

**South West LHIN Community Support Services (CSS)
Flexible Short-Term RESPITE Fund**

GUIDELINES

Ontario Health West created the **Community Support Services Flexible Short-Term Respite Fund** (“Respite Fund”) as a time-limited and flexible pool of funds to meet the needs of caregivers of individuals supported by M-SAA (multi-sector service accountability agreement)-funded community support service programs who are experiencing stress and burnout during this unprecedented COVID-19 Pandemic. The original funding was a one-time allocation of \$400,000 for 2020/21 that has been extended into 2021/22.

These funds are accessible across 7 counties to M-SAA funded Community Support Services (CSS) agencies in the south west planning area (Grey, Bruce, Huron, Perth, Oxford, Elgin, Middlesex). The South West Community Support Services Support and Development Council (“CSS Council”) is accountable for the allocation of the funds. Once the funds are depleted the fund will not be renewed until the new fiscal year beginning April 1st.

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 or are available with decreased frequency;
- 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 (up to 3 months) as part of the implementation of a coordinated plan of care. Respite Fund dollars cannot be used to hire informal supports such as a family member or neighbour to provide the respite. Each person will be given a full review that includes Home and Community Care Support Services South West as well as any relevant CSS agencies that might provide support. A collaborative discussion and plan with the Care Coordinator and other providers/available resources must occur before an application will be considered, including agreement within a local CSS Network about which applications to submit from their region.

The need for the types of support available through the Respite Fund may originate anywhere in the community, health or service system, but only M-SAA-funded CSS agencies in the South West can apply and will be approved for funding if the eligibility criteria are met.

In order to be **eligible**, the client must:

- Live in one of the 7 identified counties
- Be a registered client of an M-SAA funded CSS organization
- Be accessing at least one M-SAA funded community support service

The CSS Council will use their discretion in these decisions based on the utilization of the fund in a given year.

All local and available resources must be investigated and exhausted prior to requesting these funds, including any available agency resources (e.g., Adult Day Program 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 Home and Community Care Support Services South West should not delay an application to the Respite Fund, however it is an expectation that this process has been started before making the application.

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

Requests that are not eligible:

- Respite support plans that exceed 3 months or \$3000.00
- Request for enhanced PSW support (please see Flex Fund)
- Requests for respite support or enhanced PSW support that would be replacing services that Home and Community Care Support Services of South West are funded to provide (e.g. the client qualifies for daily PSW visits from contracted services, but have been waitlist due to a lack the human resources)

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.

Respite 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 and funding that was available in the 2020/21 fiscal year.

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)

PROCESS TO ACCESS THE FUND

The funds will be kept (in trust) with Cheshire Independent Living Services (Cheshire) as pay master. Documentation needed to access the fund will be completed and forwarded to Cheshire. Cheshire will ensure that each request for funding is processed, reviewed and shared with the CSS Council electronically for decision in a timely manner.

An application is considered **complete and ready to submit** if the application:

- Identifies a CSS M-SAA funded organization as the applicant and that organization agrees to be the recipient of the funds if the application is approved
- Demonstrates that all local and available resource have been investigated and exhausted prior to requesting funds
- Includes all necessary documentation, all questions answered, signatures etc
- Excludes any unique identifiers related to the client (name, address, phone number, date of birth, etc). These must be removed/blacked out from the application and any supporting documentation prior to submitting to Cheshire.

South West Community Support Services
Support and Developmental Council

Supporting People in Home and Community

PLEASE SUBMIT YOUR COMPLETED REQUEST TO:

Email: info@cheshirelondon.ca (preferred method)

Fax: 519-439-4815

Mail: Cheshire, 2 – 1111 Elias St., London, Ontario N5W 5L1

When a completed application is received Cheshire will:

- Assign each application a number for tracking purposes
- Acknowledge receipt of the application.
- Review the application for completeness and complete any necessary follow up with the applicant to gather additional or missing information.
- Once the application is deemed eligible and complete, the fund manager will send the application electronically to the CSS Council for decision.
- Upon decision by a majority of CSS Council members, Cheshire will notify the applicant of the approval or decline.
- If approved Cheshire's will issue payment to the M-SAA funded CSS organization identified on the application.

In agreeing to receive the approved funds from the 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.

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
- Total unused dollars being returned
- Type of staff used to provide the respite care
- Source of respite support: internal staff, other CSS agency staff, outsourced 3rd party agency

If a situation requiring short-term **respite** funds is too urgent to await confirmation, 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 Ontario Health West

The 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 Ontario Health West. 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.

CHANGES TO APPROVED RESPITE PLAN

From time to time there are reasons or circumstances that arise that prevent approved respite plan dollars from being fully utilized within the timeframe identified in the application. If the respite dollars are not going to be fully spent within the 3 months, the applicant must seek approval in writing from the CSS Council to extend the respite plan beyond the approved window.

APPEALS

Appeals can be directed to the Chair of the CSS Council in writing within 15 calendar days of application denial. Appeals must include detailed description of reason for appeal. An appeal will be considered by 3 CSS Council members and 2 additional CSS members who will be identified at the beginning of each fiscal year.