

CD-113 Respite Unit Tracking Log Instructions

Purpose:

The purpose of the Respite Unit Tracking Log, CD-113, is for CD staff to have a standard form for tracking units used by the Resource Provider during the course of the 12 month period when units are calculated.

Tracking units can be complicated for the Elevated Needs Level B foster youth. CD staff will need to indicate in the fifth column if the units are for the 14 days a year or the 1 weekend a month.

1. Enter the name of the Resource family at the top of the form
2. In the first column enter the name of the child
3. In the second column enter the date the child was placed and the date that calculates 12 months into the future.
4. In the third column enter the date(s) that the respite service was used.
5. In the fourth column enter the amount of units used
6. In the fifth column enter the amount of units left for the child. The beginning balance will be based on the placement status of the child.
 - If any type of placement, except Elevated Needs Level B, the balance begins at 12 units.
 - Elevated Needs Level B Units begin with 14 units plus the 1 weekend a month (12 weekends a year).
7. In the sixth column enter the name of the respite provider.
8. Attach all Regional Director or designee approvals for additional respite units beyond policy allowed units to the CD-113 and to the Children's Services Integrated Payment System Invoice, CS-65.

Memo CD09-07, CD10-20