



Caregiver Respite Services

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(415) 434 3388 x303

800.445.8106 TOLL-FREE

415.434.3388 LOCAL

WWW.CAREGIVER.ORG

California Caregiver Resource Centers

- 1 [Family Caregiver Alliance / Bay Area Caregiver Resource Center](#)
- 2 [Redwood Caregiver Resource Center](#)
- 3 [USC Family Caregiver Support Center](#)
- 4 [Inland Caregiver Resource Center](#)
- 5 [Del Oro Caregiver Resource Center](#)
- 6 [Southern Caregiver Resource Center](#)
- 7 [Coast Caregiver Resource Center](#)
- 8 [Passages Caregiver Resource Center](#)
- 9 [Valley Caregiver Resource Center](#)
- 10 [Del Mar Caregiver Resource Center](#)
- 11 [Caregiver Resource Center OC](#)



Referrals to other CRCs can be obtained by calling (800) 445-8106.

www.caregivercalifornia.org

FCA Services

- Information and Referral
- Family Consultation/Assessment
- Support groups
- Individual counseling
- Respite
- Legal/Financial Information
- Education

- Connections Newsletter - <https://www.caregiver.org/about-fca/news-press/connections-newsletter/>
- Provider e-news Update - <https://www.caregiver.org/about-fca/news-press/connections-newsletter/>
- ¿Que Pasa? Boletín - <https://www.caregiver.org/es/que-pasa-boletin/>

Respite Funding

- Title III E, National Family Caregiver Support Program
 - Contracts with the Area Agencies on Aging
- California Caregiver Resource Centers
 - Contracted through California Department of Aging
- MOCA, ARPA, CARES
- Private foundations

Respite Options

- Person-centered process with the family caregiver
- Flexibility, language needs, culturally appropriate
- Hire in-home help through a private provider
- Use a home care agency that FCA contracts with
- Enroll in an Adult Day Care Program
- Temporarily place care recipient in a facility

Private Provider

- Hired by the caregiver
 - Friend, family, attendant
- Caregiver supervises and schedules
- Reimbursement model

Home Care Agency

- Vendor agreements between FCA and agency
- FCA initiates contact with agency
- Agency directly bills FCA

Workflow

- Discussion with Family Consultant
 - How to use respite time – goals, plans
 - Method of respite provision
 - Hourly/daily rate
 - Schedule
- Authorization into CareNav, client record system
 - Tracks hours used, bill paid dates
 - Updates on client dashboard
 - Generates Service Authorization Form (SAF)
 - Reports for monitoring of use and contract reporting
- Monthly tracking of hours
 - SAF sent to respite provider – direct hire, agency, adult day center
 - Follow up with clients on progress and issues

AGREEMENT AND WAIVER: RESPITE

Please read this agreement carefully.

Under the terms of the respite program you have been authorized to purchase in-home care using either the services of an agency recommended by Family Caregiver Alliance (FCA) or the "Direct Pay" option. Your choice of respite options should be arranged with your Family Consultant.

If you choose the "Direct Pay" option you will be responsible for hiring and supervising the home care attendant as a "household employee" and a time sheet will be sent to you. As a "household employer," you may be legally responsible for withholding Social Security and income taxes and filing them with the IRS and State of California. (See FCA's fact sheet "Hiring In-Home Help" for more information and/or the state of California "Household Employers" Guide — https://edd.ca.gov/en/payroll_taxes/household_employer)

After using the respite voucher you must complete the time sheet and return it to FCA in order to be reimbursed. (Please allow up to four weeks for the reimbursement check to be processed.)

If you choose services provided by an in-home care agency, a voucher for the authorized amount will be sent directly to the agency. The agency will be responsible for submitting the bill for charges up to the authorized amount to FCA. FCA will not pay for services that exceed the maximum authorized amount.

One of the important considerations for the Family Caregiver Alliance, as a non-profit agency with limited financial resources, is that it not be held liable or responsible for errors, omissions, or negligence of outside, independent contractors whom it pays to provide services. Therefore, an important condition before providing you with this service is that you agree to waive, in advance, all claims which you and all others may have against FCA and its officers, directors and employees for damages or losses arising out of, or in connection with, this referral for in-home respite.

We ask that you comply with the basic terms of the FCA respite program. If you have any questions or concerns, please contact your FCA Family Consultant. You can reach them by calling the FCA office at (415) 434-3388.

SERVICE AUTHORIZATION FORM (SAF)

Issue Date: When time sheet prepared SAF Number: 123456 Funding: Source of grant funds
 Authorization Status: New authorization Service Authorized: STR
 Client Name: Family Caregiver's name Client Phone: Family Caregiver's preferred phone number
 Address: Family Caregiver's address (include city and zip code) Care Receiver: Patient's name

Authorization Period: July 1, 2016 – July 31, 2016 Service Type: Respite Home
 Total Authorized Amount: \$ _____ Rate Per Unit: \$ Cost per hour / Cost per day # of Units Authorized: _____
 Approved by FCA Staff Member: FCA contact person Date: _____

Caregiver: Please complete TIME SHEET and return entire form to FCA.

1 <u>3</u> hrs.	2 _____ hrs.	3 _____ hrs.	4 _____ hrs.	5 _____ hrs.	6 _____ hrs.	7 _____ hrs.
8 _____ hrs.	9 _____ hrs.	10 _____ hrs.	11 _____ hrs.	12 _____ hrs.	13 _____ hrs.	14 _____ hrs.
15 <u>6</u> hrs.	16 _____ hrs.	17 _____ hrs.	18 _____ hrs.	19 _____ hrs.	20 _____ hrs.	21 _____ hrs.
22 _____ hrs.	23 _____ hrs.	24 _____ hrs.	25 _____ hrs.	26 _____ hrs.	27 _____ hrs.	28 _____ hrs.
29 _____ hrs.	30 _____ hrs.	31 <u>5</u> hrs.	<i>Fill out number of hours service was provided each day.</i>			



Paid Service Provider Name: Helga Helper Paid Service Provider Signature: Helga Helper signs here

I have read and understand the **AGREEMENT AND WAIVER: RESPITE**

Family Caregiver Signature: Family Caregiver signs here Date: _____
 Approved by FCA Staff Member Signature: FCA staff member Date: _____

- ▶ You will automatically receive a new time sheet if hours remain, unless the authorization has expired.
- ▶ Allow 1-2 weeks to receive a new time sheet.
- ▶ Expect payment 1-2 weeks after we receive time sheet.
- ▶ Respite grants are valid for a set period of time. A time sheet will cover **ONE** calendar month.
- ▶ Please submit time sheets (Service Authorization Form) by the 5th business day of the following month.

Challenges and Concerns

- Consistent, reliable care
- Skilled care based on diagnosis and task needs
- Immigration and documentation status
- Linguistic and culturally appropriate care
- Cost and tax implications
- Willingness of care recipient



We're here to help you.

Looking for quality information, support, and resources related to family caregiving? Sign up for CareNav, a free online dashboard loaded with personalized information that matches your unique caregiving needs.

Register

Learn More

Get the Caregiving Support you Need



CareNav is a secure online service for quality information, support and resources for family caregiver of adults with chronic physical or cognitive conditions such as Alzheimer's, stroke, Parkinson's or other illnesses.

CareNav is Free to All

CareNav is available at no cost to family caregivers everywhere, including those who live in the San Francisco Bay Area, the United States, or abroad. There is something here for anyone who is a caregiver.

For those who reside in the state of California, CareNav is designed to align you with additional customized support that is available through the state's [11 Caregiver Resources Centers](#), of which FCA is one.

How CareNav Works



1. Tell Us About Yourself

Our brief online intake process is designed to learn a bit about you, so we can better support your unique caregiving situation.



2. Get Customized Resources

CareNav then suggests the most relevant of our numerous articles, videos, online classes and more to support you as a caregiver.



3. Receive More Support

FCA and the other 11 CRCs in California have real people to get you aligned with additional support available to caregivers.



- Dashboard
- My Library ▼
- Records ▼
- Messages 5
- Support Groups
- Events & Classes

Dashboard

[Support Team](#) [Quick Links](#)

Hi, Pablo You have 6 messages

Welcome! Start here

Caregiving may be rewarding at times, but we know it can also be challenging. We are here to help you take good care of yourself and learn new skills that make your caregiving easier.

Top Resources from My Library >

As you share information about your caregiving experience, personalized resources will show up here.

- ARTICLE | PLANNING FOR CARE
The Biggest Gift You Can Give Your Family?
- FACT SHEET | DIRECT CARE
Dementia, Driving, and California State Law
- TIP SHEET | SELF CARE
Caregiver Depression: A Silent Health Crisis
- FACT SHEET | SELF CARE
The Family Caregiver's Guide to...

The Latest News

- News from Caregiver.org
[Caregiver Connections](#) ×
- Caregiver on Facebook ×

FROM QUICK LINKS

FAQs

- I'm registered in CareNav, now what can I do?
- How do I contact my family consultant?

My Action Plan

My Services

My Documents

My Services provides a list of short-term respite and counseling grants that you have been given and a way to download timesheets when made available by your Family Consultant. Here, you may track your grant usage and see how much you have left. Download this ["Example Timesheet"](#) for instructions on using the Timesheet.

NOTE: If you don't see the timesheet, after clicking the Get Timesheet button, probably your browser is blocking pop-ups. To view your Timesheet, your browser must allow pop-ups for CareNav (fca.carenav.org). Follow one these links to learn how to enable pop-ups for your browser: [Chrome](#), [Firefox](#), [Edge](#), or [Safari](#) (Mac).

Respite Home

Get Timesheet

Vendor: Rick Lee
Total Grant: \$2000.00

Remaining: \$ 1800

Start: 2/1/2021
Rate: \$20.00

End:
Units: 100.00

Respite Home

Get Timesheet

Vendor: Alegre Home Care
Total Grant: \$1750.00

Remaining: \$ 1750.00

Start: 5/1/2020
Rate: \$35.00

End:
Units: 50.00



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