

# BALUCHON

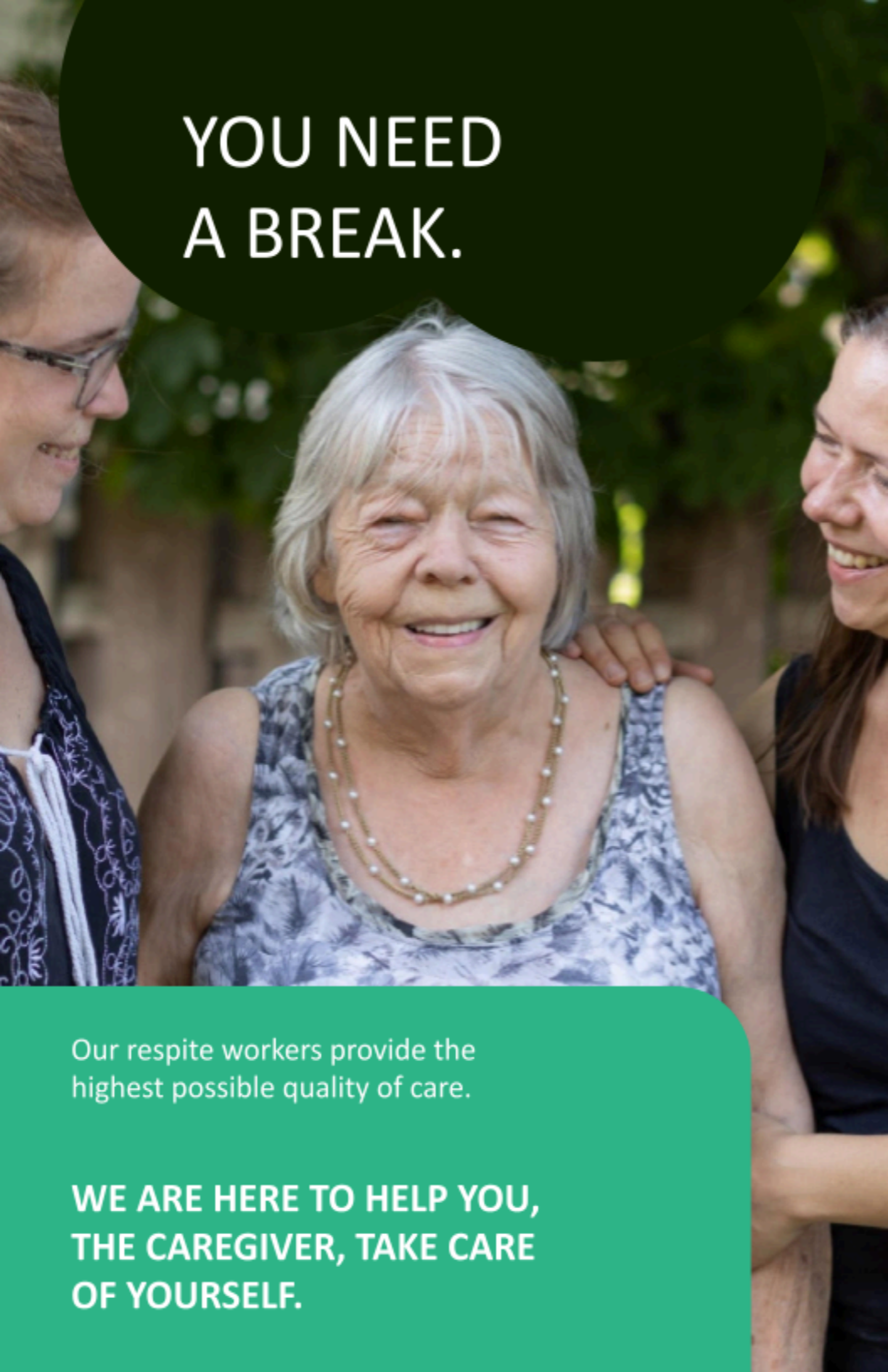
Répit long terme à domicile

Long-term in-home respite care

## THE IN-HOME RESPITE CARE GUIDE

BY BALUCHON





YOU NEED  
A BREAK.

Our respite workers provide the  
highest possible quality of care.

**WE ARE HERE TO HELP YOU,  
THE CAREGIVER, TAKE CARE  
OF YOURSELF.**

# THE IN-HOME RESPITE CARE GUIDE

This guide outlines the basics of in-home respite care:

- 1 CAREGIVER RESPONSIBILITIES
- 2 PREPARING FOR THE ARRIVAL  
OF YOUR RESPITE WORKER
- 3 HOW DOES IN-HOME  
RESPITE CARE WORK?



## BALUCHON LONG-TERM RESPITE CARE

*AN INNOVATIVE RESPITE, SUPPORT, AND  
CARE PROGRAM*

### What we offer

For more than 20 years, Baluchon Long-Term Respite Care has provided an alternative to temporary institutional care by offering in-home respite care for periods of 4 to 14 consecutive days.

### Our mission

To offer respite to caregivers who are providing care for non-autonomous loved ones at home, and to provide support and guidance throughout the in-home respite care process.

### Our team

Our experienced and knowledgeable staff will help you through each step of the in-home respite care process.





## RESPITE WORKERS

Respite workers are specialized caregivers who move into your home to care for your loved one full time without disrupting their daily routine.

Respite workers note any observations and suggestions in a daily **care journal**.

This journal belongs to you. It will be sent to you 2 to 3 weeks after the departure of your respite worker.

# CAREGIVER RESPONSIBILITIES

1

## Sign the contract

Read this guide carefully. Make sure you meet all the conditions and can follow the steps involved in the in-home respite care process.

You will be sent a contract formalizing the respite period. Please sign it and return it, by email or regular mail, as soon as possible. This contract, once signed, confirms the respite period and guarantees our presence in your home.



## 2

### Review the terms of payment

In the Province of Québec, families have access to respite care for \$15/day.

If you wish to meet the respite worker beforehand, a courtesy visit can be arranged. The cost of the visit and mileage will be added to your bill.

Your bill, and the care journal compiled by your respite worker, will be sent at the end of the respite period.

**We accept payment by cheque or credit card.**





3

## Required documents

These tools are vital to the success of in-home respite care and the well-being of your loved one.

- o Date collection form
- o Emergency telephone numbers
- o List of difficult situations
- o Authorized expenses form
- o Authorization for designated persons to leave the home with the care recipient
- o Release of liability stating that the care recipient can be left unattended or can leave the home on their own
- o Respite contract, duly signed
- o Recent photo (if running away is a concern)

## PREPARING FOR THE





# ARRIVAL OF YOUR RESPITE WORKER

1

## Sleeping arrangements

You will need to provide a bedroom, or at the very least a space with a bed, for the respite worker during their stay with you.



2

## Meals

You will need to provide meals for both the care recipient and the respite worker. You are not expected to prepare meals in advance. We simply ask that you buy groceries before you leave so that the respite worker can prepare suitable meals for your loved one.

3

## CLSC, Day Centre and daycare services during in-home respite care

We ask that you keep to your usual schedule of Day Centre visits and CLSC and daycare services to avoid unnecessarily disrupting your loved one's routine.

4

## Expenses

We ask that you allocate \$20/day for living expenses. Please leave the full amount in an envelope bearing the name of your respite worker. Any remaining funds will be returned to you by your respite worker upon your return.



5

## Mileage

You will be charged \$0.55/km for any travel (outings with your loved one, necessary errands, etc.) during the respite period. Your respite worker will discuss the matter with you and will respect your wishes regarding mileage.

**Use the checklist to make sure you do not forget anything.**

## CHECKLIST



Done	To do	
<input type="checkbox"/>	<input type="checkbox"/>	Clean, furnished room or private space
<input type="checkbox"/>	<input type="checkbox"/>	Drawer for personal items
<input type="checkbox"/>	<input type="checkbox"/>	House key
<input type="checkbox"/>	<input type="checkbox"/>	Money left for anticipated and unanticipated expenses
<input type="checkbox"/>	<input type="checkbox"/>	Groceries
<input type="checkbox"/>	<input type="checkbox"/>	Keep to your usual schedule of CLSC and other services
<input type="checkbox"/>	<input type="checkbox"/>	Recent photo of your loved one if their running away is a concern
<input type="checkbox"/>	<input type="checkbox"/>	Medical card, health insurance card
<input type="checkbox"/>	<input type="checkbox"/>	List of current medications in Dispill format (ask your pharmacist)
<input type="checkbox"/>	<input type="checkbox"/>	Data collection form, duly completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	Your contact information, including where you will be, or the contact information of someone who can reach you

# IN-HOME RESPITE CARE

1

## Transition day

The first day of in-home respite care is called the transition day. To ensure an effective transition, we ask that you be present for a minimum of four hours.

This period allows the respite worker to build a relationship of trust with you and to observe your loved one's daily routine and physical environment.

A health care professional (e.g., nurse, occupational therapist, educator) may also be present to give the respite worker additional instructions on specific care methods.

This step is vital to the success of in-home respite care.





## 2

### Presence of another person in the home during in-home respite care

In our experience, having someone else in the home during the respite period makes building a relationship of trust between the respite worker and the care recipient much more difficult.

Occasional visits from family and friends are recommended, especially if they are part of the care recipient's regular routine. We do, however, ask that visitors call in advance.

#### IN-HOME RESPITE CARE



3

## Duration of in-home respite care

To ensure quality service, a respite worker cannot provide more than 14 consecutive days of respite care. In some cases, a single respite period may be divided among more than one respite worker.

4

## Fees for the transition day between respite workers

In the event of a transition day between respite workers, both respite workers will be present, and a \$30 fee will apply.

IN-HOME RESPITE CARE



## 5

### Cancellations

A signed respite contract is a legally binding agreement between you and Baluchon. Out of respect for the respite workers and the other families waiting for care, we ask that you do what you can to honour the terms of the contract.

In the event of a cancellation, you will be charged \$15/day for each day of scheduled respite care. This amount is used to compensate the respite worker for lost wages.

You will not be charged if the cancellation is due to the illness, death, or placement in permanent residence of your loved one.

## 6

### Gratuities

Tipping is strictly forbidden. The **Respite Worker Code of Ethics** does not allow respite workers to accept gratuities. If you are satisfied with the quality of service, you can make a donation to the Baluchon Long-Term Respite Care Foundation.



## REQUESTS FOR IN-HOME RESPITE CARE

Please submit requests directly to your local health care provider (e.g., the CLSC in your region).

For more information, go to:

**[baluchonrepit.com/obtenir-de-laide](https://baluchonrepit.com/obtenir-de-laide)**

# DUTIES AND OBLIGATIONS OF BALUCHON

If a respite worker must be absent at some point during the respite period due to unforeseen circumstances (e.g., illness, death of a family member), we will send someone to take over and make arrangements with you for the remainder of the respite period.

You may decide whether to accept a new respite worker. If no new respite worker is available, we will have to discontinue service, in which case you will be charged for completed days only.

## Comments, suggestions, and complaints

Your comments and suggestions are essential to maintaining the quality of service offered by Baluchon Long-Term Respite Care. In addition to the care journal, you will receive a survey to complete at the end of the respite period.

You can help other caregivers by answering honestly and returning the completed survey as quickly as possible.



**BALUCHON LONG-TERM RESPITE CARE**

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