

## **Respite Care Enrollment Procedures**

**Note: Only approximately 2% of Exceptional Family Members (EFMs) will qualify for respite care services through the Exceptional Family Member Program (EFMP). Please contact an ACS EFMP representative to find out if you or your Family member will qualify for the program.**

**Step 1:** Family member applying for respite care must be enrolled in the Exceptional Family Member Program. To initiate/update enrollment, visit the medical EFMP office at Carl R. Darnall Army Medical Center (CRDAMC), first floor, Room 1243A, 0730-1630. For questions, call **288-8099**.

**Step 2:** Family must complete DA Form 5189 [2 pages] (Application for Respite Care for Children and Adults with Disabilities), a Family Needs Assessment [3 pages] and an intake information sheet. An additional form must be completed by the primary care physician and we will facilitate this process, please complete the included DD Form 2870 (Authorization for Disclosure of Medical or Dental Information) in order for us to do so.

**Step 3:** Forms are returned to the ACS EFMP office (River's Building). They **cannot** be returned to/accepted at the medical EFMP office at Darnall. Please make sure that a completed DA Form 5189 (2 pages), Family Needs Assessment (3 pages) intake information sheet and DD Form 2870 (Authorization for Disclosure of Medical or Dental Information) is included together. **Incomplete packets will not be accepted.**

**Step 4:** Verification of EFMP enrollment will be checked at this time. If you are not enrolled in EFMP, your application can not be received. Questions about enrollment should be directed to the medical EFMP Clinic at 254-288-8099. **If your EFM does not qualify for respite care services, you will be notified as soon as possible.**



Steps 5 through 10 only apply to EFMs who qualify for respite care services.

**Step 5, only applies to EFMs who qualify for respite care services:** Family will be notified and an appointment will be given to the Family to attend the next available Respite Care Review (RCR) Board meeting. (The RCR Board meets on Tuesday's only!)

**Step 6:** Using a Department of the Army generated matrix, the RCR board will review the application and will make a recommendation to the Garrison Commander (GC) on the amount of hours the EFM is eligible for. The GC will be the deciding authority for eligible hours and will advise the ACS EFMP. When the decision is received from the GC, the Family will be notified by postal mail and/or e-mail.

Please note that Respite Care is not in effect until you hear from AlignStaffing. The letter from the GC is only informing you that hours have been approved.

**Step 6:** \*Newly reviewed Families, approved to receive respite care hours, will be placed on a pending list. Family cases that have previously been assessed at another installation, and are transferring to the Fort Hood EFMP, will be reviewed on a case-by-case basis to determine current eligibility. **You may not use respite care services through the EFMP at this time. If care is received, your Family will be responsible for all costs associated with the respite care.**

\*Families participating in a required annual review may continue respite care services. The revised rate of hours will be in effect the month after the decision from the GC is received by the EFMP office.

**Step 7:** Once notified by AlignStaffing that care may begin, Families may select a respite care provider. Families must return to the EFMP office a Hold Harmless Agreement, the Respite Care Provider Information Form and a Medical Power of Attorney (which can be obtained free of charge at the Legal Assistance office located on 72nd and Santa Fe). These forms will be sent to AlignStaffing by the ACS EFMP office. AlignStaffing will inform the provider about the requirements that must be met prior to the Family receiving care. AlignStaffing will notify both the Family and provider when Respite Care may begin.

**Step 8:** Families **must** submit a completed invoice, in accordance with AlignStaffing's policy.