



# Channel Islands Social Services

## Respite Interview Checklist for RFA Families & Caregivers



At Channel Islands Social Services, we value the establishment of good matches between the family and Respite Caregiver. To assist in this process, we have developed a list of important topics to discuss when first meeting each other. Please feel free to use this as a guide and add additional items important to you.



### GETTING TO KNOW YOU

- Respite Caregiver: Experience, education, home city, hobbies, career aspirations ...
- Family: Household members, ages of children, parent professions, schools, family hobbies ...
- Contact Info: Best phone number(s) to reach family & Respite Caregiver. Texting ok to contact?



### HEALTH & SAFETY / COMMUNICATION

- Emergency Numbers: Where is the list kept, in which order should people be called, and what is their relationship to the family? Pediatrician and dentist information should also be listed.
- Known Allergies: Medications, foods, plants, animals (past reactions & treatment – Epi-pen?)
- Special Diets: Types of foods allowable and portions – specialized preparation needed
- Basics – Location of first aid kit, electricity shut-off, gas shut-off, water shut-off



### PREFERRED / ALLOWED ACTIVITIES

- Indoor/outdoor activities that the individual enjoys (eg. specific toys, books, music, TV, video games allowed?)
- Neighborhood Safety: Neighbors who are friends? Any that should be avoided?
- Community activities enjoyed (types and approved locations in neighborhood & local community)\*  
*\***Transportation** – If any transportation of the individuals in care will be allowed, a [CISS Travel Authorization form](#) must be submitted with proper driver's documents prior to any transportation as CISS must make sure the employee is qualified to transport. Only local mileage up to 10 miles roundtrip is allowed.*



### FAMILY VALUES / HOUSE RULES / DISCIPLINE

- Important cultural and religious beliefs that are followed by the family
- Review house do's and don'ts that are important to the parent(s) such as:
  - Show respect to yourself and others
  - Choose honesty and trustworthiness
  - Be respectful, accommodable and dependable
  - Clean up your own mess (after the activity)
  - Ask permission and questions
- Review all behavioral/techniques/redirections if child is presenting tantrums or behaviors.  
**Please note!** CISS employees are not allowed to spank, restrain, or use any type of corporal punishment nor are they allowed to administer any unsupervised time-outs



### ROUTINES / CONSISTENCY / PERSONAL CARE

- Specific times for mealtimes, bath time, free play, nap time and bedtime
- Personal Care: Describe assistance needed (by all individuals who will be in care) to eat, dress, bathe, brush teeth, and use the bathroom. Any diapers / pull-ups? Show where all supplies & disposal are located.



### MISCELLANEOUS

- Family is authorized for \_\_\_\_\_ hours/mo. (Call or email CISS to confirm balance.)
- Family's typical respite schedule is as follows (days/hours): \_\_\_\_\_  
*CISS highly recommends keeping a consistent respite schedule and booking most appointments ahead of time so everyone can plan ahead for a successful visit.*
- Other:

**Don't forget to call CISS at (805) 384-0983 to let us know if you think this Caregiver/Family is a match for you!**