



<b>Policy Number:</b> 000 000	<b>Policy Section:</b> Quality Services Adults – Home Sharing	<b>Effective:</b> March 2008
<b>Title:</b> Approval of CLBC-Contracted Home Sharing Providers		<b>Executive Sponsor:</b> Vice President, Quality Services

### 1. PURPOSE

CLBC provides individuals with access to high quality services that meet their unique needs and preferences.

This policy provides guidance to analysts who are involved with the approval of home sharing providers. It applies to adults who live in home sharing arrangements that are directly contracted by CLBC.

### 2. DEFINITIONS

**Community Care and Assisted Living Act:** the legislative authority for the director of licensing and medical health officers to exercise certain powers and to carry out mandated duties and responsibilities.

**First Aid Certificate:** a qualification awarded upon successful completion of an eight-hour course covering primarily life-threatening emergencies (CPR, bleeding, choking, and other life-threatening medical emergencies).

**Home Sharing:** a living situation in which an adult eligible for CLBC supports shares a home with a person contracted to provide support and assistance. Previously referred to as “proprietary care” and also known as “family care”, “home living services”, “adult foster care”, “family life homes”, or “host family services”.

**Individual:** A person 19 years of age or older who has a developmental disability, as described in the *Eligibility for CLBC Supports and Services* policy.

### 3. POLICY

CLBC contracts primarily with local agencies who have qualified to provide home sharing support. The responsibility for approving home sharing providers typically falls to these agencies and CLBC staff will usually refer interested candidates for home sharing to qualified service providers within the region.

CLBC assumes responsibility for the approval of home sharing providers only if:

- there are no qualified agencies providing home sharing in a particular community
- an individual, his / her family, or support network members specifically request that CLBC directly approve and monitor the home sharing contract

CLBC only approves those with the skills, disposition, and physical accommodation to provide high quality home sharing support to adults with a developmental disability.

Analysts complete a rigorous and comprehensive assessment prior to approving any home sharing provider. Approval does not necessarily guarantee that a contract will be established with the potential provider. Contracts will be established when the individual, his / her family, or support network members decides whether or not a potential candidate meets the individual's needs and preferences for support.

CLBC-contracted home sharing providers support only one individual at any given time. Exceptions can be considered if beneficial to the first individual in the home.

## 4. PROCEDURES

The following procedures apply when CLBC assumes responsibility for approving home sharing providers:

### 4.1 Pre-screening

**a.** Analysts will contact all potential home sharing providers who express an interest in contracting with CLBC. Initial contact can be over the telephone or via e-mail. Analysts will provide basic information about home sharing, the need for CLBC contracted caregivers, mandatory requirements for home sharing providers, and the approval process. If there is a need for CLBC contracted home sharing providers, analysts will assess the candidate's suitability by asking about the person's previous experience in the field and motivation for becoming a home sharing provider. The analyst must ask about the candidate's previous experience with CLBC or the Ministry of Children and Family Development (MCFD) and home sharing through a community agency.

**NOTE:** Those without the necessary qualifications should be encouraged to gain relevant experience and apply at a later date.

**b.** If the pre-screening process indicates that the candidate has the necessary qualifications and there is an anticipated need for CLBC contracted home sharing providers, the analyst will request that the person submit a resume and letter outlining the reasons for wishing to become a home sharing provider. The candidate must provide basic information about those who live within the home (age, gender, relationship to the candidate) and the type of accommodation that is available (bedroom within the family home, separate suite).

Candidates must provide contact information for three references who can comment upon the person's suitability to provide home sharing support. If the candidate has previously contracted with CLBC or MCFD, the candidate must provide a reference who can offer information about the quality of the

service provided. A reference must also be provided for any home sharing contracts that the candidate held with an agency.

c. Analysts will review the submitted information and check references for all potential home sharing providers. If references are satisfactory, analysts must contact the candidate to arrange a time to visit the home. The person must be advised that all members of the home must be present and that the initial home visit can take up to two hours.

#### **4.2 Home Study**

a. Analysts will begin the visit by meeting all individuals who live within the home and touring the premises. If initial impressions cause significant concern (environment unsafe / inappropriate), analysts can inform the candidate of concerns and provide suggestions on how to make necessary changes. Should this not be a comfortable or safe option, analysts can leave the paperwork at the home and offer to contact the person the following business day. Analysts will inform the potential provider, either by letter or e-mail, that CLBC is unable to contract with him / her.

c. If initial impressions do not cause any concerns, analysts must complete the *Home Study Profile*. During the home study, all members of the household must be encouraged to participate. Analysts should solicit input from all and should encourage those present to ask questions and voice any concerns. The process should be interactive and dynamic. Analysts must arrange to meet any absent members of the household prior to making a decision about the candidate's suitability.

d. Once the *Home Study Profile* is complete, analysts must provide the candidate with information about the next step of the process. Candidates must provide any information that was missed during the home study. They should also be encouraged to ask any outstanding questions.

#### **4.3 Home Study Review**

a. Analysts must review all of the information collected during the pre-screening, reference check, and home study phases of the assessment.

b. Candidates without the appropriate skills, disposition, and accommodation cannot be contracted to provide home sharing support. Analysts must inform the candidate either by e-mail or letter of this decision.

c. If analysts are unsure of the candidate's suitability, they have a few available options:

- schedule a follow-up visit
- request that a colleague visit the home and assess the candidate or review the information that has been gathered to provide a second opinion
- request further references

Once further information has been collected, analysts make a decision about continuing with the approval process. Candidates without the appropriate skills, disposition, and accommodation cannot be contracted to provide home sharing support. Analysts must inform the candidate either by e-mail or letter if this is the decision at this point.

d. If analysts are confident that the candidate can offer high quality home sharing support, they will contact the person to review the next step of the approval process.

#### **4.4 Requirement Completion**

- a. Analysts must inform the potential home sharing provider that he / she must submit all outstanding documentation. This includes a copy of the home sharing provider's valid first aid certificate, medical record, driver's license, vehicle insurance, and driver's abstract as well as criminal record checks for all members of the household 19 years of age or older.
- b. Analysts will review the documentation and other information collected and make a decision about the candidate's suitability.
- c. Candidates who are unable to provide a first aid certificate cannot be contracted to provide home sharing support. This is also the case for those situations in which a member of the home has a criminal record that could jeopardize an individual's well-being. Analysts must inform the candidate either by e-mail or letter of this decision.
- d. If analysts remain uncertain of the candidate's suitability, they have a few available options:
- schedule a follow-up visit
  - request that a colleague visit the home and assess the candidate or review the information that has been gathered to provide a second opinion
  - request further references

Once further information has been collected, analysts can make a decision about whether to recommend approval of the candidate as a CLBC contracted home sharing provider.

#### **4.5 Approval**

- a. The regional Quality Service Manager or his / her designate must review and support all analysts' recommendations for approval of CLBC contracted home sharing providers.
- b. If analysts are confident that the candidate can offer high quality home sharing support and has received manager endorsement, they must inform the person either by e-mail or letter that they have been approved to provide contracted home sharing through CLBC. The message must indicate that this approval is conditional as the Individual ultimately decides whether or not a potential candidate meets his / her needs and preferences for support.
- c. Prior to contracting with the potential home sharing provider, analysts must schedule a time to visit the home again to complete the *Health and Safety Checklist for Home Sharing*. This will be done only when a likely match has been identified. If a significant amount of time has passed since the original visit, analysts must review the *Home Study Profile* with the potential provider to ensure that the information from the initial assessment is still valid. At this time, analysts must provide the candidate with the *Handbook for Home Sharing Providers*, copies of all relevant policies, and the *Standards for Home Sharing*. Analysts should either review this information with the person or arrange for him / her to complete a regional information session.
- d. Analysts can formally contract with approved candidates who meet the needs and preferences of the Individual to be supported.

## 5. DOCUMENTATION

Analysts will require the following documents to formally approve home sharing providers:

- *Home Study Profile*
- *Handbook for Home Sharing Providers*
- *Standards for Home Sharing*
- *Health and Safety Checklist for Home Sharing*

## 6. PRACTICE

Managers must ensure that analysts have the skills and knowledge required to independently conduct effective and sensitive home studies. The manager may arrange to have an experienced co-worker or mentor accompany analysts who are new to this type of work.

People with developmental disabilities are more vulnerable than other people and are at greater risk of being harmed, having bad things happen, or not having good things in their lives. Within home sharing, vulnerability is potentially exacerbated if those providing support do not have the appropriate skills, disposition, and accommodation. Analysts are urged to consider this fact when approving home sharing providers as this vigilance helps to safeguard individuals against potential risk.

According to the *Community Care and Assisted Living (CCAL) Act*, home sharing providers cannot provide paid support to more than two individuals at any given time. Exceptions can be considered if the home sharing provider is appropriately licensed under the *CCAL Act*. Analysts may approve these arrangements on a case by case basis according to the specifics of the situation.

Careful consideration must also be given prior to contracting with a home sharing provider to support an individual and child within the same home. Analysts may approve these arrangements on a case by case basis according to the specifics of the situation.

## 7. REFERENCES

*Standards for Home Sharing*

*Health and Safety Checklist for Home Sharing*

*Handbook for Home Sharing Providers*

*Home Study Profile*

*Criminal Record Check policy*

*Monitoring of CLBC-Contracted Home Sharing Providers policy*

*Responding to Vulnerability: a Discussion Paper about Safeguards and People with Developmental Disabilities*