Backup Staff Name	Date of Service	Begin Time	End Time	Total Hours (Capped at 10 hrs/day for 24 hr period)

SLP Back-Up Staff Instructions

- A journal is required for SLPs who use alternate staff to provide habilitation in their place.
- Back-up staff is a person present in place of the Shared Living provider.
- Back-up staff must:
  - ✓ Be approved by ABLED
  - ✓ Be limited to 360 hours per annual budget year
  - ✓ Maintain current certificates and documentation
- SLPs will pay for training and background checks for back-up staff who are not an existing employee or contractor.
- Journals should be sent to Makaela Urbanovsky for the annual meeting and/or be available upon request.
- See attached example.

DHHS POLICY MANUAL

1. Back-up staff chosen by the participant may be used in place of the Shared Living contractor.

    a. Back-up staff must deliver the same habilitative services to the participant in the participant's home, follow the participant's usual schedule, and meet all provider qualifications.

    b. Use of back-up staff must be documented in the participant's ISP.

    c. The Shared Living contractor cannot use back-up staff for more than 360 hours per participant's ISP year.

        i. One day (10-24 hours) of back-up staff counts as just ten hours towards the annual cap of 360 hours.

        ii. Unused back-up staff hours cannot be carried over into the next ISP year.

2. Support staff chosen by the participant may be used to assist the Shared Living contractor. This means the support staff works alongside the Shared Living contractor in the provision of services with the participant.

    a. Support staff must deliver the same Habilitative services to the participant, follow the participant's usual schedule, and meet all provider qualifications.

    b. Use of support staff must be documented in the participant's ISP.

    c. The Host Home employee or Shared Living contractor cannot use support staff for a continuous, 24-hour period.

EXAMPLE

Backup Staff Name	Date of Service	Begin Time	End Time	Total Hours (Capped at 10 hrs/day for 24 hr period)
Jane Doe	5/6/2022	06:00 pm	12:00am	6
Jane Doe	5/7/2022	12:00 am	12:00 am	10
Jane Doe	5/8/2022	12:00 am	09:00 am	9
Shared Living backup staff is limited to 360 hours per budget year with no exceptions. SLPs should track the hours on this tracking sheet and submit to ABLED at the Annual ISP Meeting.			**TOTAL HOURS:**	25