

Date Adopted	11/04	Section	1200 Vacation Planning Guide
Date Revised		Subject	1201 Vacation Planning Guide
Rule Referenced			

## 1201 Vacation Planning Guide

The following is the process for planning a vacation for clients in advance.

### **Program Budget and Client Interest**

The planning process should begin by reviewing the agency-prepared program budget. Once a general idea of the financial parameters has been established, client interest needs to be determined.

- Each program has an annual budget and that program budget includes an allotment for staffing costs and transportation. Consider whether the year-to-date staffing costs are above, below, or within the budget and how the vacation may impact these figures.
- Depending on the funding source other costs associated with vacations, such as food and recreation, may or may not be part of the agency-prepared program budget. If not, consider each individual's personal "cost-to-live" budget.
- The Internet and travel agencies are great resources for ideas, brochures and pictures to determine client interest. Be careful to present realistic options only.
- In some cases it may helpful to consult with others who know the client well for ideas or information on past experiences.

### **Scheduling Staff**

Supervision Needs: In order to schedule staff, the following factors need to be considered when determining what supervision will be required.

- ISP requirements
- Planned activities (can clients ride amusement park rides alone or wait on others alone)
- Hotel accommodations (are staff required in each room, will adjoining rooms meet supervision needs)
- Behavioral supports (how many staff are needed to provide interventions)

*It may be necessary to present information to the Interdisciplinary Team if supervision will vary from the norm.*

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Staffing Cost: If staffing costs are going to exceed the normal staffing costs for that time period, follow these guidelines:

- Refer to program budget and determine if the budget will allow for the additional cost.
- Develop an actual tentative schedule and project the cost.
- Consider if it is possible to have accompanying staff off duty for periods of time (In order for staff to be off duty it must be possible for them to be separated from the clients.

**\* Note - Before proceeding further with plans, meet with your Program Director**

Staff Selection:

- Present an overview of the trip to all the staff and give as much detail as possible.
- Inform them if there will be no hours available in your program, outside of the trip, during that period of time. Requests for paid time off for vacation or personal leave may be granted or hours may be available in other programs.
- Determine which staff wants to be considered for the trip.
- Consider utilizing staff assigned to other programs if needed.

### Who Pays for What?

RFW Programs:

- The agency usually pays for the majority of expenses such as lodging, food, tips, entrance fees, entertainment and other items.
- There are instances, however, where the client will pay for some of these expenses with personal funds. This is decided during the planning of the vacation and should be added to the ISP.
- The client pays for all souvenirs and occasionally will pay for food.

Supported Living/IO Programs:

- Montgomery County – The client usually is responsible for the majority of the expenses for themselves and the staff, such as lodging, food, tips, entrance fees, entertainment and other items. These plans need to be made ahead of time and should be approved by the Interdisciplinary Team.
- Madison County – Staff expenses are paid for by the agency.
- Clark County – Staff expenses are paid for by the agency.

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## Managing the Money

The following methods can be used to pay expenses while traveling with clients. Any combination of methods can be used as long as the reporting and documentation requirements of the program are met. When planning the trip, list all the expenses and then decide what methods to use. Try to **minimize the use of cash** and keep accounting simple.

Gift cards for popular restaurant chains

- Use for a scheduled meal as a vacation activity or for smaller meals while traveling
- Allow a set amount per person, include tip.

Traveler's checks

- Use for expensive purchases that require cash such as admission tickets, special restaurant meals, and the balance on motel or other large costs.

Cash

- Use for minor purchases such as snacks and beverages. Clients will need cash for souvenirs and personal purchases.
- Client cash and program cash needs to be kept separate.
- There must be a bookkeeping system to track cash expenditures and a way to keep cash and receipts organized and secure.

Pre-pay

- Use a credit card to pre-pay the motel or to make other reservations. This is not always possible because the vendor often wants to see the card along with picture ID of the cardholder on arrival. Always ask about this before making the reservation.
- If only part of the payment has gone on a credit card you will need to confirm what the establishment will accept for payment of the balance.

Pre-paid gas debit card

- Use for gas purchases only.

Secured credit card

- Use as a regular credit card to cover vacation costs. A secured credit card is actually a prepaid debt card. Vacation expenses are estimated and the cash is applied toward the credit card.
- The card is used like a debit card as the vacation progresses. This could take the place of other cards and travelers checks.

Phone card

- Use for phone calls

*Not recommended: Agency credit card or personal credit card*

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### Money Handling Guidelines

- While on the trip, collect receipts for personal purchases by clients and follow the same process as the program follows at home to keep track of the cash.
- Follow each client's ISP line item for handling money.
- Keep all receipts and note who made the purchase, how the purchase was made (credit card? Travelers check?) And whose money was used.
- Keep receipts for purchases from Program Accounts separate from client money and receipts.
- Remember that in licensed programs client funds cannot be used by the program or by other clients and paid back.
- When returning from the trip, account for all expenditures with receipts.
- Complete bookkeeping by following the program accounting procedures.
- Submit program receipts to the Fiscal Director.
- File client receipts in client financial records.
- Return unused money to whomever it originally belonged.

### Medication

Supply: It is imperative to plan ahead for medication needs. Refills need to be coordinated with the pharmacy to assure an adequate supply.

- Pack at least an additional two day's supply in case the trip gets extended for some reason, a medication is accidentally destroyed, etc.
- Contact the pharmacy and arrange for the medication to be delivered at least 3 days prior to the trip if the trip occurs at the beginning or end of the month and are delivered monthly by a pharmacy. This should allow enough time to make sure the medication delivery is accurate and make changes if necessary.
- Do not plan the vacation so as to return on the last day of the month if using a monthly delivery service pharmacy. If the vacationers are delayed they will run out medication.

Administration and Side Effects: Consider where clients will be when receiving meds.

- Will it be necessary to administer medication while at the beach or amusement park?
- Is it to be taken with food?
- How can the medication administration procedure be followed under these different conditions?
- Will a container be needed so medication can safely be administered away from the hotel?

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- How will it be packed for the trip?
- Will a cooler be needed (capsules have been known to melt)?
- Does medication increase sun sensitivity?

*It is best to consult a pharmacist for answers to some of these questions.*

### **Traveling by Van**

- Have the van serviced and checked over at a repair shop prior to the trip.
- Make sure the insurance card and emergency kit are in the van.
- Consult the Office Manager to develop a plan to handle a breakdown or repair while traveling.

### **Don't Leave Home without...**

- Medicaid, Medicare or other insurance cards
- Face sheets
- All important phone numbers
- Medication side effect information
- First aid kit
- Maps and directions
- Tickets