

Service Definitions

Provider definitions apply to independent workers paid through BDS Fiscal. This document is intended to describe the employee's responsibilities/tasks for CLTS Waiver purposes.

Requirements to provide these services include showing proof of at least two years of experience working with children with disabilities and child specific training.

- **Child Care** - Child care services ensure the child or youth's exceptional physical, emotional, behavioral, or personal care needs are met during times when their family members are working, pursuing education or employment goals, or participating in training to strengthen the family's capacity to care for their child.

Children under 12 years of age: this service includes the supplemental cost of child care to meet the child's exceptional care needs. This includes staffing necessary to meet the child's care needs above and beyond the cost of basic child care that all families with young children may incur. The basic cost of child care is the rate charged by and paid to a child care provider for children who do not have special needs. The basic cost of child care does not include the provision of supplementary staffing, which may be covered by this service.

Children 12 years of age and older: the total cost of child care may be included. The total cost of child care is available when the child has aged out of their traditional child care settings (typically available up to age 12), but due to a disability the child continues to require care or supervision.

- **Daily Living Skills Training** – Daily living skills training services provide education and skill development or training to support the child or youth's ability to independently perform routine daily activities and effectively use community resources. These instructional services, provided by qualified professionals, focus on skill development, e.g. personal hygiene, food preparation, money management.

Daily living skills training is not intended to provide substitute task performance, social skill training, educational related services, or behavior modification. This service excludes activities for which the primary function is recreation. An initial goal setting report is required at the start of services with progress reports every six months.

- **Mentoring** - Mentoring services improve the child or youth's ability to interact in their community in socially advantageous ways. The mentor provides the child or youth with experiences in peer interaction, social and/or recreational activities, and employability skill-building opportunities during spontaneous and real-life situations, rather than in a segregated or classroom-type environment. The mentor implements learning opportunities by guiding and shadowing the child or youth in the community while practicing and modeling interaction skills.

Providers must develop a written plan documenting the objectives for the child and the objectives for the mentor. A written summary of the progress toward and changes to the objectives for the child or youth and their mentor is required every three months. At a minimum, team review meetings are held quarterly.

- **Respite Care** – Respite care services maintain and strengthen the child or youth's natural supports by easing the daily stress and care demands for their family, or other primary caregiver(s), on a short-term basis. These services provide a level of care and supervision appropriate to the child or youth's needs while their family or other primary caregiver(s) are temporarily relieved from daily caregiving demands.

Home-based respite may be used for overnight stays or partial day stays for the child or youth, in their primary residence or at the home of a caregiver. The provider is required to receive training specific for the child or youth's support and care needs.

- **Supportive Home Care** – Supportive home care (SHC) directly assists the child or youth with daily living activities and personal needs, to promote improved functioning and safety in their home and community. SHC may be provided in the child or youth’s home or in a community setting and includes:
 - Direct assistance with instrumental activities of daily living; observation or cueing of the child/youth to safely & appropriately complete activities of daily living and instrumental activities of daily living.
 - Supervision necessary for safety at home and in the community. This may include observation to assure appropriate self-administration of medications, assistance with communication, arranging and using transportation, checking out library books, and ordering food from a menu.
 - Intermittent major household tasks that must be performed seasonally or in response to a natural or other periodic event for reasons of health and safety or the need to assure the youth’s continued community living.

****Employees are not allowed to work over 40 hours in a work week (Sunday-Saturday).****

Please check all authorized service(s) the employee will provide for the employer/participant:

✓	Service Type	Pay Rate	Hours or Days per Month
	Child Care - hourly		
	Child Care - daily		
	Daily Living Skills Training		
	Mentoring		
	Respite Care - hourly		
	Respite Care - daily		
	Supportive Home Care		

By signing below, I demonstrate that I understand and accept the above responsibilities. Both parties understand that we may not charge in excess of the amount authorized on the Child/Participant’s plan. After the Employee has performed the services per this agreement, timesheets are due to BDS Fiscal according to the Payment Schedule. Both signers agree to only submit timesheets within the hours authorized. Without prior approval, excess hours claimed above authorization may be rejected for payment.

Parent/Employer Signature

Employee Signature

Date

Name of child receiving services