



Policy & Procedure
RESPITE CARE PROGRAM
Del Oro, Passages and Redwood CRCs

Policy

The Parkinson Association of Northern California (PANC) promotes the support of individuals who serve as caregivers to people with Parkinson’s disease by subsidizing the cost of respite care provided by Del Oro, Passages and Redwood Caregiver Resource Centers (CRC).

Program Guidance:

Annually the Advisory Finance Committee will seek Board approval for a financial commitment to be used for respite grants. Upon approval, the respite grant program will be governed by the Advisory Governance Committee and administered by the Executive Director within the financial resources available.

The grants will be submitted on a first come, first serve basis. If there is a greater demand than available resources, the Executive Director with Board approval, will develop a “waiting list.” The waiting list will be served on a first come basis.

Grantees are required to establish a timeline (no more than 12 months) for using the grant. If a grantee does not utilize their respite grant in the agreed to time, PANC staff will refresh the waiting list and notify the new grantee on the waiting list of the available opportunity.

Procedure

1. Caregivers of People with Parkinson’s (PwP) may apply once per 12-month period .
2. Applicants must provide a physician’s note stating the PwP has Parkinson’s Disease or related neurological disorders.
3. Applicant must be a caregiver that is able to assist in meeting with the CRC and be authorized by the PwP to discuss medical and psychological conditions, as well as physical functioning.
4. Caregiver must be willing to participate in the CRC’s interview and support planning and be available to orient and train the respite caregivers as to the PwP’s needs.
5. Caregiver must not be receiving Medicaid funding for in home support services. This statement is part of the application.
6. Caregiver must initiate a plan within three months for using the respite care within a 12-month period and provide that plan to PANC. If they are not going to use the funds, they must notify PANC promptly. The PANC plan form will be sent out with the award letter.

7. The CRCs listed in this policy are the only sources for providing the PANC respite services through this program. Caregiver and PwP must be a resident of one of the counties served by the respective CRC:
 - Del Oro – Alpine, Amador, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Sutter, Yolo, or Yuba
 - Redwood – Del Norte, Humboldt, Lake, Mendocino, Napa, Sonoma, and Solano.
 - Passages – Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama or Trinity
8. Once the caregiver application is approved by PANC, the caregiver will receive an award letter. PANC will also notify the CRC of the approval.
9. Once the caregiver receives PANC’s award letter, the caregiver must contact the CRC within three months to initiate the process. PANC staff will monitor the list with CRC representatives each month to support the connections between the caregiver, the plan, and PANC support services to boost utilization and timely use of the grant.
10. The CRC will establish the caregiver as a client, as required by the CRC. CRCs also require that caregivers and PwP must comply with the CRC’s requests for communication, coordination and cooperation.
11. As respite care resources are used, the CRC will bill PANC within 60 days, documenting hours of services provided and types of services delivered for the grant.
12. Upon documentation of delivered CRC services, PANC staff will contact the grant awardee and request a survey about the quality of care, timeliness of services and request testimonial comments about the experience along with recommendations for improvements.
13. The Respite subsidy value must be used within the approved plan timeline. The award will expire 12 months after the award date or after the approved timeline has passed. Caregivers may use the grant as needed but must notify PANC of any change to their plan for accounting and financial management purposes.