

**Arkansas Lifespan Respite Care Program  
MEMORANDUM OF UNDERSTANDING (MOU)**

Between the

**Arkansas Department of Human Services, Division of Aging and Adult Services**

And the

**Arkansas Lifespan Respite Coalition**

This is an agreement between the Arkansas Department of Human Services, Division of Aging and Adult Services, herein after called DAAS, and the Arkansas Lifespan Respite Coalition, hereinafter called ALRC.

This Memorandum of Understanding (MOU) is made on June 1, 2017 for the period through August 31, 2018. Review of this MOU shall be made on or before August 31, 2018 at which time this MOU may be extended, modified or terminated.

**I. Purpose**

The first purpose of this MOU is to identify the roles and responsibilities of each part as they cooperate in creating the Lifespan Respite Care Program (LRCP) in Arkansas. In the Lifespan Respite Care Act (LRCA) of 2006 (P.L. 109-442), a Lifespan Respite Care Program is a coordinated system of accessible, community-based respite care services for caregivers of children or adults of all ages with special needs. The federal Lifespan Respite Care Act that was passed in 2006 contained language calling for the state entity administering the LRCP to ‘work in collaboration with a public or private nonprofit statewide respite care coalition or organization’. The second purpose of this MOU is to officially recognize the ALRC as the ‘coalition’ that fulfills the statutory obligations of both the state and federal version of the LRCP legislation.

**II. Background**

Families are a major provider of short and long term care, providing approximately 80 percent of all care provided in homes valuing at over \$450 billion a year in uncompensated care. But research has shown that caregiving exacts a heavy emotional, physical and financial toll. Almost half of all caregivers are over age 50, making them more vulnerable to a decline in their own health, and one-third describe their own health as poor.

Respite is planned or emergency care provided to a child or adult with special needs in order to provide temporary relief to family caregivers who are caring for the child or adult (P.L. 109-442). Studies have shown that support services can reduce caregiver depression, anxiety, and stress and enable them to provide care longer, thereby avoiding or delaying the need for costly institutional care. Respite strengthens the family system while protecting the health and wellbeing of both caregiver and care recipient. Respite is a key component of family support and long term care services.

A meeting was held in February of 2013 to assess respite program needs as well as the unmet needs within Arkansas and establish what the ALRC would provide to those living within Arkansas. A working meeting was held in March 2013 establishing the basic purpose of the ALRC as well as initial membership tenants. The purpose of the ALRC is to partner with other state and community based services providing a coordinated support network and resources.

**III. Arkansas Department of Human Services, Division of Aging and Adult Services (DAAS) Responsibilities**

- Facilitate a statewide respite coalition and work groups organized to carry out key program planning and functions
- Manage the Lifespan Respite Care grant for the ALRC
- Designate a DAAS staff member to serve as a member of the ALRC
- Provide technical support to the ALRC
- Coordinate activities of the Aging and Disability Resource Center (ADRC) in DAAS to include information and referral capabilities relative to the ALRC
- Facilitate coordination of outreach and education about support services for caregivers
- Facilitate and coordinate statewide referral system for caregivers of all ages, without preference, to have easy access to respite care services

**IV. Arkansas Lifespan Respite Coalition (ALRC) Responsibilities**

- Facilitate a statewide respite coalition and work groups organized to carry out key programs planning and functions
- Promote awareness of caregiving and its challenges
- Strengthen and unite existing resources and information supportive of caregivers and respite care
- Advocate for caregivers and their families
- Work to improve service delivery and reduce barriers to caregivers receiving supportive services
- Facilitate the development of a system of easy access to respite care for caregivers
- Respond to community needs and provide for needs of caregivers now and in the future
- Improve public and nonprofit collaboration relative to caregiver support and respite care services

**V. Reporting**

- The ALRC will provide a quarterly report to DAAS describing the progress made toward achieving the goals and mission of the ALRC. DAAS will provide grant required periodic and final program performance progress and financial reports on behalf of the ALRC.

**VI. Non-Discrimination**

- The ALRC and DAAS shall comply with the Executive Order 75-5 as amended by 994, and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

**VII. Confidentiality**

- ALRC and DAAS shall safeguard the use of and access to information regarding individuals and families using respite care services. They shall not release any personally identifiable information except with the approval of the person served and in accordance with Federal and State laws and regulations where applicable.

**VIII. Records**

- The ALRC and DAAS shall retain all data and other ‘records’ relating to this MOU.

**IV. Amendments or Modifications**

- This Agreement may be amended at any time by mutual agreement of both parties to this Agreement. No agent, employee or other representative of either party is empowered to alter any of the terms of the Agreement, unless done in writing and signed by the authorized representative of the respective parties.

**X. Termination**

- Each party shall have the right to terminate this Agreement by mailing the other party with a written notice of termination by certified mail, return receipt requested, at least thirty (30) days prior to the termination date.

By signing this document, the Arkansas Lifespan Respite Coalition and DAAS agree to all above terms, to abide by all Federal Rules and Regulations, published in Title 45, Chapter XIII, Subchapter C, Part 1321, of the Code of Federal Regulations and enter in to a joint agreement until such time that either party shall amend or revise this agreement in writing.

**Arkansas Department of Human Services, Division of Aging and Adult Services:**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Arkansas Lifespan Respite Coalition:**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_