

Provincial Clinical Policy



Title: Home Care - Respite Care Provided in the Home

Level: Provincial

Service Area: Home Care

Applicable to: All healthcare providers, organizations, and facilities across Manitoba involved in delivering health services provided or funded by the government or a health authority.

Approved by: Shared Health Executive Team

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Category: 630 – Provincial Primary, Home/Community & Palliative Care Program

Subcategory: 630.105 – Home Care

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Notice: *This document has been transitioned from Manitoba Health, Seniors, and Long-Term Care to Shared Health. Shared Health is planning to complete an in-depth review of the material and post an updated version once available.*

1.0. Purpose

- 1.1. To outline general eligibility criteria for respite care provided in the home.
- 1.2. To outline the process by which an individual receives respite care in the home.

1.3. Background

- 1.3.1 Respite care is administered and coordinated by the regional health authorities (RHA). Manitoba Health provides funds to each RHA through global budgets. Respite care may be delivered in the client's or caregiver's home. Respite care was introduced to relieve caregivers of clients who require up to 24-hour care and supervision. It has been shown to relieve caregiver stress and help clients stay healthy thereby delaying personal care home placement.

2.0. Scope

- 2.1. Applies to all regional health authorities (RHA) in Manitoba, responsible for administering and coordinating respite care.
- 2.2. Applies to all home care staff within an RHA, involved in assessing and delivering respite care services.

3.0. Definitions

3.1. Defined Terms

- 3.1.1 Care Needs: Requirements for certain goods and service where assistance may be required. Needs may be of a social, emotional, cognitive, mental, economic, or environmental nature.
- 3.1.2 Caregiver: A person who is providing care because of a prior relationship with a client. A caregiver may be a biological family member or “family by choice” (e.g., friends, partners, neighbors).
- 3.1.3 Home Care: The coordinated delivery of a broad range of health and social services to meet the needs of the persons who require assistance or support in order to remain at home or whose functioning without Home Care is likely to deteriorate making it impossible for the person to stay at home in the community.
- 3.1.4 Respite Care Provided in the Home: Is care provided as a Home Care service for varying periods for the purpose of supporting clients and caregivers by providing relief to caregivers.

3.2. Abbreviations

- 3.2.1 Personal Care Home (PCH): Premises in which personal care services are provided to residents in the premises, but does not include a private residence in which care is provided by an individual to his or her family member.
- 3.2.2 Regional Health Authorities (RHA): refers to regional health authorities established or continued under the Government of Manitoba, Health System Governance and Accountability Act.

3.3. Professional Groupings

- 3.3.1 Home Care Case Coordinators (HCCC): A professional hired by the RHA to complete client assessments to determine eligibility, to develop

the Care Plan with the client and/or family/designated other and refer exceptional case decisions to the Home Care Manager.

4.0. Policy

4.1. Respite care provided in the home by home care staff, may be provided to support home care clients who may be at risk of personal care home placement and require services to relieve their caregivers. Respite care may also assist in the transition to alternate care environments.

4.2. Eligibility Criteria

4.2.1 Client eligibility is established when a Home Care Case Coordinator or other RHA designated professional staff determine that all of the following criteria are met:

4.2.1(a) Eligibility for home care services in Manitoba;

4.2.1(b) Medical stability;

4.2.1(c) Client and caregiver are willing to cooperate with a safe care plan;

4.2.1(d) The client and caregiver agree to adhere to operational policies as set out by the RHA which may include but are not limited to:

- transportation arrangements;
- frequency of respite care;
- medical emergency procedures;
- activities during respite care;
- sharing of information on changes where applicable.

4.2.1(e) Eligibility for respite care as assessed by Home Care as necessary to relieve the caregiver.

4.3. Care Provided

4.3.1 Clients who are eligible to receive respite care receive:

4.3.1(a) Care and supervision commensurate with their assessed care and supervision needs while receiving respite care.

4.3.1(b) Case management by Home Care Case Coordinators or designated professional RHA staff.

- 4.3.2 Provision of care will be based on priority of the client's need, availability of appropriate activities, availability of resources and the original date of the request for respite care.

4.4. Discharge Criteria

- 4.4.1 A client may be discharged from respite care in the home, or the case closed for any of the following reasons:
- 4.4.1(a) condition improved;
 - 4.4.1(b) condition deteriorated;
 - 4.4.1(c) alternate care placement;
 - 4.4.1(d) extended hospitalization;
 - 4.4.1(e) death;
 - 4.4.1(f) moved from area within day program catchment;
 - 4.4.1(g) respite care provided in the home is inappropriate;
 - 4.4.1(h) respite care provided in the home is unable to meet the caregiver's or the client's needs.

4.5. Responsibilities

- 4.5.1 RHAs are responsible for conducting evaluations of respite care delivery.
- 4.5.2 Caregivers are responsible for providing RHAs with reasonable notice of their respite care needs in order that resources can be allocated to meet those needs.
- 4.6. Respite care will be calculated as part of the total care cost. It will be included in the client's care plan which is based on the client's and the caregiver's needs.

5.0. Procedure

- 5.1. Not Applicable

6.0. Resources

- 6.1. Not Applicable

7.0. References

7.1. Related Policy Documents

- 7.1.1 Government of Manitoba (2017). *HCS 207.1 Role of Family/Informal Support Network*. Home Care Policy Manual.
- 7.1.2 Government of Manitoba (2017). *HCS 207.2 General Eligibility*. Home Care Policy Manual.
- 7.1.3 Government of Manitoba (2017). *HCS 207.3 Service Level Policy*. Home Care Policy Manual.

8.0. Contact(s)

- 8.1. Provincial Director Health Services, Primary, Home/Community and Palliative Care Program - Shared Health

For questions about the implementation and application of this controlled document, please contact your immediate manager. Management may consult with the Provincial Clinical Service Lead, Home & Community Care – Shared Health for support.