

**ATTACHMENT TWO**  
**AGENCY SUPPORTED RESPITE CARE**  
**Service Attachment**

**DEFINITION**

Agency Supported Respite Care is defined as the temporary care and supervision of youth referred by DHHS that is provided in a Licensed Foster Home during an urgent or pre-planned situation and returned to the documented placement.

The Contractor shall communicate all known information about the child to the Respite Care Family. The Contractor will also provide input to planning processes such as Family Team Meetings, Independent Living Plans and preparation of DHHS Case Plans and Court Reports when requested by DHHS.

The Contractor will provide any information requested by DHHS necessary to complete reports required by any applicable Federal or State law and regulation.

The Contractor shall be in compliance with all DHHS policy and regulation, including regulation and licensure established by the Division of Public Health.

The Contractor shall be responsible for transporting children in respite care to their home school, activities, and services that are located within a 25-mile radius from the foster care home. Activities and services are expected to include visits with the child's family members, behavioral health appointments, medical appointments, and extra-curricular activities.

The Respite Care provider will attend Family Team Meetings upon the request of DHHS.

**TARGET POPULATION**

Children who are living at home with their parent(s) or guardian. Children who are placed in a relative or kinship foster home, and the relative or kinship foster parent(s) does not receive a foster care payment.

**LENGTH OF SERVICE**

The length of service is based on the unique needs of each child.

**STAFF CREDENTIALS**

All new Contractor staff hired to provide supportive services to Agency Support Respite Care families must have a Bachelor's Degree in human services, such as, but not limited to, a degree in Social Work, Psychology, Sociology, and Early Childhood Development; or a related field. The Contractor staff may also be enrolled in college and be within two semesters of completing a Bachelor's Degree in human services or a related field. A person who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, shall be considered to be enrolled in college.

The Contractor may also consider individuals who have an Associate's degree plus two years of experience in human services or a related field; and, individuals who are obtaining internship hours in a human services field while obtaining a Bachelor's degree as comparable to a Bachelor's degree.

Upon the contractor's request, the DHHS Contract Manager may consider a potential employee's high school diploma or GED and at least five years of job related to be comparable to a Bachelor's Degree for the performance of Agency Supported Respite Care duties.

Upon the request by DHHS, the Contractor shall provide to the DHHS Contract Manager a written plan that outlines additional training and supervision that will be provided to staff who do not have a Bachelor's Degree or are not working on a Bachelor's Degree.

If an employee does not meet the standards outlined above, the Contractor shall notify the DHHS Contract Manager, or Designee, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards.

### **MINIMUM REPORTING REQUIREMENTS**

The Contractor shall provide written reports to the referring DHHS Case Manager as requested.

### **ESTABLISHED RATE**

1. DHHS shall pay the Contractor **\$61.20 per day per youth or at the rate of \$10.20 per hour per youth, up to six hours** for Agency Supported Respite Care.
2. DHHS shall pay the Contractor the per-mile rate established in the State of Nebraska's travel expense policies that are in effect at the time the expense is incurred for distance travelled to and from the location where the Agency Support Respite Care are provided. Travel expense policies are found in the State Accounting Manual at the following website address: <http://das.nebraska.gov/accounting/nis/amcon.htm>. DHHS will notify the Contractor of any per-mile rate change in the State of Nebraska's travel expense policies within three business days of receiving the rate change announcement.
3. The Contractor shall use MapQuest or Google Maps to record the number of miles travelled to deliver Agency Support Respite Care. The Contractor shall notify the DHHS in writing by the end of the third business day following the execution of this contract, which one of the two websites will be used by the Contractor for this purpose. If the Contractor bills for more than five (5) miles over the mileage measured by MapQuest or Google Maps, the Contractor shall note the reasons why on the travel log. If no reason is recorded on the travel log, DHHS will pay the contractor for the number of miles measured by MapQuest or Google Maps.
4. DHHS shall pay the Contractor \$18.36 per hour for time travelled to and from the location where the Agency Support Respite Care are provided. The travel time shall be consistent with the length of time required to travel to deliver Agency Support Respite Care in accordance with the DHHS Service Referral. Consistent shall be defined as being within fifteen (15) minutes of the time recorded by MapQuest or Google Maps. This 15 minutes will be considered a margin of error. If the length of time is more than fifteen minutes (15) over what is recorded on MapQuest or Google Maps, the Contractor shall note the reasons why on the travel log. If no explanation is provided on the travel log, DHHS will pay the Contractor for the length of time measured by MapQuest or Google Maps after rounding up to the nearest fifteen (15) minute increment as indicated in the increment table below. The Contractor shall notify DHHS in writing by the end of the third business day following the execution of this contract, which one of the two websites will be used by the Contractor for the purpose of measuring travel time.
5. The mileage and travel time shall be submitted for payment on a travel log developed and provided by DHHS. The travel logs shall be submitted at the end of each month for services provided during the previous month. Travel time shall be rounded up to the nearest fifteen (15) minute increment for each one-way trip rate recorded on the travel log. DHHS shall pay the Contractor per the following incremental pay schedule for travel time:
  - 1 – 15 minutes = \$4.59;
  - 16 – 30 minutes = \$9.18;
  - 31 – 45 minutes = \$13.77;
  - 46 -- 60 minutes = \$18.36.

Example 1: Google Maps travel time is 8 minutes. Provider travel time is 14 minutes. Paid time is \$4.59 after rounding up to 15 minutes. (No explanation on the travel log is needed).

Example 2: Google Maps travel time is 8 minutes. Provider travel time is 28 minutes. Paid time is \$9.18 after rounding up to 30 minutes. (Explanation on the travel log is needed because Provider travel time is more than 15 minutes over Google Maps travel time). If no written explanation is provided on the travel log at the time of billing, paid time is \$4.59 after rounding up from 8 minutes to 15 minutes.

6. The mileage and travel time shall be recorded on a travel log developed and provided by DHHS. The completed travel log shall be submitted for payment by no later than the thirtieth (30th) calendar day following the end of the month that services were provided, unless otherwise directed by DHHS.