



## SCFS Macomb County CLS & Respite Guidelines and Definitions

### General Instructions

1. Caregivers may work on skill development related to activities of daily living such as bathing, eating, dressing, personal hygiene, household chores, and safety skills. Caregivers can work on skill development to achieve or maintain mobility, sensory-motor, communication, socialization and relationship-building skills, and participation in leisure and community activities. These supports must be provided directly to, or on behalf of, the child. The supports, as defined in the IPOS, are provided in the child's home and may be provided in community settings when integration into the community is an identified goal. These supports may serve to reinforce skills or lessons taught in school, therapy or other settings.
2. Assisting with any medical appointment (physical therapy, occupational therapy, speech therapy) the following guidelines **MUST** be followed:
  - When assisting with any medical appointment, medical justification is needed as to why the Caregiver is attending the appointment with the Consumer. **MUST be stated within the IPOS.**
  - Prior approval **MUST** be given by ExpertCare, allowing the Caregiver to attend an appointment, in order to be paid during the *appointment time*.
  - Notes **MUST** reflect attendance & participation at appointment. Caregiver **MUST** be in the same room and participating in the appointment with the Consumer.
  - The time of the appointment, **MUST** be documented within the notes.
  - **CLS services are to be documented as your participation is required if services are being provided.**
  - Caregivers are not approved to transport the Consumer to the appointments. Neither CLS nor respite services are approved for transportation to or from medical appointments.
3. CLS and respite notes must be completed on a daily basis. **A note MUST accompany every shift worked whether providing CLS or respite.** The note should reflect at least one goal worked on during the time with the Consumer when working CLS.
4. Individualized CLS data logs **MUST** be completed daily:
  - Consumers with a daily individualized CLS Data Log must complete the daily CLS log and work on goals indicated within the IPOS. Individualized data logs will list some goals from the IPOS but will not be all encompassing. **Refer to the IPOS for specifics on each CLS goal.** If Data Logs are turned in with missing information, they will be viewed as incomplete and returned to the caregiver for completion.
  - Consumers with an Individualized monthly CLS data log must complete each day a shift is worked. You must circle a + or – accordingly to each behavior / task identified on the monthly data log.
  - Progress Notes must be completed for each shift worked.
5. An explanation **MUST** be provided if a Caregiver is working during school/bus transportation hours. Notes should indicate such explanations as:
  - Home sick from school today.
  - No school today.
  - Consumer on holiday break.
  - Early release from school at (indicate time).
  - No school due to snow day, etc.
  - Bus was late/early and arrived at (indicate time).
6. **If a mistake is made** on the daily or monthly CLS Data Log, notes pages, or timesheet, cross out the mistake with a single line. Both Caregiver and Consumer/Consumer Guardian **MUST sign** over or near the correction.

7. CLS must occur in the consumer/family home or community. Caregivers are not allowed to take Consumer to their own home.

**Non-Billable Items/Activities**

1. Caregivers **may not** engage in household chores, shopping, and other errands for themselves or parent/guardian.
2. Caregivers **may not** be responsible in any capacity for non-CMH Consumers, including:
  - the Consumer's siblings or other relatives and/or
  - the Caregiver's own children
3. CLS or Respite services **may not** be provided when a Consumer is in the hospital or school.
4. Caregivers **may not** bill CLS while the Consumer is sleeping.
5. Caregivers **should not** bill CLS when a child is home sick. Caregivers should bill Respite and indicate in the notes that the child was home sick.