

The following is instruction for Treatment Foster Parent 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 of every respite.

Respite Provider Instructions:

- It is the responsibility of every respite provider to ask questions of the child's TFC parent
- Confirm respite dates, establish a respite pick up, and drop off time and place.
- Ask about any important information, medications, appointments, school pick up time and places (if needed), recent behavior 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. You will be responsible for turning them into Red Mountain Family Services, Inc.
- Please ensure that all medication is administered as instructed. Place your initials on the Medication Administration Record (MAR) to indicate the days and times that 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 medication 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 attempt 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 **Treatment Foster Parent Liaison at (505) 362-6013** 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 changes result in changes made to the amount of days or the dates a child is on respite, prior authorization by RMFS staff member is required.)

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Respite Request Form

Respite must be requested 2 weeks prior to the date unless it is an Emergency. If this form is not completed correctly, respite will not be able to be set up. If you are not currently up-to-date on TFP Notes, Respite will be denied.

Today's Date: _____	Is Your Respite Book Up-To-Date? _____ YES or _____ NO
Respite Request Dates: _____	Has a copy of this request been given to TC? _____ YES or _____ NO
Drop-off Date: _____	
Drop-off Time: _____	Current Placement _____
Pick-Up Date: _____	Child's Name _____
Pick-Up Time: _____	Date of Birth _____
Number of Nights on Respite: _____	TFC Level _____

****Respite CAN NOT EXCEED 2 nights without approval by RMFS Management Team and the custody holder
RESPITE REQUESTS OVER HOLIDAYS WILL NOT BE ALLOWED****

Please list any appointments, visits, adoption events, etc. that the client has scheduled during the requested respite (name, date, time, and address as needed): _____

Client's current behaviors that respite provider needs to be aware of: (please include any sexual issues, aggression, suicidal/homicidal thoughts/threats, enuresis, etc.) _____

Please list the current medication to TFC child is taking, as well as how they are given and when they are given. List the side effects of each medication. _____

Respite approved on: _____ By: _____
Respite Denied on: _____ By: _____

Treatment Foster Parent Liaison: _____ Date _____

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