

## DDA Respite Policies

### DDA Cancellation Policy:

Through agreeing to use DDA Respite hours for classes and activities at Seattle Children's Alyssa Burnett Adult Life Center, you agree to the following terms and conditions. The Burnett Adult Life Center reserves a select allotment of class spots for families wishing to use DDA Respite Hours and enrollment is based on availability and confirmation by center staff.

### DDA PCSP Authorization for Release:

As a family opting to use DDA Respite Hours you must complete an authorization for release of information from your case manager. This provides us with additional information which allows us to best serve each adult based on their unique strengths and needs.

### DDA General Billing Info:

Case managers will be billed monthly, using the hourly reimbursement rate for each class based on the quarter hour. If we continue to see trends of early arrivals, or late pick-ups that fall outside of our 15-minute window, you will be notified. In some situations, we will begin to bill DDA units for this additional time in which students are under staff supervision.

To provide more consistency, we will be billing based on the scheduled class duration, including transition times between classes. We will bill for the entirety of the scheduled class length, regardless of each participants actual time in class.

### Unexpected Absences:

If you/your adult is sick or experiencing behavioral issues please call and inform us *at your earliest convenience*, and no later than 24 hours after their class has ended, or the absence will be counted as a "no-show". Students are allotted three excused absences per class, per quarter. Safety is of our utmost concern, so if for any reason you feel you/your adult is not able to safely attend classes, or may have any type of contagious sickness, please do not attend classes until said behaviors/sicknesses are managed. You will not be billed out of pocket for any illness or behavioral related issues for the first three excused absences. For subsequent absences you will be charged out of pocket for any classes missed unless a doctor's excuse is provided. If a student is missing classes due to behavior we may ask you to consult with our behavior analyst to provide you with strategies to help with the behaviors and increase attendance.

### Unattended Classes/No-Shows:

If for any reason, you/your adult does not show up for registered classes or is absent for any reason other than illness or behavioral related issues, you will be required to pay the out of pocket rate for these classes (see catalog and invoice for private pay rate). We cannot excuse absences related to caregiver or transportation issues, appointments or trips.

Because we are unable to bill DDA for services not rendered, each participant must provide an alternative billing method upon online registration which will be used to bill for these classes at the end of each quarter. In the event that you will be required to pay out of pocket, you will be sent an invoice at the end of the quarter for the amount due.

To communicate any absences or for any scheduling questions please contact us at **425-488-6173** or [AlyssaBurnettCenter@SeattleChildrens.org](mailto:AlyssaBurnettCenter@SeattleChildrens.org)

**DDA- Insufficient Hours:**

If for any reason you do not have sufficient respite hours available to pay for classes, you are required to pay out of pocket using the alternative billing method provided for any classes registered for, for the duration of the quarter.

**One-Time Events:**

If you wish to attend One-time Events we will bill your case worker at the hourly reimbursement rate based on arrival and departure time to the Burnett Adult Life Center or the location of the event.