

# **BRAIN INJURY COMMUNITY RE-ENTRY (NIAGARA) INC.**



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**RESPITE  
PACKAGE**

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## Accessible Formats & Communication Supports

Special accessibility accommodations and materials in alternate formats can be arranged by contacting Brain Injury Community Re-entry (Niagara) Inc. at 905-687-6788 extension 663 or [www.bicr.org](http://www.bicr.org).

We are also interested in your comments and feedback about accessibility at BICR. Please send us your comments.

*Disclaimer:*

*Brain Injury Community Re-Entry (Niagara) Inc. acknowledges funding support for many of our programs and services from the Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN) and the government of Ontario.*

*The views expressed in this publication are the views of Brain Injury Community Re-Entry (Niagara) Inc. and do not necessarily reflect those of the Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN) or the government of Ontario.*



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**Brain Injury Community Re-entry (Niagara) Inc. (BICR)** is a not-for-profit organization that provides support services and rehabilitation to individuals living with the effects of an acquired brain injury. Based in St. Catharines, BICR serves the needs of adults throughout the Niagara Region.

Our organization was founded in 1988 by a group of concerned parents and professionals who felt that specialized services were needed in the region. A volunteer Board of Directors consists of an organization founder, rehabilitation professionals and other community partners, which oversees our programs. Funding is provided by a variety of sources including the Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN) and the Ontario Ministry of Health and Long Term Care, third party payers, fundraising and private donations.

### **Mission Statement**

Brain Injury Community Re-entry will provide support and leadership to individuals, their families and/or caregivers within the Niagara Region living with the effects of an acquired brain injury. We promote self-direction, facilitate opportunities for meaningful adaptation, and contribute to the development of the agency and its people. We participate in advancements in the field of rehabilitation, and participate in partnerships that foster ongoing dialogue with the individual and their support network.

### **Vision Statement**

To lead in the field of acquired brain injury rehabilitation, providing advocacy for successful re-entry into the community.

### **Statement of Philosophy**

The provision of support services is based on the following beliefs:

- Each individual is a unique adult and is deserving of respect and dignity.
- Support should be flexible, individualized and reflective of choices, abilities and existing support networks.
- Choice often involves some elements of risk. Where possible, individuals will be permitted to experience the result of their choices to the extent that they are able.
- Independence is a dynamic process of accessing people and services as challenges and successes change.

We rigorously promote the rights of the individual and promote recognition of acquired brain injury and how it affects individuals and families through ongoing advocacy and public education.



**Location:** Currently our respite services are held at our Parkdale residential site at 32 Parkdale Place, Welland (pictured above).

**BICR's Respite Program Eligibility Criteria**

- BICR's Respite Program is limited to participants currently receiving services within our agency.
- Participants can apply to utilize the Respite Program with assistance from their assigned Case Facilitator (CF). The CF would complete an internal request form and submit the form the Intake Coordinator.
- Not all participants will be eligible for this service. Each participant's eligibility will be reviewed on a case by case basis by the Program Manager.
- Eligibility factors will include but are not limited to such areas as medications, behavioural concerns, and support needs.

A meeting to discuss the needs of the individual will be scheduled for the residential program manager, case facilitator, participant and if applicable the individuals family. On approval the participant will begin a graduated respite schedule.

### **Graduated Respite Schedule**

For most individuals and their families a weekend respite stay can be a frightening experience. We want to make this experience as minimally disruptive as possible to allow for a success transition for all involved. A list of guidelines was developed for BICR's employees to assist with this process as well as to provide the participant and their family the opportunity to adjust to the new environment. In addition, employees have the ability to get to know the participant better in order to meet their support needs.

- 1) A tour of the residence will be scheduled for the individual and their family with the CF at Parkdale and if possible the program manager. The participant will be shown the house, introduced to the employees and other participants, and see the room that they will be staying in when they are on their respite. This is an opportunity for the participant and their family members to ask questions.
- 2) Within a few days after the tour the family will be contacted by their Outreach CF or by the program manager for feedback from the tour and to assess their interest in continuing with the respite schedule. If continuing with the process a short visit will be arranged to coincide with the lunch or dinner hour. The visit will consist of a few hours in length, designed to let the participant get a feel for the residence and to help the staff develop a rapport with the participant. During these visits it is very helpful if a family member could also attend to assist with answering any questions and to help the participant feel more comfortable.
- 3) After the visit is complete the family will be contacted for follow-up questions or concerns that they may have. If successful an overnight stay on a Thursday or Friday night will be arranged. Once this one overnight stay is completed and there are no concerns from the participant or from the front line staff then the individual will be admitted into BICR's respite program and will be able to sign up for respite stays. Respite stays can start (but do not have to) from Thursday evening to Sunday afternoons, we try to give all the respite participants an opportunity to stay for at least one weekend each month. We book respite stays at least two months in advance. If you are interested in more than one weekend stay at the beginning of each month you can contact the team coordinator who will let you know if there are any open weekends that you may wish to reserve.
- 4) **PLEASE NOTE:** If medications are to be administered by employees a medication reconciliation form completed by their physician will be required within 7 days of the first overnight stay. The CF can assist with this process. \*\*A Medication Reconciliation Form is included in this package.

### **Cost for Respite Stays**

The cost per night for a respite stay is \$32.00. For example if an individual stays Thursday and Friday evening and leaves on Saturday the cost would be two nights stay at a total cost of \$64.00.

The invoice will be mailed to the participant's home address following the stay. The cost is to help cover the accommodation and meal expenses. In the event the participant requires one on one support and receives third party funding a separate contract may be necessary outlining the costs. This would be on a case by case basis.

The participant may be involved in recreational activities during their stay that requires spending money. This would be discussed prior to the visit. The money will be stored in a secure location.

### **Respite Stay and Medication**

BICR is committed to the safety of all the participants that we support. In order to reduce the risk of adverse drug events and to reduce medication errors BICR has outlined specific procedures for bringing medications to our respite program.

BICR requires that all medication brought to a respite stay must be pre-packaged in blister cards from the pharmacy. If the participant does not have blister cards, the family will be required to obtain a prescription from their family doctor. The prescription will outline all the medication required for the respite stay and will ask that it be put into a blister card. The prescription can be filled at Shoppers Drugmart on South Pelham Rd in Welland. The blister card and MAR sheet can be delivered to Parkdale place from the pharmacy or the family member can wait and bring it with them when they arrive for the respite stay.

When the individual arrives for the respite stay they will be required to provide the medications to the shift coordinator who will ensure there that enough medication are provided for the length of the respite stay. We encourage an extra administration of medications be included just in case the respite stay has to be extended for an unknown reason. (e.g. If you plan on leaving Saturday afternoon at 3pm, you might want to have the participant's 5pm medication in case they have to stay longer.)

### **What do I need to bring to the residence?**

Included in this package is a checklist regarding the items required to bring on each respite stay and an Item List Form. We ask that a list of items brought to the respite stay accompany the participant at the beginning of each stay and if at all possible each item be labeled. On arrival at Parkdale a staff member will sign the form verifying all the items brought with the participant. We will keep this form in the respite binder during their stay. When the participant is packing to return home the staff will then refer to the item list to ensure that everything returns home. Any money that is left over will be placed in an envelope along with receipts for any money spent by the participant during their stay.