



Choosing A Respite Provider

Primary Caregivers are responsible for choosing their own respite worker/provider. They can hire friends or family, professionals or non-professionals. The respite worker must be 18 years of age or older and not living in the same household. Each respite date scheduled is considered a separate encounter. You may hire/use multiple respite workers if you like, not to exceed \$300.00 for the **INITIAL OR REPEAT**, and \$400 for **EMERGENCY** voucher reimbursement amount approved for your household.

❖ Use the telephone to save time and provide safety. Use phone screening to:

- Discuss important points about expectations and discuss money and hours.
- Get first impressions as you find out more about who they are.
- If acceptable, set up a time to conduct a formal interview in person.
- Use a location other than your home for the initial face-to-face interview if the provider is unknown.

❖ Meeting Potential Respite Workers

- Be friendly and try to make the situation as comfortable as possible.
- Provide a job description and explain the needs of your loved one.
- Ask about jobs they currently have or had in the past, and what they like/dislike about work.
- Ask for work references and get signed permission to do a criminal background check.
- Check that they have reliable transportation, and if getting to work on time is a problem.
- Do not hire without checking references first! Let them know when you will decide.

❖ Training of Respite Workers

- Explain technical words you use and emphasize issues of safety. Make sure they know how to respond appropriately to emergencies.
- Give step-by-step instructions for any procedures your respite worker needs to know, emphasizing any procedure that needs to be done in a certain way.
- Never assume they just know what you mean. Have them explain it to you in their own words to check for understanding.
- Be patient and give each respite worker the time they need to learn the routine.
- Try to be aware of their feelings as you train. Do not correct or confront a respite worker in front of others.

❖ Terminating A Respite Worker

- If it is necessary to dismiss a respite worker, state your reasons clearly, face-to-face, without verbally attacking the provider.
- Do not withhold payment for services for any reason. If dissatisfied, simply dismiss and pay the respite provider.

❖ About A Background Check –

This is recommended, but not required for this program. Get consent forms for a background check from your local police department or Department of Public Safety. Expect to pay a small fee for background checks. Private companies can also be used. Make sure a copy of criminal record is sent to YOU, not the person you are checking.