

## **OAA Title III E Congregate Respite Guidelines**

West Virginia county aging provider agencies who submit a proposal that meets the following criteria may provide Title III E congregate respite.

### **Identification of Need**

- Describe how residents of your county will benefit from congregate respite services.

### **Service Recipient**

- There must be a caregiver. The caregiver must be a resident of WV. **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.**
- 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. Grievance rights must be provided.

### **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 possible, activities with youth.

## **Federal Cost Share**

Providers may choose to cost share. Refer to OAA Title III Policy Manual Section 300.17.

## **Staffing**

- The center will have a staff person designated as director of the congregate respite program.
- Site must adhere to a staffing ratio of no more than 6:1, with an ideal ratio of 4:1. Even with as few as two 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*.