

ABOUT THE BIAPH CAREGIVER RELIEF PROGRAM

BIAPH's Mission Statement:

- To enhance the quality of life for persons in the region(s) of Peel and Halton who are living with the effects of an acquired brain injury through Education, Awareness, Support, Advocacy, and Prevention.

BIAPH believes that caregiver relief should be:

- Available to all families and caregivers providing ongoing care
- Accessible when, how, and where it is needed
- When possible, personalized to accommodate the unique needs of the client and family

BIAPH will ensure that:

- Families have an array of options and can choose caregiver relief services that meet their unique needs
- Providers are available to meet family needs
- Families and professionals are aware of our program and know how to access it

THE CAREGIVER RELIEF COMMITTEE

The Caregiver Relief Committee is comprised of volunteer service providers, survivor(s) and/or caregivers, brain injury professionals, and at least one member of the BIAPH Board of Directors. The Committee reports to the BIAPH Board of Directors. **Members of the BIAPH Caregiver Relief Program are always available to answer any questions or discuss any concerns clients/families may have.** We can be reached by:

- Telephone: (905) 823-2221 or toll free at 1-800-565-8594
- Online/Email: www.biaph.com or caregiver@biaph.com
- Mail: P.O. Box 67012, South Common Mall, Mississauga, ON, L5L 5V4

HISTORY AND FUNDING FOR THE PROGRAM

The BIAPH Caregiver Relief Program was first established in 2005 via proceeds from the *Golf 4 Yuri Tournament*. Yuri was a brain injury survivor who passed away in May 2003 after struggling with the devastating effects of his brain injury. For ten years Yuri's family and friends organized an annual memorial golf tournament. All proceeds from the tournaments were donated to BIAPH and mandated for the Caregiver Relief Program. The BIAPH Caregiver Relief program is now solely supported by BIAPH fundraising activities, donations and corporate sponsorships. It receives no government funding but instead relies on the generosity of those in the community who are passionate about providing such an important service to this population.

BIAPH and our community offer sincere thanks to those who spend so much time and contribute so generously to the Caregiver Relief fund.

PROGRAM SERVICES

The Caregiver Relief Program provides relief to families and primary caregivers of individuals with acquired brain injuries for a **maximum period of 12 consecutive months**. Services offered by our Caregiver Relief Program include but may not be limited to:

- **Attendant Care** (e.g., personal care, completion of household tasks like laundry or cooking, supervision/support within the home to allow caregiver to leave ensuring safety for loved one)
- **Community Social Support** (e.g., assistance accessing community programs or activities, both attending & participating)

Please note that the **Caregiver Relief Program cannot be used for the funding for active therapy or neurorehabilitation interventions** (e.g., Speech-Language Pathology, Occupational Therapy, Physiotherapy, Rehabilitation Support Worker). The purpose of the program is to provide relief for caregivers of individuals with acquired brain injury. As such, formal therapeutic goals are not expected to be met through BIAPH's services and service providers are not expected to carry out therapeutic goals with the client.

MINIMUM CRITERIA FOR SERVICES

Individuals receiving Caregiver Relief from BIAPH are:

- **Caring for an individual with a primary diagnosis of acquired brain injury** (e.g., traumatic brain injury, stroke, epilepsy, vasculitis). Due to funding limitations and our mandate, we do not provide services to individuals with neurodevelopmental conditions (e.g., Autism, Developmental Disability, Cerebral Palsy, etc.)
- **Providing continuous care to an individual with an acquired brain injury**
- **Must be a registered member of BIAPH** (which includes a \$30.00 membership cost that can be paid once services have been approved)
- **The individual has not been a recipient of Caregiver Relief for at least 12 months.** (Individuals looking to become repeat beneficiaries will not be able to receive the Caregiver Relief for two consecutive 12 month periods but are encouraged to reapply for Caregiver Relief for funding for future years.)
- In addition to the minimum requirements, preference will be given to clients and families whose **financial limitations would typically prevent them from accessing such services on their own. Successful applicants might be asked to submit proof of income by providing a copy of their notice of assessment issued by Revenue Canada for the most recent taxation year.**

PROGRAM PROCEDURES

1. Application Procedure:

To start services, a formal application must be submitted to BIAPH. Applications for service can come from the survivor, family members, or professionals (e.g., family physician, psychologist, social worker, etc.).

The Application Package should include:

- The completed **Application for Caregiver Relief Form**. This application form can be found via the BIAPH website www.biaph.com/respite-care-program/106-2. Applications can then be printed out, completed by hand, and returned to the office by regular mail, or scanned and emailed to BIAPH's executive director, Ms. Jorun Rucels (jorun.rucels@biaph.com).
- A completed **Medical Status Form** must be submitted with the application. This form must be completed by a registered health professional (e.g., family physician, neuropsychologist, occupational therapist, etc.) who confirms the presence of an acquired brain injury.
- A completed "Consent for Release of Information"
- **Registration dead-lines June 30 and December 31**

The individual/family:

- may get help from a community agency or any other person to fill out this form;
- must sign the completed form to show it is true and correct; AND
- should never sign a blank application.

2. Decision Process:

Once the application is received, a member of the Caregiver Relief Committee will review the application and conduct a telephone screening interview with the individual or family. Once the screening interview is complete, the Caregiver Relief Committee member will discuss the client's needs with the Caregiver Relief Committee, including recommendations for service provision.

PLEASE NOTE: All decisions about Caregiver Relief funding amounts are made on a semi-annual basis. Funding decisions are based on your individual/family needs and supports, services available, locally identified priorities, and the availability of Caregiver Relief funding from BIAPH's yearly fundraising.

Due to funding limitations, the Caregiver Relief Program cannot guarantee immediate service provision to all those who have been approved for service. It is possible that clients may be placed onto waiting lists until additional funding becomes available.

3. Arrangement of Services:

Once recommendations are agreed upon, the client/family and relevant service providers will be contacted via mail, email, or telephone contact to initiate services. Before services can begin, both the family and the service provider must sign **letters of agreement**. These letters will include important information about the nature of the service provided and other expectations and procedures. If these letters are not complete, services cannot begin.

4. Service Provision:

Once funds are allocated and a service provider is determined, families will direct their own care. Hours of service will be determined between the family and service provider. Please note that funding for services is based on the hourly rates of the service providers. In some cases, hourly rates differ for evenings, weekends or holidays. **In those cases, funding cannot cover situations in which the hourly rate would be higher.** Currently, there is a maximum allotment of **4 hours per week per client**. Delivery of these 4 hours can be arranged with the individual service provider as needed. It will be up to the client and the service provider to determine a suitable schedule that works for both. Service providers require 24-hour notification to cancel or reschedule. In cases where this is not provided, BIAPH is required to pay them regardless, which further limits funding. As such, to avoid paying for services that are not provided, BIAPH reserves the right to discontinue services to clients who show a pattern of last minute cancellations or reschedules. Barring extenuating circumstances, if this occurs three times over the course of the 12-month contract, we retain the right to discontinue services.

5. Service Duration/Discontinuation:

Clients/families will receive services for a 12-month period. The date on the Letter of Agreement will mark the start date for funding. After completion of the 12 months, the client/family will be required to submit a new application for services. **There is no automatic renewal process or automatic “rollover” of services.** In addition, if a client/family goes longer than 3 months without using services or contacting the Caregiver Relief Committee, they will receive notification that services are going to be discontinued and reallocated to a client/family on our waitlist. For those clients who contract/arrange their own private service provider, hours must be submitted on a **monthly** basis (even if no service hours were used for the month). Failure to provide this information may indicate lack of use of such services, it may result in discontinuation of services altogether. If clients/families know that they will not be utilizing service for extended periods (e.g., month-long vacation, prolonged hospitalization, etc.), we ask that they contact our office to notify us of this change. **Services may commence when the client returns home, however the arrangement would still end 12 months after initial start date.**

OTHER BIAPH RESOURCES/EVENTS

There are many other exciting programs and services offered through BIAPH. They include, but are not limited to:

- Monthly Support Groups for brain injury survivors and caregivers in Burlington, Georgetown, and Mississauga
- Annual Holiday Dinner and Dance
- Various Fundraising Events: Bowl-a-thon, Social Mix & Mingle,

For more information, please check out our website www.biaph.com.