

# RESPITE CARE TIP SHEET



## PURPOSE OF THE SITE

The Respite Provider Network is a directory and information management site used to enhance the distribution of provider information amongst staff. It also streamlines the ability to track relevant Respite Provider information such as Background Checks, Home Visits and Training requirements.



## SITE ACCESS

You can access the site directly by visiting <https://portal.trc.eku.edu/respite>. You will login using the same credentials as used to access the R&C Worker Portal.



## TECHNICAL ASSISTANCE

You can email [trctechsupport@eku.edu](mailto:trctechsupport@eku.edu) if you have further questions about accessing the site, or attend the weekly TRIS / TRC Technology Zoom call which occurs every Tuesday at 2pm. There are also video tutorials in the help section of the respite care website.



## ENTERING PROVIDER INFO

You begin by “**creating**” a **respite provider**, which allows you to begin collecting information on that individual. We only require basic information before you can save and come back to the provider, and we also check to see if they exist in our other systems before creating a new user.

Once created, you can come back to the individual and apply updates to information and statuses that indicate availability to provide respite care, such as date of background check, home inspection.

Please note: The quality of data within this site is directly related to your oversight and management of it, and communicating the availability of respite care quickly is necessary to meet the needs of Children and Families. It is just as important for your co-workers to know that respite care is available quickly as it is for you to keep track of your own respite providers.