

South West LHIN Community Support Services (CSS)

Flexible Short-Term RESPITE Fund – 2020/2021

GUIDELINES

The South West LHIN has created a time-limited and flexible pool of funds (\$400,000) to meet the needs of caregivers of individuals supported by LHIN-funded CSS programs who are experiencing stress and burnout during this unprecedented COVID-19 Pandemic. This funding is a one-time-only allocation for 2020/21. These funds are accessible across the 7 counties to LHIN-funded Community Support Service (CSS) agencies in the SW LHIN (Grey, Bruce, Huron, Perth, Oxford, Elgin, and Middlesex).

The SW Community Support Service Council is accountable for the allocation of the funds. Once the funds are depleted the fund will not be available unless additional LHIN investment is provided.

Flexible Short-term **Respite** needs will be defined as one or more of the following:

- Short-term support for the caregiver is needed because usually accessed programs (e.g. Adult Day Programs) are unavailable;
- Short-term support for the caregiver that can prevent family or support breakdown, including premature/inappropriate institutionalization (e.g., Emergency Room visits)

The funds will be used to provide short-term respite as part of the implementation of a coordinated plan of care. Each person will be given a full review that includes LHIN-delivered HCC as well as any relevant CSS agencies that might provide support. A collaborative discussion and plan with the LHIN Care Coordinator and other providers/available resources must occur before an application will be considered, including agreement within a CSS Network about which applications to submit from their region.

All local and available resources (e.g., Emergency Community Support funds disseminated by United Way, LHIN-delivered HCC) must be investigated and exhausted prior to requesting these funds, including any available agency resources (e.g., ADP internal resources). It is expected that a client/family would not access multiple funds for the same respite support. Funds can be used in parallel with other services that might provide support. The process to connect a client that is not already supported by the SW LHIN should not delay an application to the CSS Flexible Short-Term RESPITE Fund, however it is an expectation that this process has been started before making the application.

Some applications may include more than one CSS agency either in the provision of immediate service or the transitional plan post 3 months. If so, a joint application is required and the payment must be directed to the primary agency providing the services being funded.

PLEASE NOTE: the maximum allowable funding available per person is up to \$3000 per year.

South West Community Support Services
Support and Developmental Council

Supporting People in Home and Community

Interim support plans may provide resources for a period up to three (3) months, and in exceptional circumstances upon review, an additional extension of up to three months may be granted. Any requests for extension require submission of a new application indicating request for extension. Consideration for extension is dependent on resources available and community need.

Funding requests will need to take into consideration the amount available to a sub-region/OHT area. The total allocation for each sub-region/OHT area was calculated based on population data for those aged 65 and older.

Funding will be available to counties based on the following allocations:

Counties	Population 65+*	Total Allocation	Admin Fee (12.8%)**	Allocation for Direct Service Provision
Grey Bruce	Grey: 25,823	\$83,961	\$10,747	\$73,214
	Bruce: 17,958			
Huron Perth	Huron: 14,896	\$60,101	\$7,693	\$52,408
	Perth: 16,443			
Middlesex	91,268	\$175,030	\$22,404	\$152,626
Elgin	18,479	\$35,438	\$4,536	\$30,902
Oxford	23,710	\$45,470	\$5,820	\$39,650
TOTAL	208,577	\$400,000	\$51,200	\$348,800

*Ministry of Finance 2020 projection data

** Admin fee for Cheshire = 12.8% (calculated per transaction)

Currently there are no limits imposed on the number of times an agency may request funding, however, an eventual sustainable post COVID-19 Pandemic service commitment to the client must be a part of the plan. The need for this support may originate anywhere in the community or service system, but only LHIN-funded SW CSS agencies will be approved for the funding and the individual must access a CSS program that is funded by the SW LHIN.

Process to Access the Fund

The funds will be kept (in trust) with Cheshire Independent Living Services (Cheshire) as pay master.

An application form separate and distinct from the CSS Flexible Short-Term Fund is required to access these dollars. The application form needed to access the fund will be completed and forwarded to Cheshire. Cheshire will ensure that the individual's request for funding will be forwarded to the SW CSS Council (usually by e-mail). A majority of positive responses indicating approval is needed to go forward with the application.

In agreeing to receive the approved funds from the CSS Flexible Short-Term RESPITE Fund, the applicant organization is required to submit data to Cheshire within 30 days of completing the respite care covered by the approved funds.

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An electronic statistical collection form will be provided to the applicant organization when notified of request approval. The following measures will be collected:

- # of clients supported
- # of caregivers / care partners supported
- Total hours of respite care provided
- Type of staff used to provide the respite care
- Source of respite support: internal staff, other CSS agency staff, outsourced 3rd party agency

Once the application is approved Cheshire will notify the CSS agency contact person who has submitted the request and will process payment.

If a situation requiring short-term **respite** funds is too urgent to await confirmation, even by email from the CSS Council, the CSS Council, in its sole discretion, may approve retroactive reimbursement to an agency who has had to provide immediate assistance to a caregiver.

Cheshire will provide a monthly summary of expenditures and statistics to the CSS Council and the South West LHIN.

The SW CSS Council reviews funds utilized by sub-region/OHT area every 3 months (at a minimum) and more frequently as needed. Any decision regarding the re-allocation of funds between sub-regions will be done in consultation with the LHIN. If a sub-region/OHT area utilizes its full allocation, Cheshire will maintain a list of all pending applications that have not yet been approved.

Please submit your request to:

Cheshire

2-1111 Elias St. London, Ontario N5W 5L1

Toll Free Phone: 1-800-265-4758; Local 519 439-4246

Email: info@cheshirelondon.ca