



## Respite/Direct Support Planning Guide

This guide is designed to assist people in developing a personalized respite/direct support plan. It can be used as a tool to assist you with identifying your needs, priorities and options when creating your plan. Ensuring that the plan makes sense for you and your family. It will also assist in the development of a general financial budget for recreational programs, camp opportunities and respite/ direct support provider fees.

**Respite Services** recognizes that people caring for a family member with an intellectual and/or physical disability require time where they can focus on their own personal needs. This may include; time for errands, personal interests, entertainment or just plain unstructured time to oneself.

**Direct Support Services** recognizes that children and adults with intellectual and/or physical disabilities may require the assistance of a support person to live actively and participate independently in their community.

My Name: \_\_\_\_\_

My Mailing Address: \_\_\_\_\_

My Email Address: \_\_\_\_\_

My Phone number: \_\_\_\_\_



## My Respite Needs

Raising children, in general, is an important and sometimes exhausting process. Any parent/caregiver guide will tell you that to be able take care of others you need to take care of yourself first. Many parents/caregivers forget to plan that very important personal time and that can lead to burnout.

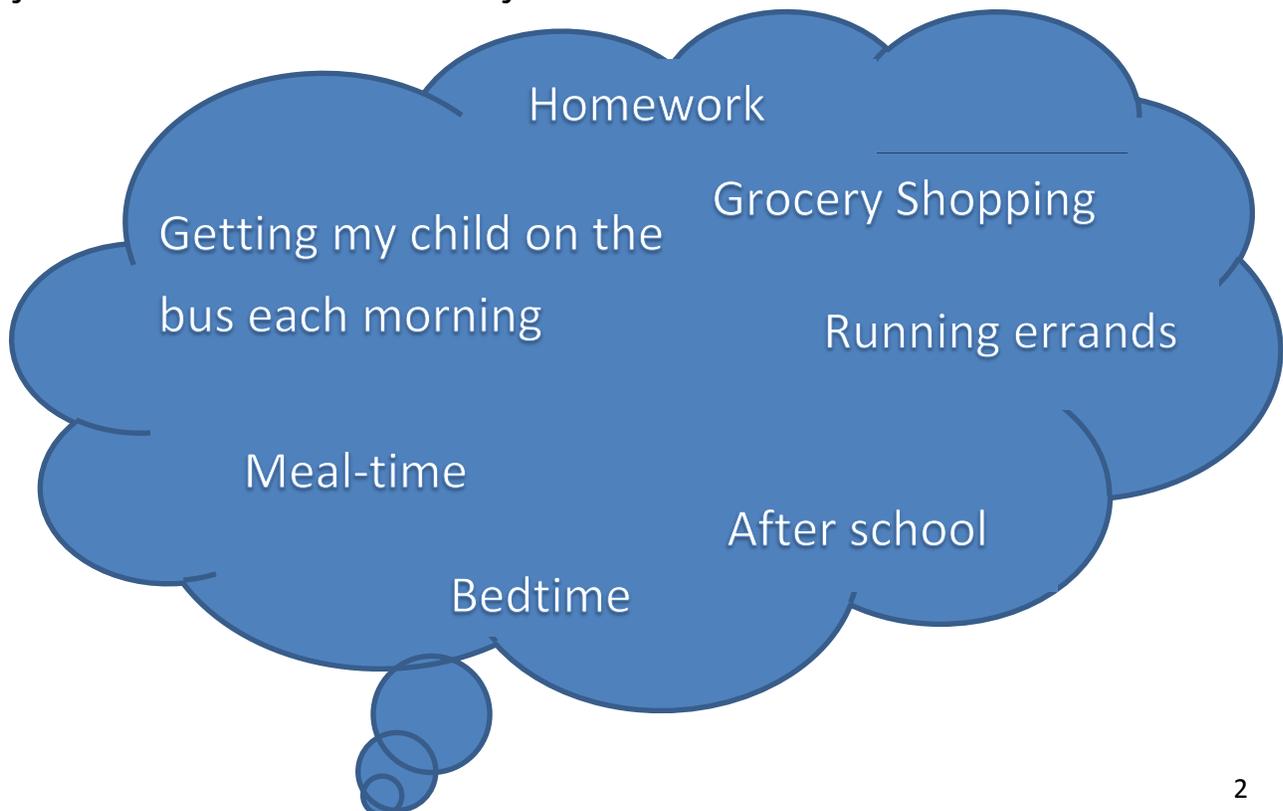
**Burnout** is a psychological state of physical and emotional exhaustion thought to be a stress reaction to a reduced ability to meet the demands placed upon oneself; symptoms include fatigue, insomnia, impaired work performance, and an increased susceptibility to physical illness.

Take a few moments to complete the following activities to help you start thinking about your respite needs.

### Activity #1:

Do you have a time in the day that is more stressful or difficult than others? Are some tasks more challenging or stressful to get done each week? List your thoughts in the bubble – a few examples have been provided to assist in your brainstorming.

**My most difficult time/tasks of the day is.....**





## Activity #2

Now that you have an idea about when you need respite the most, it is time to think about what you will do with your time off. Check the activities below that are of interest to you and add any other activities that you can think of that you might want to do.

- Talk to a friend / family member on the telephone
- Go out and visit a friend
- Invite a friend to come to your home
- Text message or email a friend
- Organize a party
- Exercise
- Lift weights
- Do yoga, tai chi or Pilates
- Attend a sporting event
- Eat your favorite ice cream
- Go for a walk
- Get a haircut
- Take a nap
- Jog
- Ride your bike
- Swim
- Hike
- Do an extreme sport
- Sit outside
- Play a sport
- Plan a trip
- Go to the spa
- Go to the library
- Go to a bookstore
- Go to a café
- Visit a museum or art gallery
- Go to the mall
- Pray or mediate
- Go to your place of worship
- Write a letter
- Join a group
- Cook your favorite meal
- Cook a new recipe
- Take a cooking class
- Go to a restaurant
- Spend time with your partner
- Give your pet a bath
- Watch the birds
- Watch a movie
- Watch T.V.
- Listen to the radio
- Play a game with a friend
- Go online to chat
- Play solitaire
- Go shopping
- Do a puzzle
- Read a book / magazine / newspaper
- Get a massage
- Go for a drive
- Sign up for a class
- Write a poem, story, movie
- Write in your journal
- Take a vacation / trip
- Learn a new language
- Play a musical instrument
- Listen to music
- Sing
- Take a photograph
- Plant a garden
- Take a bubble bath / shower
- Work on your car / truck / motorcycle
- Participate in a local theatre group
- Work outside
- Dance



Create your own list of activities that you enjoy:

Activity #3

Respite opportunities are usually more successful when your family member is doing something meaningful for themselves. When arranging respite services/direct support services, it is important to not only think about your needs but also the types of activities your family member would like to participate in. This can be termed **SMART** respite – using your respite time in a way that rejuvenates you and also provides learning, social or recreational opportunities for your family member. (i.e. life skills, exercise, social time).

SMART respite is also about planning an activity that your loved one can do that allows them to be a contributing member of the family. This way, activities, chores, physiotherapies that you would normally carry out day to day, can be accomplished by someone else (i.e. homework assistance, baking or making a meal, cleaning their room).

Make a list of the activities (i.e. drawing, singing, dancing, hockey, basketball, bowling, watching movies etc.) that your loved one enjoys or would enjoy doing if given the opportunity:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



## Types of Respite

Like all families, respite opportunities can be found through formal and informal means.

**Informal respite or natural respite** is often provided through family, friends, neighbours and others in your community. There is usually no financial compensation for this type of respite arrangement. These supports come in the form of a neighbour watching your family member while you take a walk around the block, setting up a playdate with another family, or having a family member provide support in your absence.

**Formal respite** involves arranging for respite/direct support providers to support your family member inside or outside of your home. Some families may have their own funds to purchase these services but others will seek assistance from external funding programs.

**In-home respite** means the person who provides the service comes to your home. This type of respite can happen during the day or overnight.

**Out of home respite** means a service provides caregivers with short term relief outside of the family home. This may include camp and recreational opportunities. It may also mean that a respite/direct support provider brings your family member into the community providing 1:1 support for a particular activity (i.e. music lessons, scouts / guides, swimming lessons, attending sporting events etc.) In this circumstance, caregivers can run an errand or read a book or just sit back and enjoy watching your loved one participate in an activity. This option can also include overnight services in a respite home or at the home of the direct support provider.



## **Finding the right fit for your family**

Naturally, families often worry about the quality of care their loved one may receive while they are absent. Parents/Guardians who have a child with an intellectual disability and/or a physical disability often have unique and complex care challenges. Families may worry whether the respite/direct support provider can handle any emergencies that come up or manage any challenges that may present themselves. Choosing the right respite/direct support provider is a crucial step in ensuring that real or true respite is accomplished.

Respite can be provided by a number of different people in your community. Take a moment to explore the supports that exist in your life and to identify the possible supports that fit the unique needs of your family.

## **Natural Supports**

“Natural Supports” means personal associations and relationships typically developed in the community that enhance the quality and security of life for people, including, but not limited to; family relationships, friendships, school, work places etc.

What does “Natural Supports” really mean? To answer this question, it may be easier to look at yourself and think about all the people in your life—friends, family, co-workers. Relationships with these people are your natural supports. Who has been instrumental in pivotal points in your life, or whom can you count on for help? What did you do to establish those relationships? These are questions some people give little thought because natural supports can be taken for granted.



**Activity #4**

Check the natural supports that are a part of your life today and when they are available to provide respite / relief or a break for you:

My natural Supports are:	Frequency:  (how often are your natural supports available)	Day of the Week:  (Which days of the week are your natural supports available)	Time:  (When are your natural supports available)
<p><u>Family Supports:</u></p> <p><input type="checkbox"/> Spouse / Partner</p> <p><input type="checkbox"/> Older/Adult Siblings</p> <p><input type="checkbox"/> Grandparents</p> <p><input type="checkbox"/> Aunts / Uncles</p>	<p><input type="checkbox"/> never</p> <p><input type="checkbox"/> daily</p> <p><input type="checkbox"/> 2x per week</p> <p><input type="checkbox"/> 3+ per week</p> <p><input type="checkbox"/> weekly</p>	<p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p><input type="checkbox"/> Sunday</p>	<p><input type="checkbox"/> Morning</p> <p><input type="checkbox"/> Afternoon</p> <p><input type="checkbox"/> Evening</p> <p><input type="checkbox"/> Overnight</p> <p><input type="checkbox"/> Flexible</p>

<p><input type="checkbox"/> Other family Members:</p> <p>1. _____</p> <p><input type="checkbox"/> Other family Members:</p> <p>2. _____</p>	<p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p>	<p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p>	<p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p> <p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p>
<p><b>Friends:</b></p> <p><input type="checkbox"/> Name of friend: _____</p> <p><input type="checkbox"/> Name of friend: _____</p> <p><input type="checkbox"/> Name of friend: _____</p>	<p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p>	<p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p>	<p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p> <p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p> <p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p>
<p><input type="checkbox"/> Daycare supports</p>	<p><input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly</p>	<p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p>	<p><input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Overnight <input type="checkbox"/> Flexible</p>



<input type="checkbox"/> School	<input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> ½ day <input type="checkbox"/> full day
<input type="checkbox"/> After school Program	<input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<input type="checkbox"/> Employment	<input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> never <input type="checkbox"/> daily <input type="checkbox"/> 2x per week <input type="checkbox"/> 3+ per week <input type="checkbox"/> weekly	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

## Paid Supports

Respite can also be accomplished through more formal means via paid supports. This includes: camp opportunities, recreational activities, 1:1 respite/direct support provider in your home, 1:1 respite/direct support provider out of your home, residential/overnight respite options.



**Please be advised:** before making plans to engage respite/direct support providers/CHAP it is recommended that you consider what the nature of the relationship between you and the provider will be. Will this be an employer – employee relationship or will you be contracting services from self-employed independent contractor? Consider the following issues:

- Do you plan to control the schedule, the location, the type of activities performed?
- Will the respite/direct support providers/CHAP dictate the schedule, or be able to flexibly schedule the times that support will be provided around their other clients, employment etc.?
- Do you plan to supervise the respite/direct support providers/CHAP or will the services be provided independently?
- Do you need a large number of hours of support per week such that the respite/direct support provider/CHAP will come to rely on or be dependent on their earnings from you for their livelihood?
- Will the respite/direct support provider/CHAP be expected to provide any resources when providing the supports?

All of these factors and more may play into the appropriate legal characterization of the respite/direct support provider/CHAP, which may impact your legal obligations when it comes to how the provider is paid etc. You can learn more about how respite/direct support providers/CHAP might be characterized by visiting the following websites:

- **Government of Canada - Employee or Self-Employed Guide**  
<https://www.canada.ca/content/dam/cra-arc/migration/cra-arc/E/pub/tg/rc4110/rc4110-17e.pdf>
- **Government of Canada - Determining the Employee/Employer Relationship**  
<https://www.canada.ca/en/employment-social-development/programs/laws-regulations/labour/interpretations-policies/employer-employee.html>
- **Ontario Ministry of Community and Social Services - Hiring a Support Worker Guide**  
<https://www.mcsc.gov.on.ca/documents/en/mcsc/publications/developmental/HiringSupportWorker.pdf>
- **Ontario Ministry of Labour - Fact Sheet – Difference between an Employee and an Independent Contractor**  
<https://www.ontario.ca/page/difference-between-employee-and-independent-contractor>

**For more assistance to determine the characterization of a respite/direct support provider, it is recommended that you seek professional legal advice.**



## Activity #5

Below are a number of examples of formal activities for your family member that may provide you with respite opportunities. Check the activities that may fit with your families respite needs and comfort level and add any other activities that may be of interest to your family.

### **Camp**

- |   |                                  |                                    |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> March Break Camp     | <input type="checkbox"/> daytime | <input type="checkbox"/> overnight |
| <input type="checkbox"/> Summer Camp          | <input type="checkbox"/> daytime | <input type="checkbox"/> overnight |
| <input type="checkbox"/> Christmas Break Camp | <input type="checkbox"/> daytime | <input type="checkbox"/> overnight |

### **Recreation**

- Participation on a sports team
- Lessons (i.e. swimming, skating, riding horses)
- Exercise classes or workouts
- Girl guides / Boy Scouts
- Art classes
- Music classes
- General interest clubs

Add other ideas that fit your family member's interests:

### **Respite/Direct Support Provider (out of home)**

- To provide transportation to your family member and assist them to participate in recreational activities.
- To assist your family member to attend a community event.
- To go to the movies.
- To go to a restaurant for a meal.
- To take your family member shopping or assist with their errands.
- Develop community connections and social relationships.
- Employment coaching / volunteering



Add other ideas that fit your family member's interests:

**Respite/Direct Support Provider (in-home)**

- To assist with homework / tutor.
- To assist during your most stressful time of day (i.e. getting ready for school/bed, personal assistance)
- Teaching / modelling a life skill (i.e. tidy room, prepare a meal, laundry).

Add other ideas that fit your family member's needs:

**What is the cost of respite/direct support?**

The cost of respite/direct support depends on the type of support that you determine is appropriate and the best fit for your family. Described below, you will find a general pricing guide to respite/direct support services in Simcoe County. Please remember that this is a guide and prices may change. It is important to research programs in your local community.



Respite Example	General cost
Family and Friends	<ul style="list-style-type: none"> <li>Typically no cost or minimal</li> </ul>
<p>Daycare</p> <p>Daycare continued</p>	<p>This is the average daily rate for non-subsidized daycare (per child) in Simcoe County.</p> <ul style="list-style-type: none"> <li>Infant (under 18 months) in licensed daycare centre: \$49.50.</li> <li>Infant in licensed home daycare: \$39</li> <li>Toddler (18 months to 30 months) in licensed daycare centre: \$43.50</li> <li>Toddler in licensed home daycare: \$39</li> <li>Preschooler in licensed daycare centre: \$39.50</li> <li>Preschooler in licensed home daycare: \$37.40</li> </ul> <p style="text-align: right;"><small>Source: simcoe.ca</small></p>
Before / After School	<ul style="list-style-type: none"> <li>Before and after-school programs can add \$22 a day and \$40 for PA days.</li> </ul> <p style="text-align: right;"><small>Source: simcoe.ca</small></p>
March Break Camp	<ul style="list-style-type: none"> <li>Can range from \$26-\$70 per day.</li> </ul>
Summer Camp	<ul style="list-style-type: none"> <li><u>Day Camp</u> can range from \$125 - \$450 per week.</li> <li><u>Overnight Camp</u> can range from \$770 – \$3000 per week.</li> </ul>



<p>Recreational Programs</p>	<ul style="list-style-type: none"> <li>This greatly depends on the type of recreational programming and location. However, here are a few examples:</li> </ul> <p>Hockey: \$230-\$1600 + equipment  Gymnastics: \$145-\$375 + admin fee  Swimming (City of Barrie): \$47.50  Dance (City of Barrie): \$45.50  Soccer: \$75-\$240  Art Classes: \$125 + tax  Skating: \$110+ tax - \$399 + tax</p> <p>*City run programs are usually more economical and may have fee assistance.</p>
<p>Clubs and Memberships</p>	<ul style="list-style-type: none"> <li>The fees vary depending on your choice. Some examples are:</li> </ul> <p>Gym Membership  ACCESS 2  Museum Membership  Zoo Membership  Ski Pass  Community Clubs – Lion’s Club, Rotary Club etc.  Barrie Social Club</p>
<p>1:1 Respite/Direct Support Provider</p>	<ul style="list-style-type: none"> <li>\$15-\$45 per hour</li> <li>This cost depends on level of support required, private vs subsidized options, self-employed contractors vs staff through a registered business</li> <li>Some providers have minimum hours per shift (i.e. 4 hours)</li> <li></li> </ul>
<p>Residential/Overnight Respite Homes</p>	<ul style="list-style-type: none"> <li>\$20/day - \$350/day</li> <li>This cost depends on level of support required, private vs subsidized options</li> </ul>



## Financial Planning

Some families may have a specific funding to assist with the cost of respite/direct support services (ACSD, SSAH, PASSPORT, Agency based respite funding), while many are paying out of pocket. Either way, it is a good idea to begin to think about how your family will manage this cost. Keep in mind studies show that regular, predictable respite is the most effective for your health and wellbeing. Creating a budget that sets aside funds for you to have respite is essential. You are worth the investment!

### Activity #6

Fill out the monthly budget below to determine your ability to purchase formal respite.

## MY MONTHLY BUDGET

MONTHLY EXPENSE	AMOUNT	DUE DATE
<b>HOME</b>		
Mortgage/Rent		
Repairs		
<b>UTILITIES</b>		
Electric		
Gas		
Water, Sewer & Garbage		
Phone (Cell)		
Phone/Cable/Satellite		
Internet		
Other		
<b>TRANSPORTATION</b>		
Car Payment		
Gas		
Repairs/Maintenance		
<b>INSURANCE</b>		
Car Insurance		
Health Insurance		
Other		
<b>DEBT PAYMENTS</b>		
Credit Card		
Other		
<b>MISC.</b>		
Groceries		
Personal Care (clothing, shampoo, etc.)		
Household Items (cleaning supplies, toilet paper)		
<b>TOTAL DUE</b>		
<b>TOTAL WAGES</b>		
<b>TOTAL LEFTOVER</b>		



## **Creating My Respite/Direct Support Plan**

Developing a respite/direct support plan can be an overwhelming task. Use your answers from activity #1-6 to assist you with organizing your thoughts to create an outline for your respite plan.

Use the example plan on page 15 to assist you.

Think about what you will do with your time, how often you would like to do the activity, the time needed to complete your activity and what your family member will be doing while you complete your activity. It is also important to start thinking about who will provide the support and how you will manage this cost.

A few notes to remember:

1. Regular, predictable respite has been shown to be the most beneficial for overall family and caregiver health.
2. People need to participate and be an active member of their family and community to be able to reach their full potential and live a fulfilling life.
3. Prioritize the list. When and where do you need respite/support the most? You may not meet all of your needs, but this will make sure the most important needs are handled first.



## Example of a Respite/Direct Support Plan

What you will do with your time	How Often?	Length of Time	Total Amount Per month	Activity for family member	Type of support	Cost of this service	Who will provide it?	Who will pay for it?
Spend time with my partner / Spouse	Once per week	2 hours	8 hours per month	Bowling	Out of home	\$25 per hour / per week (cost of bowling)	Uncle Joe	Uncle Joe
One on one time with other children	Twice per month	2 hours	4 hours per month	Tutoring or homework support	In home	\$20 per hour / per week	Tutor / Respite worker	I will pay for this
Time at home	Twice per week	2 hours	16 hours per month	Participate in a recreational program	Out of home	\$50 per season	City of Barrie	I cannot afford this. Funding is required.
Join a support group or attend a workshop	Twice per month	2 hours	4 hours per month	Play date at neighbor home	Out of home	No cost	Neighbour	No cost
Take an art class	1 Week session	1 Week	1 Week	March Break Camp	Out of home	\$125 / week	City of Barrie	I cannot afford this. Funding is required.



## My Respite/Direct Support Plan

What you will do with your time	How Often?	Length of Time	Total Amount Per month	Activity for child	Type of Respite	Cost of this service	Who will provide it?	Who will pay for it?



## **Next Steps**

- Research the possible camp and recreational opportunities in your area.
- Learn about how to connect with respite/direct support providers.
- Plan Ahead.
- Budget.
- Ask for help.
- If you need financial assistance, learn about funding opportunities in your area.

For further information about:

- How to connect with respite/direct support providers advertising in your area
- Funding options
- Local respite options

Contact the Simcoe Community Services Respite Coordinator at 705-726-9082 x2259 or [charris@simcoecommunityservices.ca](mailto:charris@simcoecommunityservices.ca). You may also go to [www.supportyourway.ca/simcoe](http://www.supportyourway.ca/simcoe)