



Mississippi Department of Mental Health
Provider Bulletin
Number PR0180

**Subject: IDD In-Home Respite
Service Agreement**

Issue Date: July 8, 2026
Effective Date: Immediately

Scope

All certified IDD In-Home Respite providers.

Purpose

To inform certified IDD In-Home Respite providers of the removal of the short (1-2 hour) outings in the community from the In-Home Respite Service Agreement in the *2022 DMH Record Guide*.

Subject

The *2024 DMH Operational Standards for Mental Health, Intellectual/Developmental Disabilities and Substance Use Community Service Providers* (DMH Operational Standards) removed from Chapter 45: IDD In-Home Respite the rule allowing for short (1-2 hours) outings in the community. Therefore, the ID/DD Waiver In-Home Respite Service Agreement has been updated. IDD In-Home Respite services are to be provided in the home of the person receiving services.

Updated IDD In-Home Respite Service Agreement is attached.

If you have questions, contact Sarah Greene, Director of ID/DD Waiver at (601) 359-6243 or email sarah.greene@dmh.ms.gov or Pamela Harkins, Director of IDD Community Support Program at (601) 369-5777 or email pamela.harkins@dmh.ms.gov.

End of Provider Bulletin

IDD In-Home Respite Service Agreement

Name: _____

Medicaid Number: _____

1. In-Home Respite (IHR) will meet the support needs identified in the Plan of Services and Supports and Activity Support Plan. Only the amount of In-Home Respite authorized in the Plan of Services and Supports will be provided. If a change in the amount is needed, the Support Coordinator/Targeted Case Manager must be contacted. A Change Request PSS must be submitted and approved and provider notified through a Service Authorization prior to the change in hours.
2. In-Home Respite is to be provided in the home of the person receiving services.
3. In-Home Respite staff cannot be responsible for caring for others who may be in the home. In-Home Respite staff is only responsible for the person who is enrolled in the ID/DD Waiver/IDD Community Support Progra. Also, the In-Home Respite staff is not responsible for caring for pets.
4. If a scheduled In-Home Respite visit must be canceled (e.g. because of a doctor's appointment, illness, going out of town, etc.), the provider must be notified as soon in advance of the cancellation as possible. Three (3) cancellations for which no notice is given will result in a review of the Plan of Services and Supports to determine if In-Home Respite is still necessary and appropriate.
5. In-Home Respite may be terminated according to the provisions in the ID/DD Waiver Enrollment Agreement.
6. If a decision is made to terminate In-Home Respite, notification will be sent as soon as possible. The Support Coordinator/Targeted Case Manager will assist in locating other service options, if available. There are established procedures for filing an appeal of the decision. The services will not change until the outcome of the appeal is determined. If termination of services is due to the environment or persons in the environment posing a risk to the In-Home Respite staff, services might continue pending the outcome of the appeal.
7. Should any problems arise regarding the provision of In-Home Respite, the Support Coordinator/Target Case Manager is to be notified immediately.
8. In-Home Respite staff cannot provide medical treatment of any sort, as defined in the Mississippi Nurse Practice Act Rules and Regulations.
9. In-Home Respite staff cannot accompany anyone on a medical visit.
10. A relative may only provide up to 172 hours of IHR per month and must be identified in the PSS.
11. In-Home Respite providers cannot do personal errands or have interactions with their family and friends during the provision of services.

The above information has been reviewed and the circumstances under which In-Home Respite can be provided are understood.

Person/Legal Representative Signature

Agency Representative
Signature/Credentials

Date

Date

Rev.7/2026