

# OFFICE FOR GENETICS AND PEOPLE WITH SPECIAL HEALTH CARE NEEDS

## FUNDING ANNOUNCEMENT

### RESPIRE FOR LOCAL HEALTH DEPARTMENTS

#### **Introduction**

The Office for Genetics and People with Special Health Care Needs (OGPSHCN) is seeking to award funding to Local Health Departments to provide respite care services to families and caregivers of children and youth with special health care needs. The purpose of this grant is to support the resilience and stability of children with special health care needs and their families while reducing family caregiver strain through the provision of short-term respite care services.

#### **Target Population**

The OGPSHCN aims to target children and youth with special health care needs, ages birth to 21, living in Maryland who have or are at increased risk of a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.

**Objective of this Application:** This application announces funding available to the Local Health Departments to provide respite care services for children with special health care needs and their families. The resultant grant is a five-month award, starting from February 1, 2017 to June 30, 2017. Due to limited funding, this one time competitive grant opportunity will be awarded to Local Health Departments for up to \$5,000 each. A total of 10 awards will be given. This funding is based on the availability of funds. Awarded funds must be liquidated 60 days after the close of the grant. All applicants must be willing to comply with all the state and federal requirements regarding the performance of the grant award.

**Definition of Respite Care:** Planned or emergency care provided to a child or youth with a special need in order to provide temporary relief to the family caregiver of that child or youth.” Respite services may be provided in a variety of settings, on a temporary basis, including the family home, respite centers, or residential care facilities. Respite is a key component of family support and home and community-based long-

term services and supports. Respite services strengthen family systems while protecting the health and well-being of both caregivers and care recipients.<sup>1</sup>

Respite Care Options: Funding for respite care can include the following settings and options:

- An in-home respite program, where services are provided in the family's home or a care provider's home
- A center-based respite program, where family caregivers bring the child or youth to a facility in the community to receive respite care
- A child or youth care setting, such as a child care center or a family day care home, which is designed to provide temporary respite care in addition to their regular child services
- Recreational programs provided through parks and recreation departments and YMCA programs, which provide recreational programs that offer respite breaks
- Generic community programs where children receive respite services that are integrated into programs
- Summer or weekend camps that provide day or overnight options
- Residential and group home programs with designated respite beds
- Licensed foster homes for children
- Hospital-based programs
- Informal supports such as neighbors, friends, other family members, faith-based groups, cooperatives, or volunteer efforts<sup>2</sup>

### **Eligibility for Grant Funding**

All local health departments are eligible for funding with the submission of the requested application components. **All funds received must be paid directly to providers.**

### **Application Form**

Applications should conform to all instructions, conditions and requirements according to the grant specifications. Acceptable applicants must complete all components and agree to the conditions specified throughout the application. Failure to observe the terms and conditions of the application may result in disqualification.

---

<sup>1</sup> AMCHP Standards for Systems of Care for CYSHCN, March 2014, pg 20

<sup>2</sup> ARCH National Respite Network and Resource Center. Principles of Quality Respite Care. Retrieved at: <http://archrespite.org/national-respite-coalition/lifespan-respite-task-force#Importance>. Updated 2000. Accessed December 2016.

## How To Apply - Application Components

All applicants must provide the following information in their proposal:

- A. **Brief Description of Current Respite Care Services** - For all programs with a current program and capacity to provide respite services. Describe the current respite services including goals and objectives. The applicant must describe the level of need for these services in your agency.
- B. **Description of Proposed Respite Care Services** - Please provide a description of the respite services e.g. family chosen, agency, summer camps, and out of home care. The applicant should describe the activities and service delivery of the proposed childrens' respite care services. Information should describe the provider(s) expected to deliver the respite service, service barriers and the application process for eligibility for your agency that is used to determine who receives respite care services. The applicant should describe the target population, activities and service delivery area for the children that will be receiving respite care services. Please identify the provider(s) expected to deliver the respite care services and any licensing, credentials or training requirements.
- C. **Description of the Respite Service Application Process**- Provide a description of the application process, the eligibility criteria for recipient selection and the process used to determine which applicant receives services and per child spending for respite care services.
- D. **Estimated Use of Respite Services** - Estimate the number of children and families to be served. Of the children to be served, estimate the percentage who have IFSP, IEPs and 504's.
- E. **Proposed Respite Program Evaluation** - Describe how the respite services will be evaluated. What measurement tool will be used to evaluate the impact of respite services on children and families? The measurement tool(s) should include a summary of family satisfaction with services and service delivery. This could be evaluated with a post-service survey, questionnaires, mailings, and/ or telephone interviews. (A respite program evaluation template is available for those LHDs who would like samples.)
- F. **Funding and Sustainability** - The applicant should describe the funding strategies for sustaining respite care services in their local health department.
- G. **Proposed Budget**- This section should specify in detail how the funds awarded will be spent over the term of the grant period. To apply for SFY 17 respite funds, use the required 4542 budget package for submitting an initial budget proposals. A copy of the current DHMH budget forms/instructions can be found on the Fiscal Services Administration's website at:  
[http://www.dhmh.maryland.gov/SitePages/sf\\_gacct.aspx](http://www.dhmh.maryland.gov/SitePages/sf_gacct.aspx).

H. **\*\*If agencies are currently receiving SFY 17 funding from OGPSHCN, programs will need to request a budget modification. If awarded, the original approved budget for your local health department must be modified to include the additional funds**

**All funds must be paid directly to providers.**

### **Deliverables:**

- Each respite program will have specific program goals and objectives
- Each program will utilize and submit a measurement tool used to evaluate the impact of funded respite services on children and families as well as client satisfaction with service delivery
- The following data should be submitted at the end of the grant term:
  - numbers of respite care recipients, families served, hours or days of care
  - service locations (e.g., home, community, hospital, group home)
  - ethnicity, family composition, and primary language of families
  - number of requests for service
  - unmet service needs and waiting lists

### **Application Deadlines**

Applications must be submitted to the dedicated mailbox [dhmh.ugagenetics@maryland.gov](mailto:dhmh.ugagenetics@maryland.gov) no later than 5:00 p.m. Eastern Standard Time on **January 18, 2017**. OGPSHCN will provide a confirmation email with date received. This proposal does not obligate the state to award a grant. This project is based upon the availability of funds.

### **Evaluation Process**

All submitted applications will be reviewed by an internal evaluation team. All applications will be scored based on the following:

1. Description of respite care program
2. Projected number of families served
3. Evaluation Measurement Tool
4. Potential impact on families

**Successful applicants will be notified approximately two weeks after the submission date of application.**