

Respite  
Care  
Employer  
Handbook

2017

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UCP of West Central Wisconsin

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## Letter to Everyone

Welcome,

We are honored to be part of each and every person's life in any capacity that UCP of West Central Wisconsin can participate in. Whether you attend a community event or activity and patronize our corporate sponsors or whether you rely on our professional services and programs on a routine basis.

UCP is not just about programs and services but it is about the communities that we serve.

We have countless examples of specifically helping our communities and the inclusion advocacy that has served the UCP community for the good of everyone since 1952. Many things have stayed the same for UCP and the UCP community but many things have changed. It is our agency's strategy to do both of those things. Being a solid, steady and trusted resource but also being flexible and never shying away for a challenge! Our mission and vision is.....

We are so pleased to have a strong tradition of people stories related to UCP and for over 30 years we have been honoring children to become youth ambassadors of UCP. All the way back to the first youth ambassador to present day is woven with amazing stories of community and families.

Again, we are honored to be part of your life and welcome you to get to know more about UCP of West Central Wisconsin. There are many ways to get to know us better. Our staff and community events are a great first step. I look forward to meeting you and getting to know your story.

Sincerely,

Todd Breaker  
Executive Director

## Introduction

*United Cerebral Palsy of West Central Wisconsin, Inc. (UCP of WCW) provides fiscal agency services to individuals who use self-directed respite care. Funding is provided by a Wisconsin County Department of Human Services or a Managed Care Organization. UCP of WCW has a main office located in Eau Claire, Wisconsin and serves a 12 county region surrounding the Chippewa Valley. UCP of WCW must ensure that the fiscal agent staff is qualified by having education and/or experience in providing care and services to the target population.*

Self-Direction is a service delivery option which allows you, the client/participant, to become the employer of the people (also referred to as ‘employer of record’) you choose to hire to provide supports for you. As the employer, you are responsible for recruiting, training, supervising, and managing the people you choose to hire. Self-Direction gives you, as a client/participant, the most control over your supports, but also the most responsibility. Self-Direction is based on the principles of self-determination, which means that you have the ability or right to make your own decisions, and include the following:

- **FREEDOM** – the opportunity to choose where and with whom you live, as well as how you organize all important aspects of your life.
- **AUTHORITY** – the ability to control predetermined amount of public dollars.
- **SUPPORT** – the ability to organize support in ways that are unique to you.
- **RESPONSIBILITY** – the obligation to use public dollars wisely and to contribute to your community.
- **CONFIRMATION** – the recognition that people with disabilities must take part of the self direction.

The employer is required to budget payments for wages and required employment-related taxes.

The fiscal/employer agent (which is UCP of West Central Wisconsin) will process payroll for your employees as scheduled and make the required tax withholdings and deposits with state and federal agencies on your behalf. All payrolls will be processed utilizing payment methods that are best practice and accordance with any standards per contracted program.

The fiscal/employer agent will send you reports of your spending so that you can review for accuracy. Employers must track of the amount of service you have used and the amount you have remaining for use.

## Contacting UCP of West Central Wisconsin

Our office contact information:

Website: [www.ucpwcw.org](http://www.ucpwcw.org)

United Cerebral Palsy of West Central Wisconsin, Inc.  
206 Water Street  
Eau Claire, WI 54703

Main phone: 715-832-1782

General email address: [ucpwcw@gmail.com](mailto:ucpwcw@gmail.com)

## UCP's Responsibilities as a Fiscal Agent

1. Prepare and maintain a Fiscal Agent and Co-employment (agency with choice) Policies and Procedures Manual
2. Stay up-to-date with federal and state tax, labor, immigration, workers' compensation, and program requirements
3. Prepare and distribute individual enrollment and worker employment packages
4. Manage individual budget funds
5. Manage services rendered and included in individuals' service
6. Process payroll and all applicable employment related matters
7. Complete end of year federal tax processes
8. Cost-effectively obtain workers' compensation insurance and maintain relevant documentation in each individual's file.
9. Obtain a separate FEIN for federal tax filing and payment purposes
10. Obtain federal and state (if applicable) approval to be a Fiscal Agent and Co-employment (agency with choice) which includes obtaining a separate FEIN specifically to file the IRS for 2678, Employer Appointment of Agent and other federal tax forms and to make federal tax payments on the behalf of individuals. A system with written policies and procedures and internal controls must be in place for maintaining separation between the Member's FEIN number.
11. Complete criminal and caregiver background checks in accordance with state and federal requirements before a worker can begin employment. Both types of background checks must be repeated, at minimum, every four (4) years.

## To get started with an employee:

### Client Responsibility

**The client, in conjunction with his or her Case Manager and UCP staff, are responsible for the following:**

1. Recruiting, hiring, terminating, and/or managing caregivers, including training caregivers/employees, setting schedule and rates of pay within appropriate limits/established budget, approving timesheets to authorize payment for service provided, etc. Client will be the employer of record (holds FEIN).
2. Assist caregivers in completion of any forms required for the caregiver in order to ensure client and caregiver compliance with all applicable State, Federal, and local laws and regulations (tax and employment-related).
3. Ensuring that all services remain within budgeted limits and contacting his/her case manager when needs change so any necessary budget modifications can occur to meet new outcomes, and/or if the budget is or will be exceeded.
4. Preparing a back-up plan in the event that scheduled caregivers are not able to meet client service needs.

New employees must get a 'start date' before they can begin working.

UCP will process all completed new employee paperwork and establish a 'start date' for the new employee. This 'start date' verifies that all necessary paperwork has been processed and the employee is ready to begin work on that date. If work is provided prior then UCP of WCW is not obligated to process or pay before the 'start date'.

### New Employee Packet(s)/Paperwork

New employee packet(s) and paperwork can be found on our UCP of WCW website. Packets are also available at our UCP of WCW office.

### Background Checks

All workers must complete the necessary employment application documents including a Background Information Disclosure form. Background checks are used to determine any past or prior caregiver or criminal history that would not allow a worker to be hired.

UCP conducts required background checks on all new and existing workers. Every four (4) years is the minimum requirement for existing workers to have the background checks completed. Workers who have falsified information on their employment application documents will be

jeopardize their employment opportunity, which could include termination. Applicants who have provided false information may be eliminated from further consideration for potential employment.

### Training Verification

The employer must ensure that staff/worker have received training on the following subjects pertaining to the individual:

- (a) Information about the specific individual to be served including information on the individual's specific disabilities, abilities, needs, functional deficits, strengths and preferences. This training should be person specific for the people to be served.
- (b) Recognizing and appropriately responding to all conditions that might adversely affect the member's health and safety including how to respond to emergencies.
- (c) Employer's shall ensure that staff are knowledgeable in the adaption and use of specialized equipment and in the modification of the member environments. Staff completes regular training/continuing education coursework to maintain/update their level of expertise.
- (d) Interpersonal and communication skills and appropriate attitudes for working effectively with clients. These include;
  - Understanding the principles of person-centered services
  - Member rights
  - Cultural, linguistic and ethnic differences
  - Active listening
  - How to respond with emotional support and empathy
  - Ethics in dealing with members, family and other providers
  - Conflict Resolution and Behavior Support Techniques
  - Maintaining appropriate personal and professional boundaries with member's served
  - Confidentiality and Protected Health Information (PHI)
  - Active Treatment
  - Recognition of **Abuse** and **Neglect**

## Definitions

**Agency with Choice:** Financial Management Service providers serving as Agency With Choice - a waiver service that allows participants choosing to self-direct to enter a co-employer agreement with an agency certified as a Medicaid Waiver provider, who withholds the appropriate taxes and other withholding, assures background checks and all other staff requirements are completed, training is completed, and assures the staff chosen by the participant is available at the times needed by the participant. The Agency with Choice-FMS provider assures workers chosen by participants meet all state requirements before services are provided, and monitors the services provided by the worker.

**Authorization:** A document giving permission to UCP to spend funds on behalf of a client from a Case Manager associated to a County Department or program such as IRIS or Family Care.

**Budget:** Individual budgets are established as a service plan with amounts determined prior to starting respite services. The budget is monitored and managed by the individual in collaboration with UCP of WCW for proper management of the expenditures and conducting quality oversight.

**Case Management:** A service that helps participants gain access to services by coordinating needed assessments and evaluations, developing and monitoring the plan of care, monitoring health and welfare, addressing problems in service provision, and responding to crises. The role of the Case Manager is to monitor the implementation of the individual plan of care, provider coordination, and oversight of supports but not “hands on” involvement in identifying and securing supports.

**Circle of Support:** A group of people (relatives, friends, neighbors, and others) who know the participant well and may be providing natural supports and advocacy to help the participant meet life goals or daily needs.

**Critical Incident:** A circumstance, event or condition resulting from action or inaction that is either:

- (a) Associated with suspected abuse, neglect, financial exploitation, other crime, a violation of Member rights, or any unplanned, unapproved use of restrictive measures;
- (b) Or that:
  - (i) Resulted in serious harm to the health, safety, or well-being of a Member; or
  - (ii) Resulted in serious harm to the health, safety or well-being of another person as a result of the Member’s actions; or
  - (iii) Resulted in substantial loss in the value of the personal or real property of a Member or of another person as a result of the Member’s actions; or
  - (iv) Resulted in the unexpected death of a Member; or
  - (v) Posed an immediate and serious risk to the health, safety, or well-being of a Member, but did not cause harm because of chance or improvised preventive intervention.

***Employer of Record:*** Participants or legal representatives who choose to work with the Financial Management Service Fiscal/Employer Agent are responsible for recruiting, hiring, managing, scheduling and training employees. Employers of record also review, approve, and submit timesheets to the Financial Management Service for payment.

***Employer:*** Often referred to in general as the client or participant.

***Employee:*** Often referred to in general as the caregiver or the respite provider.

***Financial Management Service (FMS):*** Participants or their legal representatives who choose to self-direct one or more services must choose either the Financial Management Service Fiscal/Employer Agent or the Financial Management Service Agency with Choice service. FMS duties include payroll, employee benefits, record keeping, background checks, and employee basic training. The FMS will also handle paperwork and reporting requirements to the Internal Revenue Service.

***Fiscal Agent:*** a form of Self-Directed Supports in which a Partnership Member becomes the employer of record and the Fiscal Agent assists the member with tax and employment-related paperwork, including completion of background checks, issuing payroll, paying service vendors, etc. Fiscal Agent services support members in the direction of their own services by allowing the maximum flexibility of fund distribution to meet individual needs and preferences, while preserving necessary accountability to the State and Federal governments.

***Fiscal/Employer Agent:*** A Financial Management Service provider serving as Fiscal/Employer Agent, which is funded as an administrative activity and does not come out of a participant's budget. The Fiscal/Employer Agent-FMS assures all Federal, State and local employment tax, labor and workers compensation insurance rules and other requirements are followed when the participant functions as the employer of workers. The Fiscal/Employer Agent-FMS makes financial transactions on behalf of participants who have chosen to have budgetary authority. The Fiscal/Employer Agent-FMS assures all Internal Revenue Service and other applicable employer requirements are met, assures workers chosen by participants meet all state requirements before services are provided, tracks budget utilization and purchases funded through Individualized Goods and Services to assure funds are being used appropriately, and reports concerns to case managers and the contracted entity as required.

***Managing Employer:*** Participants or their legal representatives, as managing employers, have the rights and responsibilities to recruit prospective workers to refer to the Agency-with Choice to hire; schedule, train, and supervise workers; and discharge workers from their services when necessary.

***Respite Care:*** The provision of short-term, temporary relief to those who are caring for family members.

***Respite Worker:*** Respite workers are technically employed by the family for whom they work. Families are responsible for training them, scheduling and directing the work of this employee.

**Self-Directed Supports(SDS):** The ability to purchase long term care benefits that are consistent with care plan outcomes. Participants, parents or guardians involved with long-term care programs actively direct the supports and services being provided to the participant or client.

**Support Broker:** A service that assists the participant (or legal representative) in arranging for, directing and managing services. Acting as the agent of the participant, the service is available to assist in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services. Also offers practical skills training to participants to enable them to independently direct and manage waiver services.

**UCP Fiscal Agency:** UCP Fiscal Agents set up and manage the required employer paperwork for families receiving services, including the families' business taxes, as they relate to respite care. UCP handles the paperwork for potential employees, including running background checks on them. The families ultimately hire the Respite Workers. UCP Fiscal Agents handle payroll for Respite Workers.

## Abuse & Neglect terms

1. **Abuse:** as defined by s. 46.90(1)(a), Wis. Stats. means any of the following:
  - (a) Physical abuse: intentional or reckless infliction of physical pain or injury, illness, or any impairment of physical condition.
  - (b) Emotional abuse: language or behavior that serves no legitimate purpose and is intended to be intimidating, humiliating, threatening, frightening, or otherwise harassing, and that does or reasonably could intimidate, humiliate, threaten, frighten, or otherwise harass the individual to whom the conduct or language is directed.
  - (c) Sexual abuse: a violation of criminal assault law, s. 940.225 (1), (2), (3), or (3m), Wis. Stats.
  - (d) Treatment without consent: the administration of medication to an individual who has not provided informed consent, or the performance of psychosurgery, electroconvulsive therapy, or experimental research on an individual who has not provided informed consent, with the knowledge that no lawful authority exists for the administration or performance.
  - (e) Unreasonable confinement or restraint: the intentional and unreasonable confinement of an individual in a locked room, involuntary separation of an individual from his/her living area, use on an individual of physical restraining devices, or the provision of unnecessary or excessive medication to an individual, but does not include the use of these methods or devices in entities regulated by the department if the methods or devices are employed in conformance with state and federal standards governing confinement and restraint.

2. **Neglect:** defined in s.46.90(1)(f), Wis. Stats., to mean the failure of a caregiver, as evidenced by an act, omission, or course of conduct, to endeavor to secure or maintain adequate care, services, or supervision for an individual, including food, clothing, shelter, or physical or mental health care, and creating significant risk or danger to the individual's physical or mental health. "Neglect" does not include a decision that is made to not seek medical care for an individual, if that decision is consistent with the individual's previously executed declaration or do-not-resuscitate order under ch. 154, Wis. Stats., a power of attorney for health care under ch. 155, Wis. Stats., or as otherwise authorized by law.

## Compensation & Work Schedule

### General Pay Information

It is essential that workers be paid on time. Payroll checks are direct deposited on a set schedule. This option makes it possible for workers to receive their pay in a timely manner with minimum delay and/or loss. Certain deductions will be made in accordance with federal and state laws.

UCP of WCW can only pay wages if there is a budget and authorization available to the employer through the appropriate County or Managed Care Organization. If a budget or authorization is not available and an employee provides services, there is no guarantee that the time will be paid.

### Timecards

All timecards are due to the UCP office by midnight on the scheduled due dates according to the current calendar year due dates. It is strongly discouraged to hold timecards beyond the associated due dates for quality assurance purposes. All timecards are paid by direct deposit only and are paid according to the current calendar year pay dates.

Any timecards that are turned in the next day after the due date are considered late and may be held for payment until the next payroll date.

If a timecard is not signed by both the employer and employee, it cannot be paid. If UCP becomes aware of an employer/employee tampering with timecards, it will be reported to the appropriate authorities for potential Medicaid/Medicare fraud.

### **DO NOT HOLD ONTO TIMECARDS LONGER THAN THE DUE DATE.**

Holding onto timecards possesses a quality risk with the use of designated funding such as Medicaid, County and Family Care programs. This not only makes it difficult for UCP to manage 'current' tracking processes it is difficult for county, state and federal funding to receive information after 60 days of the actual service that was provided such as respite care hourly.

Any timecards turned in with dates of service 60 days or older will not be processed for payment until UCP receives payment first. This means that any timecards with dates of service beyond 60 days will be held up for up to 90 days or longer. Once UCP receives proper notification of payment then UCP will process the payment for the timecard at the next scheduled pay date and/or could make payment sooner only at the discretion of the Executive Director.

### Conduct Standards

It is important that employers establish a standard for conduct of their employees. Each employer should involve their employees in 'conduct standards' and assure that each employee demonstrates success with conduct.

## **Confidentiality Agreement**

Information that pertains to families receiving fiscal agency services through UCP is confidential.

Please help protect confidential information, by taking the following precautionary measures:

- 1 Discuss work matters only with other UCP respite workers and their families who have a specific reason to know or have access to such information.
- 2 Do not discuss work matters in public places.
- 3 Destroy hard copies of documents containing confidential information that is not filed or archived.

Your cooperation is particularly important because of our obligation to protect the security of client and employee information. If at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult your Case Manager or UCP staff.

## **Drug and Alcohol Policy**

UCP recommends that each employer maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customer confidence in our company.

### **Alcohol**

UCP recommends that each employer's staff be prohibited from using or being under the influence of alcohol while performing work, while operating a motor vehicle in the course of business or for any job-related purpose.

### **Illegal Drugs**

UCP recommends that each employer's staff be prohibited from using or being under the influence of illegal drugs while performing work/business. They should not use, manufacture, distribute, purchase, transfer or possess an illegal drug while working. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

## General Employment

### Safety

Maintaining a safe and healthy environment for everyone is important. Staff should report all accidents, injuries, potential safety hazards, safety suggestions and related issues immediately to the parent/guardian. Discuss ahead of time an appropriate emergency response plan with everyone for as many risk areas as possible.

**Always seek emergency services for immediate health and safety matters.**

### Fire Safety

Everyone is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Routinely review any risk areas for surroundings. Review fire dangers and risk areas with the proper individuals.

Develop an action plan for multiple surroundings that can keep everyone safe from fire dangers and risk areas. Discuss the safest route out of the home in case of a fire is with their employer(s).

### Worker's Compensation

(as of 3/1/2017 for adult clients only) UCP provides workers compensation insurance to compensate for any injury an employee might suffer while working. If staff become injured, please get medical attention at once.

Please report the details to UCP of West Central Wisconsin immediately. A report must be completed for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which they may be entitled.

A completed Employee's Claim for Worker's Compensation Benefits Form must be done if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete an Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the UCP of West Central Wisconsin office.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to workers' compensation insurance.

You can get the required reporting paperwork from the UCP of West Central Wisconsin office.

## Resources & Trainings

All caregivers are to be trained by the parent/guardian about the proper care of the employer (client/child). The employer is therefore required to train all staff hired. UCP is not responsible for training employees/staff as the parent/guardian/client would have the best knowledge of the proper care and specific training needed.

If a parent/guardian would like additional training besides what they themselves can provide, the parent/guardian can contact our UCP of West Central Wisconsin office and ask about any training opportunities available.

Our office contact information:

Website: [www.ucpwcw.org](http://www.ucpwcw.org)

United Cerebral Palsy of West Central Wisconsin, Inc.  
206 Water Street  
Eau Claire, WI 54703

Main phone: 715-832-1782

If you would like to share your email contact information we will contact you when training opportunities are available. We will also post those opportunities on our website at [www.ucpwcw.org](http://www.ucpwcw.org)

## Employment Work Policies

### Conflict of Interest

UCP encourages all employers to recognize a conflict of interest situations such as: (1) which two different parties are incompatible (2) which a person/staff is in a position to gain personal benefit from actions or decisions made in their favor.

### Americans with Disabilities Act

UCP encourages all employers to not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Employers should be committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. UCP recognizes that some individuals with disabilities may require accommodations at work.

## **Equal Opportunity Policy**

UCP encourages all employers have an equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

## **Policy Prohibiting Harassment and Discrimination**

UCP encourages all employers to strive to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy should apply to all phases of employment, including but not limited to hiring, terminating, and paying.

## **Prohibited Behavior**

UCP encourages all employers to not tolerate any type of harassment of employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- 1 is made an explicit or implicit condition of employment
- 2 is used as the basis for employment decisions
- 3 unreasonably interferes with an individual's work performance, or
- 4 creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- 1 repeated sexual flirtations, advances or propositions
- 2 continued and repeated verbal abuse of a sexual nature,

- 3 sexually related comments and joking, graphic or
- 4 degrading comments about an employee's appearance
- 5 or displaying sexually suggestive objects or pictures
- 6 including cartoons and vulgar email messages, and
- 7 any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

## **Complaint Procedure and Investigation**

UCP encourages all employers have an procedure for any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter.

Any prompt investigation should be conducted with as much confidentiality as possible. Employees who raise concerns and make reports in good faith should do so without fear of reprisal; at the same time, employees have an obligation to cooperate with employers in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior should be subject to appropriate discipline, which may include termination.

## **Grievances**

As a client or staff using UCP of WCW as the Fiscal Agent, you have the right to file a grievance if you feel you have been treated unfairly or unprofessionally with the Fiscal Agent service. It is the policy of UCP to treat clients/staff with fairness and professionalism. You will suffer no repercussions in service delivery as a result of filing a grievance. All grievances will be addressed in a confidential manner. Notification of the grievance process will be given to all clients/providers at the time a contract is signed or at any time it becomes clear the client/provider is not satisfied with UCP Respite Care/Fiscal Agent services.

If you have a grievance you must first discuss it with a Respite Care/Fiscal Agent staff person, if this does not resolve the issue(s), or you feel this is not an option, you can proceed with the following steps:

1. A written statement must be prepared (including date and time of the grievance). You may ask for assistance from another UCP staff. Describe the incident fully and record the date of submission.
2. Submit the grievance to the UCP Executive Director, within 10 working days of the incident. An appointment will be scheduled with the UCP Executive Director.

3. If a resolution has not occurred within 12 working days of receipt of the written grievance, your grievance will be referred to the President of the Board of Directors who will appoint a three member Board committee to investigate the grievance and resolve the issue. The decision of the Board committee will be presented in writing and orally within 30 days of receipt of the written incident report.

## **Zero Tolerance for Workplace Violence**

UCP of West Central Wisconsin has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace by anyone at anytime. Proper law enforcement will be immediately notified.

No one is permitted to bring weapons of any kind onto premises or to UCP of West Central Wisconsin functions.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately.

## **Additional Resources**

### **IRS Benchmarks**

These benchmarks may increase from year to year. To view the current year's Household Employee Tax Benchmarks, go to [www.irs.gov](http://www.irs.gov) and search for "Publication 926" Household Employer Tax Guide.

## Attachment A- Contact Information for United Cerebral Palsy WCW, Inc.

UCP Contact Information

### **Attachment A UCP Contact Information**

Website: [www.ucpwcw.org](http://www.ucpwcw.org)

#### **Office:**

United Cerebral Palsy of West Central Wisconsin, Inc.  
206 Water Street  
Eau Claire, WI 54703

Main phone: 715-832-1782  
Fax: 715-832-8203

#### **Respite Care Program Staff:**

Jennifer Johnson  
Community Liaison  
[jjohnson@ucpwcw.org](mailto:jjohnson@ucpwcw.org)

#### **Administrative Staff:**

Todd Breaker  
Executive Director  
[tbreaker@ucpwcw.org](mailto:tbreaker@ucpwcw.org)

**Attachment B- Consent for Emergency Care**

**Attachment B  
Consent for Emergency Care**

If I, (parent/guardian name) \_\_\_\_\_, am unable to accompany  
(child/individual name) \_\_\_\_\_, to a Hospital Emergency  
Department. I give permission to (caregiver's name) \_\_\_\_\_  
to accompany the child/individual. This person has my permission to give consent for medical  
treatment of the child/individual if attempts to contact me are unsuccessful.

\_\_\_\_\_  
Signature of parent/guardian Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Numbers:  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

\_\_\_\_\_  
Witness Signature (18 years of age or older) Date

## Attachment C- Emergency Readiness Checklist for Caregivers

### Attachment C Emergency Readiness Checklist for Caregivers

#### STEP 1: KNOW THE BASICS

- The most important disaster issues for the area.
- The recommended life-saving responses for disasters that could strike with little or no warning.
- The fire escape route for the household I am in.
- If there were an evacuation order, the recommended route from where I am? My evacuation transportation options. The location of the nearest emergency shelter.
- The location of shut-off valves for the household utilities (gas, water, electricity) and how to use them. (If they take a special tool, it should be located where the caregiver can locate it easily)
- Designate an out-of-area emergency contact, in case local phone service is disrupted. Make sure emergency plan is communicated to all parties necessary.

#### STEP 2: HAVE ESSENTIAL EMERGENCY SUPPLIES READY

- |  |  |
|--|--|
| <input type="checkbox"/> Drinking water      | <input type="checkbox"/> Light sticks                |
| <input type="checkbox"/> Non-perishable food | <input type="checkbox"/> Waterproof matches          |
| <input type="checkbox"/> Flashlight          | <input type="checkbox"/> Supply of prescription meds |
| <input type="checkbox"/> Portable radio      | <input type="checkbox"/> Current medications list    |
| <input type="checkbox"/> Extra batteries     | <input type="checkbox"/> Cell phone                  |
| <input type="checkbox"/> First aid kit       |  |