



Overnight Respite Guide

Families & Friends,

EEDA recognizes the challenges providing round the clock care for a family member with a developmental disability can present. In response to this need we have developed our overnight Respite program currently located at 2 Harding Street in Rocky Point, NY to support up to six individuals at a time. This service is for individuals living at home with family or friends. When planned in advanced, families can feel confident their loved ones will be cared for by trained professional staff who will lead them in social and recreational activities especially planned for them. Guests at Respite have fun, make new friends, and gain a sense of independence and increased self-esteem having a place they can call their own.

The Respite House is designed to typically support 6 guests at a time. Guests are grouped together as children 16 years of age or under and young adults/adults 16 years of age or over. We pay special attention to the school calendar to provide services to children during school vacations/holidays. There are always a minimum of three staff present during awake hours and often more given the needs of the individuals present. All of our staff are fully trained by EEDA in accordance with OPWDD guidelines and have gone through a rigorous fingerprinting, background checks and driving record review. Our programs are regularly audited by the OPWDD Department of Quality Improvement and always receive great reviews. The house is overseen by Shaunice Faines, Assistant Respite Manager and Steve Murphy and Kimberly Maynes, Senior DSP's. Our nurse is Sue Mann, RN.

The following is to serve as a guide to ensure a successful and enjoyable Overnight Respite stay. We understand that every family and individual is unique so feel free to call us with any questions at the numbers below.

Shaunice Faines , Assistant Respite Manager	631 369 7345 Ext. 229
Kimberly Maynes, Senior DSP/Intake	631 369 7345 Ext. 231
Steve Murphy, Senior DSP/Operations	631 369 7345 Ext. 238
Respite House Phone	631 849 5583

Health/Medication related issues should be directed to:

Sue Mann, RN	631 369 7345 Ext. 233
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Application Process

1. If you have already received services from EEDA and would like to try Respite please call Shaunice at 631 369 7345 Ext. 229 to schedule an intake visit to the house.
2. If you have already used the Overnight Respite house utilize the new Respite reservations system. If you have never received services from EEDA you can apply by calling Joan Lucarelli at 369-7345 Ext. 125.

Documentation Requirements

- OPWDD Eligibility determination
- Copy of Universal Application
- Current PPD
- Current Annual Physical
- Current Prescriptions for medications which match the labels on Medication bottles.
- All prescriptions must be updated every six months.
- Prescriptions have to be faxed over to us no later than the Wednesday before the Respite stay. Fax# 631-591-4927.
- Copy of behavior support plan if applicable.
- Copy of psychological and psych-social reports.
 - If necessary our nurse can assist you in obtaining prescriptions and other documents from the doctor's office.

For individuals enrolled in the HCBS Medicaid Waiver EEDA also needs the following:

- Copy of Medicaid card.
- Current and original Level of Care documentation (LOC) signed by the individual's doctor.
- Copy of Waiver Notice of Decision (NOD).
- Copy of complete ISP with the following:
 1. Signature pages.
 2. Addendum stating EEDA as the Free Standing Respite provider.
 3. Contacts on the Addendum, Shaunice Faines, Assistant Respite Manager, Kim Murphy, FSS Manager.

Scheduling

There is a tremendous demand for Overnight Respite. In order to financially sustain the Respite Service we need to ensure we utilize every bed, every evening. In an effort to do this all Respite stays will be scheduled from Friday afternoon through Monday morning and Monday afternoon through Friday morning. We will provide transportation to and from each guest's school, day program whenever possible. Respite guests will be divided into groups of children aged 16 and over and young adults and adults 16 and over. We ask that Respite stays are



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only cancelled in the event of an emergency/illness and as early as possible so we can offer the opportunity to another guest.

We are always looking to improve our procedures. Finding a fair way to help families reserve a stay at our overnight Respite Program has been a challenge to us. Once your child has been approved for the service just take these three easy steps to reserve a spot for your loved one.

1. The calendar has been set for Respite sessions based on age and sometimes gender. Call, mail or email Shaunice Faines by date indicated on cover email your top three picks for Respite stays and any important information we should know about the reasons for the stay.
2. Submitting requests are not guarantees of a reservation. Everyone's requests will be considered along with creating a safe and compatible group. Every effort will be made to honor the #1 request of each family but this cannot be guaranteed. You will be notified in advance of your confirmed reservation.

2 weeks prior to the guests stay you will hear from our nurse who will review all health, medication, safety and dietary requirements.

The week prior to each guest's stay you will hear from Kimberly to review activities and transportation requirements for the upcoming respite stay.

Packing

You will be given the attached inventory to document all packed items. Please fill this out. When packing for a Respite stay please consider the following guidelines:

- **Please bring medication in current prescription bottle provided by the pharmacy with the guest's name and medication dosage information.**
- **We will only accept medication supplies for the scheduled stay plus one extra dose in case of emergency. Please do not come with a full month's supply.**
- Please send adequate/appropriate clothing for the length of stay and activities discussed. We will not do laundry unless absolutely necessary. Every item that comes with each guest needs to be inventoried. Please see attach Respite Inventory Sheet.
- All clothing and personal property should be clearly labeled.
- Respite guests will not require any pocket money for his/her stay. We will cover all expenses. Please do not send money – it only complicates matters. If it is absolutely necessary please discuss with program staff prior to stay.
- Pack 1 or 2 personal items that will make the guest comfortable. For example a special toy or book, ipod, music, stuffed animal, etc.



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- Please ensure we have current emergency contact phone numbers and email addresses.
- Our goal is for every guest to have an enjoyable respite stay. Please let us know of any special routines or dietary requirements in advance so we can make arrangements.
- Respite staff will wash clothes that are soiled due to toileting accidents during the Respite stay. We will not be washing clothes that are soiled due to daily use. Please send an adequate supply of clothing to meet your child's needs.
- The more we know the smoother things go.