

**Red Mountain Family Services, Inc.**

♦ PO Box 67197 ♦ Albuquerque ♦ N.M. ♦ 87193-7197 ♦ 505.994.0364 ♦ fax 505.994.0384

## **Respite Instructions**

The following is instructions for Treatment Foster Parents placing their children on respite. These instructions should be in the front of every Red Mountain Family Services respite book.

### **Treatment Foster Parent Instructions**

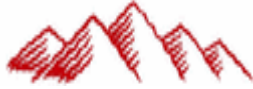
It is the responsibility of every foster parent to keep the respite book for their placements up to date. Please add information to the respite book as it comes in and please ensure the respite book goes with the child on every respite.

### **Please ensure that all proper and up to date forms are in the respite book.**

This includes the following items:

1. Progress notes (blank forms to be used by respite providers)
  2. Medication administration record (MAR)
  3. Incident reports
  4. Approval for medications form (most current)
  5. Consent for over the counter medications
  6. Face sheet
  7. School information
  8. Immunization records
  9. A copy of their Medicaid card, Social Security card and birth certificate
  10. Custody holder information
  11. Treatment team meeting records (most current on top)
  12. Behavior plan
  13. Behavior tracking form
  14. Safety Plan (most current on top)
  15. Daily Routine Form (please list the routine the child follows on a daily basis)
  16. Appointments Form (please list all appointments that the respite provider will need to take the child to while on respite, please list dates, times, address' and directions for each appointment)
  17. Notes Form (use this form for any special notes regarding the child, for example you could list ideas a respite provider could use to get the child to take their medication, or list that a child's hair needs to be braided on a daily basis due to her pulling her hair out, etc.)
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- If there are items missing, please speak with the child's treatment coordinator to get up to date copies and to help you keep the respite book up to date.
  - Please pack enough clothes for all respite days for the child in a suitcase (each RMFS child is given a suitcase set upon admission, please use it).

- Give the respite provider enough medication for the entire respite stay. Medication should be clearly labeled with day and time information, for example Friday A.M. Friday Noon, Friday P.M. This can be done in separate Ziploc bags or in a pill container.
- Please speak to the respite provider about any important information, medications, appointments, school pick up times and places, recent behaviors and interventions that work for this child. **No parent should simply drop off their placement without talking to the respite provider about all important and relevant information!**
- Please establish a pick up and drop of time and place with the respite provider.
- Please have a conversation with the child (especially important with a child who has difficulty transitioning) going on respite about the following items:
  1. Who they are going with
  2. Expectations of following the respite providers rules
  3. Expectations of how they are to behave during respite
  4. Their responsibility of still working on their goals during respite
- Please call Treatment Foster Parent Liaison at 505 362-9305 during business hours or the on-call staff after hours at 505 362-6186 should there be a need for a change in any child's respite (for example if you need to keep the child on respite longer or are picking the child up earlier and if the changes result in changes made to the amount of days or the dates a child is on respite, prior authorization by a RMFS staff member is required)



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## **Respite Instructions**

The following is instructions for Treatment Foster Parents providing respite. These instructions should be in the front of every Red Mountain Family Services respite book. Please ensure that you receive a child's respite book for every respite.

### **Respite Provider Instructions**

- It is the responsibility of every respite provider to ask questions of the child's TFC parents.
- Confirm respite dates and establish a respite pick up and drop off time and place.
- Ask about any important information, medications, appointments, school pick up times and places (if needed), recent behaviors and interventions that work for this child.
- It is the responsibility of every respite provider to review and use the information contained in a child's respite book.
- Write and sign daily progress notes for the child during the respite period. Please leave these notes in respite book for the TFC parent to review and turn into the treatment coordinator.
- Please ensure that all medication is administered as instructed. Place your initials on the Medication administration record (MAR) to indicate the days and times you administered the medication. If a child refuses to take their medication please document efforts to get them to take it in the progress notes. Please call the child's treatment coordinator during business hours or the on-call staff after hours if there are any problems concerning medications (for example if there are not enough medications for the respite period)
- It is the responsibility of every respite provider to ensure the safety of and meet the needs of all children placed in their home.
- It is the responsibility of every respite provider to ensure that a child is transported to all required functions during the respite period.
- It is expected that the respite provider will make attempts to include, respect, and comfort any child placed in their home.
- Respite should include activities, rules and expectations, and logical consequences (if necessary).
- Please call Kylie Montoya at 505 362-9305 during business hours or the on-call staff after hours at 505 362-6186 should there be a need for a change in any child's respite (for example if you need to keep the child on respite longer or the TFC parent is picking the child up earlier and if the changes result in changes made to the amount of days or the dates a child is on respite, prior authorization by a RMFS staff member is required).