



HABILITATION & RESPITE INFORMATION FOR PARENTS

Habilitation:

- The Director of Angels in Autism, LLC and Angels in Training Learning Center is available to write an in-home therapy program for your child
 - Any of our workers are able to perform any and all tasks written from these programs.
 - Data will be collected and is the responsibility of Angels in Autism, LLC and/or Angels in Training Learning Center to ensure data is collected appropriately.
 - You may ask to review data collected by your habilitation worker, if you so desire.
 - Reports will be generated periodically from these in-home therapies.
- If you currently have an in-home therapy program written by another agency, it is the responsibility of the author of your program to train our habilitation worker on how to perform tasks and take data.
 - Reports must be generated by the originator of your in-home therapy program and is not the responsibility of Angels in Autism, LLC and/or Angels in Training Learning Center.
 - The data collected by our habilitation workers is to be reviewed and assessed by the originator of your in-home therapy program and is not the responsibility of Angels in Autism, LLC and/or Angels in Training Learning Center.
- If you have any issues with one of our workers sent to your home, please contact the Director via email as soon as possible with your concerns. We will address the matter to the best of our ability.
 - This applies whether our workers are working from one of our programs or one written by another person/agency.
 - This also applies if the worker has been trained by another agency/author of your in-home therapy program.
 - I.e. : if Jane comes to work in your home and you have another agency write your child's program, once she is trained and you are still having issues with Jane, please contact us and NOT another agency or trainer with your problem.
- Parents must provide Angels in Autism, LLC and/or Angels in Training Learning Center with the name of your DDD case manager, contact numbers, client assist number (your DDD manager should supply this), and the number of available habilitation hours. This information will allow us to file the appropriate paper work to the DDD.
- Parents are required to fill out all appropriate paper work in the treatment binder provided when working from one of our in-home therapy programs.
- Parents must initial time sheets of the habilitation worker. If your worker forgets their time sheet, you may write and sign a note with the hours he/she has worked.
- It is the parents responsibility to keep track of all habilitation hours used.
- If parents have questions or concerns regarding the habilitation schedule or need to change your scheduled hours, please send an explicit email of dates/times that need to be changed to BOTH the in-home worker and to the Director of Angels in Autism, LLC and/or Angels in Training Learning Center.
 - If changes need to be made the same day of service, BOTH a phone call and email must be directed to the in-home worker and the Director of Angels in Autism, LLC and/or Angels in Training Learning Center as soon as possible.



- Sick Child- If your child is sick, please contact both your in-home worker and the Director via email AND phone as soon as possible.

Respite:

- Respite hours follow the same basic guidelines as our habilitation hours.
- Parents must provide your DDD case manager name, your contact numbers, and emergency contact info/number, client assist number, and number of hours available.
- Parents are required to keep track of the number of hours used.
- Parents must sign/initial the workers time sheet at the time of service. If the worker has forgotten his/her time sheet, please sign a detailed note with date and times of service.
- If you have to change any of your set hours for respite, please contact the Director via email and phone with your specific changes as soon as possible. We will try to the best of our ability to cover the changes to your schedule.
- We will try to cover the hours that you need, however, there might be some instances that we may not have coverage. Please allow as much notice as possible so that we do not have these types of issues.
- Please contact the Director of Angels in Autism, LLC and/or Angels in Training Learning Center with any specific workers that you would prefer NOT to have in your home. Otherwise, please understand that with scheduling issues the worker that was originally assigned may not be the worker that shows up to perform respite. We will contact you if there are such changes.

In order to receive the benefits of our services for your child(ren), please transfer your respite and/or habilitation hours to Angels in Autism, LLC or through Public Partnership through your current DDD case manager. Please feel free to contact the Director of Angels in Autism, LLC and/or Angels in Training Learning Center if you have any questions regarding how/what needs to be transferred.

Please Sign and Date at the bottom of the page. This is considered a one year contract with Angels in Autism, LLC and/or Angels in Training Learning Center. If you need to break this contract, please follow the same regulations that are required by the Department of Developmental Disabilities (DDD).

Signature: _____

Date: _____