

PIH CAMBERSHIP AND RESPITE

GUIDANCE

PURPOSE AND INTENT:

The purpose of this document is to set forth the criteria and instructions needed for requesting and expending Partners in Health (PIH) Campership and Respite funds.

DEFINITIONS:

- **Authorized Reimbursement Amount** is the maximum funding approved beyond the program contract for spending on specified activities in advance of an invoice from an approved agency.
- **Camp** is a place for recreation or instruction, usually in a country setting and often during the summer or school breaks.
- **Campership and Respite Period includes** the dates when the child or youth attends camp or the dates when respite services will be provided. The Campership or Respite period must occur between the time funding is requested and the end of the state fiscal year.
- **Campership** is non-contract funds available to pay for camp for individuals who receive PIH services.
- **Respite** is temporary planned or emergency care provided to a child or adult with special needs in order to provide rest or relief to family caregivers.

CAMPERSHIP SHALL:

- Be identified as a Need in the individual's Strengths, Needs, and Goals assessment **and**
- Be provided in accordance with applicable state and/or local laws and rules **and**
- Enable the individual to build social connections, function with greater independence in the home and community, or learn more about his/her condition **and/or**
- Enable a family caregiver of the individual to take a rest or relief from caregiving

ALLOWABLE CAMBERSHIP AND RESPITE USES

- Camp;
- Structured inclusive recreational opportunities;
- Individualized care provided by a trained respite provider
 - Without the caregiver present, or
 - While the caregiver is present attending to other children.

EXCLUDED CAMBERSHIP AND RESPITE USES

- Equipment,
- Park passes, and
- Private lessons requested for individual use.

FUNDING AVAILABILITY FOR CAMBERSHIP AND RESPITE:

The availability of funding for PIH Campership and Respite is identified during the state budget planning process. PIH Campership and Respite requests that meet the approval criteria will be authorized by the Site's Family Support Coordinator and Regional Family Council in the order of receipt. Requests received after funds are exhausted will be denied.

CIRCUMSTANCES UNDER WHICH CAMBERSHIP AND RESPITE SHALL NOT BE APPROVED:

- The request does not fall within the definition of Campership and Respite outlined above.
- The individual has not yet been found eligible for PIH services according to He-M 523.
- The request would be more appropriately addressed using PIH flex funding.
- The Respite Provider is a family member.

PROCESS AND REQUIRED DOCUMENTATION:

1. Deadlines: The process for PIH Sites to request Campership and Respite funding reimbursement follows the due dates of the PIH Flex Fund Process i.e. monthly by the 15th of the following month and by the 7th of June.
2. Procedure: All PIH Lead Agency Reimbursement Requests for Campership and Respite shall be made by
 - following the procedure outlined below,
 - documenting the "Non-Contract" Campership and Respite information in the PIH Database, and
 - submitting the " PIH Campership and Respite Invoice".
3. Submission: PIH Lead Agency shall
 - submit the items for reimbursement in the PIH Database following the "Campership and Respite Funding Process" and
 - submit the SMS PIH Campership and Respite Invoice to the PIH Program Assistant.

Requests will be reviewed by PIH within fifteen (15) business days from receipt of a PIH Campership and Respite Invoice and Non-Contract "Camp and Respite" fund submission. Incomplete requests will be returned within fifteen (15) business days.

Final processing of Campership and Respite fund submissions will occur within thirty (30) business days for all accurate and complete requests. PIH will email the PIH site indicating that an approval/denial has been uploaded.

PROCEDURE FOR REQUESTING CAMBERSHIP AND RESPITE:

1. SMS announces Campership and Respite Funding amounts.
2. Family Support Coordinators and Lead Agency Supervisors review guidance documents.
3. With families, Family Support Coordinator identify appropriate opportunities for Camp and Respite
4. Spend funds following the PIH Flex Fund procedure identified by the regional agency. If paying individual providers who are not businesses, each site must follow their internal process for establishing a vendor relationship, such as having individual W9s on file.
5. Data entry instructions:
 - a. Enter spending in the PIH Database during the month of spending for each family under 'Services', 'Family Support' on the "Non-Contact Funding" tab.
 - b. Enter the date of contact with the family for "Service Date."
 - c. The 50 character "Description" field should be completed with **all** of the information in bullets labeled "A" through "D" below and formatted "A, B, C, D":
 - A Indicate the **type** of request: "Camp" or "Respite"
 - B Identify the Individual Provider or Business **name** of Camp/Respite activity such as "Camp Carefree"
 - C Provide the **dates** of attendance at camp/respite activity such as "8/15 – 8/21/2018"
 - D Briefly list **other details** such as "Diabetes Conference"
 - d. Enter any additional information beyond what is listed in "A, B, C, D" in the "Comments" box.
6. Confirm the "Non-Contract" entries on the monthly financial report from the PIH Database
 - a. Pull the PIH Database report under 'Reports' 'Services' 'Monthly Funding by Site' select 'Region' and 'Date Range.'
 - b. Review the "Non-Contract" entries on this monthly financial report.
7. Lead Agency Supervisor or Financial Contact shall confirm that the "Non-Contract" total on the monthly financial report matches regional spending.
 - a. Pull PIH Database report under 'Reports' 'Services' 'Monthly Funding by Site' select 'Region' and 'Date Range.'
 - b. Compare the "Non-Contract" spending total on the monthly financial report to regional site spending.
 - c. Reconcile with the Family Support Coordinator as needed.
8. Enter the monthly "Non-Contract" spending on the appropriate month tab of "PIH Campership and Respite Invoice.
9. Email the "PIH Campership and Respite Invoice" directly to the PIH Program Assistant, Erika.Downie@dhhs.nh.gov. Be sure this is done separately from the regular PIH Contract invoice.