

House of New Hope

RESPITE CARE CHECKLIST**STEP #1**

In preparation of a child/youth going into respite care, it is REQUIRED BY ODJFS that the respite provider receive the information listed below for EACH child/youth going into respite care.

- A. Respite Case Information
- B. A blank Respite information Receipt
- C. Authorization for Emergency Medical Care
- D. Medicaid Card or Number
- E. Current ISP
- F. A blank Respite Care Progress Report
- G. Medications in the original prescription bottle with the child/youth name and dosage on the bottle. It is recommended to add an extra day of medication.
 - a. Medication Log
 - b. Medication side effect information

STEP #2

Provide the material above to the respite caregiver and have them sign the Respite information Receipt for each child going into respite care.

STEP #3

At the completion of the respite care event, the foster parent MUST:

- A. Have all information provided to the respite caregiver in Step #1 returned the foster parent,
AND
- B. Turn in the signed Respite information Receipt and completed Respite Care Progress Report to House of New Hope within 48 hours.

It is the foster parent's responsibility to make sure that HONH receives all of the ODJFS required material in a timely manner.

FAX to (740) 745-3429 or EMAIL to criticalincident@houseofnewhope.org