

Provider Agreement Number 3: Temporary Care Services

The State of Connecticut Department of Children and Families
505 Hudson Street
Hartford, CT 06106
(herein after “the Department”)

enters into an agreement with

(herein after “the Provider”)

For the provision of **Temporary Care Services** under the terms as identified below.

A. Administrative Terms

1. Effective Date: This agreement is effective from the date of execution through _____.
2. Termination of Agreement: The Department or Provider may terminate this agreement with written notice to the other party at any time.
3. Regulatory Requirements: The Provider agrees to abide by all relevant department regulations and policies and State and federal laws and statutes including all reporting requirements as specified by C.G.S.17a-101 through 103, 19a-216, 46b-120 related to children; C.G.S. 46a-11b relative to persons with mental retardation and C.G.S 17b-407 related to elderly persons.
4. Utilization: This agreement does not in any way constitute a guarantee of utilization.
5. Confidentiality: The Provider will safeguard the use, publication and disclosure of information on all clients who receive service under this agreement with all applicable federal and state laws regarding confidentiality.
6. Credentialing: The Provider will maintain written documentation confirming that each individual providing service under this agreement has and maintains the requisite credentials. Any change in status regarding any credentialing requirement must be reported in writing to the Department.
7. Documentation: The Provider agrees to complete and submit all reports and other required documentation to Area Office staff with in the time frame agreed upon at the start of service.
7. Payment for Services: The Department agrees to pay the Provider based on services requested by the Department and delivered by the Provider. All requests for payment shall include the hourly and/or per diem rate, the date each service was provided and hours of service provided on each date. Only time spent delivering the service is reimbursable. For example, time spent driving is not reimbursable unless transporting the child or youth receiving the service.

- 8. Fee Schedule: All services will be reimbursed according to the rates established by the Department. The Department's approved fee schedule is maintained at 505 Hudson Street, Hartford CT. The approved fee schedule may be amended as required.
- 9. Recoupment of Payments: The Department reserves the right to recover any overpayments.
- 11. Monitoring and Review: The provider agrees to allow access to the Department for purposes of monitoring and review. This includes access to records, facilities, staff, and children in care of DCF
- 10. Third Party Contracts: The Provider is wholly responsible for ensuring that all provision of service performed under this agreement is in compliance with all terms of this agreement. The Department reserves the right to bar any individual and/or entity from providing direct client services.
- 11. Physical Restraint: Physical restraint of any child or youth served under this contract is prohibited

B. Service Definition

Temporary Care Services

Temporary Care Services provide a short term break or intervention, separating the child or youth from caregivers for a few hours, or other relatively short period of time in order to assist family members with the practicalities of living and their attending to the needs of all family members. This service is provided in the home of the parent or caretaker.

C. Credentialing Criteria

| Temporary Care Services |
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| 1. Staff. Must be a minimum of 21 years of age and possess a level of experience consistent with the age and needs of the child or youth as demonstrated by a current Statement of Experience or current resume. Age will be verified by a birth certificate or current motor vehicle license. |
| 2. Background Checks: The Provider will maintain written documentation confirming that a background check, included but not limited to Child Protective Services and Dept. of Public Safety has been completed on all staff providing direct service as well as all key personnel. Any background check will be dated not longer than six months prior to initiating service. |

D. Service Profile

1. Services Provided

The Individual or Organization may utilize a variety of methods to provide respite care including structured activities that will meet the child or youth's basic health, nutritional, daily living and treatment needs. Services are approved by the parent or caretaker. The parent or caretaker will be responsible to provide the respite care provider with all appropriate child or youth specific information necessary to assure responsible, safe care.

2. Target Population

Children and youth ages birth – 21 currently under commitment to or in the custody of the Department are eligible for this service. The child or youth may be residing with their biological, relative or caretaker family or in a foster or adoptive home.

3. Access to Services

The Provider will accept referrals from authorized DCF staff only utilizing a standardized referral format provided by the department. The Provider will contact the referred family/caretaker and will schedule an initial meeting for the purposes of developing an individual respite care plan within 72 hours of receiving an approved referral. Temporary Care Services may be initiated at any time following that meeting.

4. Duration of Service

Temporary Care Services can be provided from one to a few hours or other short period of time. Services are not provided overnight. Services may be provided on a regular basis such as after school or during evening hours.

The Department, through the Area Office Gatekeeper, will approve the provision of Temporary Care Services for a total of 45 hours or 90 days whichever comes first.

5. Services Provided

The Individual or Organization may utilize a variety of methods to provide respite care including structured activities that will meet the child or youth's basic health, nutritional, daily living and treatment needs. Services will be flexible and approved by the parent or caretaker. The parent or caretaker will be responsible to provide the respite care provider with all appropriate child or youth specific information necessary to assure responsible, safe care.

6. Data and Reporting

The Provider will submit unduplicated, client level data to the Department no later than the 10th of each month, or at another interval as dictated by the Department. The following information will be provided for each child or youth receiving Temporary Care Services:

- Child' or youth's name
- Date of DCF Area Office Gatekeeper referral to the Provider.
- Date of Provider initial meeting with the family/caretaker
- Date service begins.
- Name of individual providing temporary care services.
- Actual weekly hours of usage.
- Date service ends.

7. Acceptance of Agreement

Name of Provider

Authorized Signature

Print Name and Title

Date

DEPARTMENT OF CHILDREN AND FAMILIES

Authorized Agency Official Signature

Print Name and Title

Date