



**NORTH OKANAGAN / COLUMBIA SHUSWAP**

**RESPITE SERVICES**

**RESPITE PROVIDER**

**REGISTRATION INFORMATION**

**Kindale Developmental Association**

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Dec 4, 2013

North Okanagan/Shuswap Respite Provider Registry  
Respite Provider Registration Information

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**Contents**

Background ..... 2

Respite Care ..... 2

The Respite Provider Registry ..... 2

What is a Respite Provider? ..... 3

To Register ..... 3

What happens after you apply for registration? ..... 3

Respite Training and Information Resources ..... 4

# North Okanagan/Shuswap Respite Provider Registry

## Respite Provider Registration Information

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### **Background**

The organizations in the North Okanagan, that provide services and supports for individuals with disabilities, have long recognized that respite care is essential to the health, happiness, and safety of the individuals, families, and caregivers that we serve. Although the responsibility to arrange respite care lies with the caregiver (i.e. family, home share provider, other), we all realize that it is not within everyone's capability to identify potential respite providers and make the necessary arrangement without help.

We also realize that respite is essential for many other people who are providing care for family members, elderly parents, and individuals with other disabilities, illnesses, or debilitating conditions.

All service providers have, over the years, provided whatever level of help they could, informally, through their professional relationships, as needs were identified, but often when a crisis was imminent. In early 2012, Kindale Developmental Association, along with Vernon and District Association for Community Living, DESC Services, Western Family Services, and Dan Shields (McGuire Lake Congregate, Salmon Arm), started collaborating informally and working on a centralized list of respite providers.

In the fall of 2012, Community Living BC restructured the way they were delivering respite support services and Kindale was awarded a contract to provide respite coordination throughout the North Okanagan/Columbia-Shuswap, including Salmon Arm and Revelstoke.

Our goal is to administer a centralized registry of information about those who wish to provide respite services and this registry will be accessible to all caregivers and their service providers, irrespective of their specific needs or circumstances and irrespective of the age, condition, or characteristics of the person requiring care.

**Respite Care** is a caregiver support service that provides temporary relief from the physical and emotional demands involved in caring for a family member, an elderly parent, or an individual with a disability, an illness, or a debilitating condition. Respite creates greater opportunities for individuals, family members, home share providers, and other supporters and caregivers to live actively and participate in community activities. It also allows parents, guardians and caregivers time for themselves. When used effectively, respite promotes stability and reduces stress within the home.

**The Respite Provider Registry** is a registry of people who have completed an application & screening process and are available to work as Respite Providers in the North Okanagan/Shuswap region. Those on the Respite Provider Registry are

# North Okanagan/Shuswap Respite Provider Registry

## Respite Provider Registration Information

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considered self-employed when providing respite to a family, home share provider, or other caregiver. Kindale Developmental Association administers the registration process and the registry as a public information service.

### **What is a Respite Provider?**

A Respite Provider is a person who wishes to provide respite for a caregiver. Respite supports may be provided in the caregiver's home, the home of the respite provider, and/or in the community. The choice of respite provider is the decision of the caregiver and they are responsible to ensure that the respite arrangements and environment are safe and appropriate for the individual receiving care. Terms and conditions of service and payment are negotiated between the caregiver and the respite provider. A written contract is not required, but is recommended.

#### **A Respite Provider:**

- must be at least 19 years of age
- must be present and in charge during all hours that respite is required
- must be aware of the individual's preferences and support requirements
- may not provide paid support to more than two individuals at any given time
- must know how to respond in an emergency situation and have a valid first aid certificate
- must have no criminal record that would affect the individual's care, safety, or well-being
- when providing respite, is self employed and works independently of any agency, e.g. Community Living BC or Kindale Developmental Association
- may request to advertise their services, at no cost, on the Respite Provider Registry.

**To Register, obtain an application form from our website [www.kindale.net](http://www.kindale.net) or by calling 250-546-3005. Submit the completed application form to:**

**Kindale Developmental Association,  
Attn: Respite Coordinator,  
Box 94, Armstrong, BC, V0E 1B0.  
Fax: 250 546 3053, Email: [kindale@kindale.net](mailto:kindale@kindale.net)**

### **What happens after you apply for registration?**

A Respite Coordinator will review your application and contact you to discuss the next steps. If you are providing respite in your own home, our Coordinator will be required to make a home visit and go through our checklist with you.

# North Okanagan/Shuswap Respite Provider Registry

## Respite Provider Registration Information

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Once your application is accepted, you will be required to:

- agree to a Criminal Record Check (CRC) for working with children and /or vulnerable adults. If you will be providing respite in your home, this is also required for any person 19 years and older, who is living in your home. For each person on whom the CRC is going to be done, you will be required to provide a cheque for \$28 payable to Kindale Developmental Association, to cover the cost of the CRC(s).
- provide photocopies of your driver's licence and vehicle insurance certificate.
- provide a Driver's Abstract, which can be obtained from ICBC by calling 1-800-950-1498 (toll free) and asking to have your driver's abstract faxed to: Kindale Developmental Association at 250-546-3053, Attention: Respite Coordinator.
- provide photocopies of first aid certificate, and any other certificates you have received from relevant training courses or workshops you have attended.
- provide a Medical Report form
- sign the Respite Provider Agreement and Release form
- sign the Respite Provider Consent Form.

These forms are all available on our website at [www.kindale.net](http://www.kindale.net) or can be obtained by contacting Kindale at 250-546-3005 or [kindale@kindale.net](mailto:kindale@kindale.net).

After all of the foregoing information has been received and processed, we will add your information to the Respite Provider Registry and make it available to caregivers who are seeking respite services. It will be the responsibility of the caregivers to contact you to ensure that you can meet their requirements and to negotiate the terms of your work. We recommend that terms of your service are specified in the form of a contract, but that decision is between the caregiver and respite provider.

Note: Vehicle Insurance Certificate and updated Driver's Abstract must be provided annually. Any qualifications with expiry dates will need to be updated when they expire.

## Respite Training and Information Resources

**The Respite Learning Portal** ([www.respitecourse.ca](http://www.respitecourse.ca)) is devoted to people who are interested in learning more about the world of respite and those already providing respite support who want to access more training, information, and to share ideas and resources. The Respite Learning Portal is known for its **two key On-line courses**, [Respite Training Certificate](#) and [Respite Care for People with Autism Certificate](#).