

## MINOR CAREGIVER OPTIONS DISCUSSION GUIDE AND DECISION ROADMAP

This is a tool designed to support discussion regarding, and selection of, caregiver options for a child that, primarily, takes into consideration the best interest of the member including supporting their self-determination to the maximum extent possible. Case Managers are expected to follow the workflow of the guide to support facilitation of the discussion ensuring all caregiver options are considered understanding the parent caregiver option should only be considered when all other options have been explored and exhausted. Throughout the tool, there will be opportunities to capture discussion points to inform the selection of a caregiver option(s).

**Instructional Note:** This discussion should only take place after the member's needs have been identified through the Person-Centered Service Planning (PCSP) process (refer to AMPM Exhibit 1620-10), the Home and Community Based Needs (HCBS) tool has been completed (refer to AMPM Exhibit 1620-17), and the service need and service hours have been identified.

This discussion must occur no less than on an annual basis and when the following circumstances apply:

- a. After an initial service assessment for newly eligible ALTCS members, or
- b. When a member experiences a change in condition that necessitates either a reduction or increase in assessed and authorized services and hours.

The tool may also be considered and used any time it may be necessary to consider caregiver options as deemed appropriate to support the needs and preferences of the member.

This discussion shall involve any current service provider agencies as well as any prospective service provider agencies and anyone else the member/Health Care Decision Maker (HCDM) chooses (e.g., family members, teachers, family friends).

The completed form which documents the discussion and decisions should be signed by the HCDM, ALTCS Case Manager and provider agency representative. This guide is considered a supplemental document of the PCSP (refer to AMPM Exhibit 1620-10).

### PHASE ONE: CAREGIVER OPTIONS

This phase of the discussion is focused on identifying what considerations and attempts have already been made to find caregivers and what opportunities remain to be explored. It is important to keep in mind that there may be a need to explore multiple caregiver options to support the member's care needs and preferences.

**Instructional Note:** Discuss each of the following caregiver options using the discussion prompts and summarize the discussion. If there are opportunities still to be explored, identify action steps that should be taken. Once the initial considerations have been discussed, proceed with some preliminary discussion about the parent caregiver option using the discussion prompts and summarize the discussion.

## CAREGIVER OPTIONS: INITIAL CONSIDERATIONS

### Non-Family:

- a. Caregiver recruited by agency, or
- b. Caregiver recruited by family.

### Family Member (Non-Parent):

- a. Caregiver **NOT living** with the member, or
- b. Caregiver **living** with the member.

### Discussion Prompts:

- a. For each one of the caregiver options above, have there been attempts to recruit or secure caregivers for the child? Why or why not?
- b. If there were attempts, what were the outcomes or barriers?
- c. If some of the options have not been explored, what opportunities exist to attempt to recruit caregivers?
- d. Do we need to create a temporary caregiver plan to meet immediate needs or can these options be explored in a timely fashion to mitigate gaps in care?

### Discussion Summary:

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### Action Items:

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## PARENT CAREGIVER OPTION

Discussion Prompts:

- a. Is the parent willing to provide paid care?
- b. Has the parent experienced employment disruptions (reduced hours, unplanned absences from work, unable to work outside of the home) as a result of the needs of the child?
- c. Does the member have more than 40 hours per week of care identified in the PCSP (in total) for attendant care and habilitation? **Note:** If that is the case, the other caregiver options have to be explored to ensure the member gets all the care that is authorized and medically necessary.

Discussion Summary: \_\_\_\_\_

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## PHASE TWO: MEMBER-SPECIFIC CONSIDERATIONS

This phase of the discussion is focused on member specific considerations and how those support and inform a decision on the caregiver options that are in the best interest of the member.

**Instructional Note:** Discuss each of the caregiver options that remain considerations and possibilities (from Phase One), using the discussion prompts and summarize the discussion.

Discussion Prompts:

- a. What option(s) might be more supportive of fostering and furthering the member's:
  - i. Self-determination and independence?
  - ii. Integration in the community through activities and relationship building?
- b. Which option is preferable to the member based on their own input? **Note:** For members ages 16-17, the case manager/support coordinator should hold a separate conversation with the member to get their direct input. The member can choose to include another person to support them in the conversation that is not a parent or provider or even decline to have a separate conversation.
- c. What option(s) maximize sustainability and continuity of care?
- d. What option(s) are more compatible with the larger family unit and dynamics when considering the family culture, dynamics, time spent together, etc.?

Discussion Summary: \_\_\_\_\_

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### PHASE THREE: PARENT AS PAID CAREGIVER OPTION

This phase of the discussion is focused on specific considerations when the parent as paid caregiver option is being considered as the one (or one of the) caregiver options.

**Instructional Note:** Discuss specific considerations for the parent as paid caregiver option using the discussion prompts and summarize the discussion.

#### Discussion Prompts:

- a. Are there any scheduling conflicts including responsibilities to care for other children or family members?
- b. Are there any physical limitations that would present challenges to the specific type of care the child needs?
- c. The availability of respite care is an important discussion point regarding the selection of the model because it can help to provide supports such as relief to the caregiver to mitigate burnout. Is there a respite caregiver(s) currently available? **Note:** If there are no respite caregivers available (either formally or informally), identify action steps that should be undertaken to explore specific caregiver options for respite services including working in partnership with a provider agency to conduct targeted recruitment for a respite caregiver to meet the specific needs and preferences of the child/family.
- d. Has the parent reviewed the “Acknowledgement of Understanding” form? **Note:** It is important for the parent(s) to review the form and get any of their questions answered. Some requirements may change their willingness or ability to provide paid care. If the parent needs to review the form, identify that in the action steps and give the parent(s) an opportunity to review before continuing with the discussion. The discussion can be resumed once the action item(s) have been completed.

#### Discussion Summary:

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#### Action Items:

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#### PHASE FOUR: DECISION(S)

This phase of the discussion is to finalize and document the decision(s) on which caregiver options are going to be pursued.

**Instructional Note:** Review all of the discussion summary points to help inform a decision(s) on the caregiver options. Check the caregiver options selected and summarize how the option(s) selected are in the interest of the member and support their self-determination to the maximum extent possible. The discussion prompts and summary from Phase Two should be used to support the decision summary.

If the parent caregiver option is selected, the “Parents as Paid Caregivers Acknowledgement of Understanding” must be reviewed and signed (refer to AMPM Exhibit 1620-22). The signed forms should be included as an exhibit to the PCSP.

#### Caregiver Options

##### Non-Family:

- a. Caregiver recruited by agency, or
- b. Caregiver recruited by family.

##### Family Member:

- a. Non-Parent caregiver **NOT living** with the member,
- b. Non-Parent caregiver **living** with the member, or
- c. Parent caregiver.

#### Discussion Summary:

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<hr/> <i>SIGNATURE OF CASE MANAGER</i>	<hr/> <i>DATE</i>
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