manual.)
- Other announced or unannounced visits may take place as deemed necessary by the Bureau and/or provider agency.
- Financial reviews will take place within the framework of provider's overall FAIR review.

## Summary

A proposal for establishing or enhancing congregate respite services will include the following, as described in the above guidelines:

- Identification of need
- Description of site
- Maximum number of individuals projected to be served at the congregate respite site at any one time
- Projected hours of operation
- Plan for dementia-specific programs and activities
- Staffing plan, including required training

Any congregate respite site utilizing FAIR funding must adhere to all policies and procedures spelled out in the current FAIR Policy and Procedures manual.

The Bureau reserves the right to accept or reject any proposals, in part or whole, at its discretion. The FAIR award cannot be used for capital improvements.