



COMMUNITY LIVING
BRITISH COLUMBIA

Policy Number:	Policy Section: Service Delivery – Child, Youth and Family Service	Effective: April 23, 2008
Title: Service Provision by Family Members – Child and Family Supports		Executive Sponsor: VP, Policy and Program Development

1. PURPOSE

CLBC recognizes that parents have primary responsibility for providing care and support for children. CLBC-funded services are intended to provide additional support while utilizing and further developing the capacity of families. In addition, CLBC encourages choice in the selection of paid service providers. This policy outlines the choices available and procedure and practice guidelines for families and CLBC staff when a request is received for a family member to be paid to provide CLBC-funded supports. Facilitators and analysts have roles in carrying out this policy.

2. DEFINITIONS

Family Member: Anyone, excluding the parent of the child, who is related by blood, marriage, adoption

Parent: Parent, including step-parents, legal guardians, adoptive parents or a person living in a marriage-like relationship with the parent of the child

Child: a person under the age of 19 who has special needs and is eligible for CLBC services, as described in the CLBC eligibility policy, and includes youth

Child and Family Support Plan: a document that includes information about a child's and their family's goals and support requirements, and the funding and services identified to meet them

Microboard/Person-centred Society: A non-profit society established to direct service for an individual or child

PARIS: The CLBC client information management system

3. POLICY

CLBC supports children and youth with developmental disabilities and their families in maximizing choices in how they live, in the service delivery options they select, and in developing and maintaining strong relationships within their families.

A **family member**, except a parent, may be paid to provide service for a child when there is a need for CLBC-funded supports. The family member must comply with all policies, procedures and standards that apply to the provision of the service provided.

A **parent** cannot be paid to provide CLBC-funded service for their child unless an exception is approved by a Quality Service manager. A parent who is paid to provide service must comply with all policies, procedures and standards that apply to the provision of the service provided.

An exception may be made to pay a parent to provide CLBC-funded service if the following criteria are met:

1. The request is to provide family support program services – CLBC-funded Respite Care (including At Home and Direct Funded Respite), Child and Youth Care Workers, Family Support, or Homemaker Home Support programs – that CLBC would have otherwise been providing. Residential services, and Autism Program services are not included supports.
2. There is no appropriate or available caregiver to provide for any extraordinary or unique needs of the child, youth or family for one or more of the following reasons:
 - nature and degree of care required, such as the complexity of care requiring extensive training, issues with trusting caregivers, or unique scheduling needs
 - rural or remote locations causing accessibility difficulties for the child, youth or family requiring service
 - cultural considerations such as customs, values, and beliefs that affect care needs
 - communication barriers such as languages spoken, speech, or specialized communication needs
3. The circumstances of the child or youth and family have been considered.
4. When applicable, the child/youth and family support plan includes appropriate respite for the parent.

Facilitators will be involved to provide guidance and information when a Child/Youth and Family Support plan is developed that includes a request for service provision by a parent. Where approval has been given for a parent to provide service analysts will review the situation annually to ensure that the exception criteria continue to apply.

4. PROCEDURES

4.1 Proposals to pay a parent for service provision for a child determined to be eligible for CLBC services must be included in a child/youth and family support plan that is completed with the assistance and support of a CLBC facilitator. The plan must outline the reasons why service provision by a parent is the preferred option, the specific exceptional criteria that apply, and address all the required elements identified in the CLBC Individual Support Planning and Child and Family Support Planning Policy.

4.2 An analyst will review the plan to determine if the plan meets the CLBC requirements for funding services and supports in accordance with the Individual, Child/Youth and Family Support

Planning Policy, and if the reasons for service provision by a parent have been fully described and addressed. If so, the proposal for a parent to provide service will be forwarded to the Quality Service manager for approval.

4.3 The Quality Service manager will review the reasons for the request for service provision by a parent and base their decisions on the child's circumstances and the policy considerations for making an exception. The outcome of this review will be documented in PARIS and the analyst will provide the family confirmation in writing that the exception has been approved, subject to annual review to ensure that the reasons for allowing the exception continue to apply.

4.4 If service provision by a parent is approved and funds are available, then an analyst will assist in initiating the service. If funds are not available to provide the requested service, the request will be prioritised and added to the CLBC waitlist in accordance with the CLBC Waitlist Policy.

4.5 Initially, or when funding becomes available, and if the parent is still the preferred service provider, the analyst will enter into a contract with the parent, service agency or microboard/person-centred society to initiate service provision.

4.6 An agency or microboard/person-centred society will use its standard screening and personnel procedures when hiring a family member including a parent. A parent or family member paid to provide service cannot be a member of a microboard for the individual receiving the service.

4.7 The analyst will annually review the service quality and to ensure that the reasons for allowing the exception continue to apply.

5. DOCUMENTATION

5.1 The Child/Youth and Family Support Plan and Quality Service manager approval for the exception will be entered on the PARIS file for the family. The Service Provision by a Family Member option will be identified in PARIS for waitlisting and resource allocation purposes.

6. PRACTICE

6.1 A Child/Youth and Family Support plan that includes the option of service provision by parent or family member should address the following:

- Is the need for service provision clearly related to the child's disability-related and family support needs, and is it outside of the day-to-day support and assistance normally provided by a parent or family members (i.e. if a family member had not been chosen as the preferred service provider, is the disability-related need such that funding would have been provided to an external service provider?)?
- Is it clear that the primary rationale for paying a parent or family member to provide the service reflects the child's circumstances and unique needs, as opposed to financial considerations for parent or family member?
- Is it appropriate and realistic for the parent to provide the care? Is there a risk to the health and quality of life of the child, youth or family? Does the plan consider other possible risks such as a need for respite, impact on other family members, conflict of interest situations, and reduction of the circle of support for the child?

6.2 When monitoring service provision by a parent or family member, the analyst needs to ensure that:

- the services are goal focused and meet the needs of the child
- the same expectations and standards apply to the parent or family member providing service as other service providers
- the reasons for provision of service by a parent or family member continue to apply

7. REFERENCES

7.1 CLBC Eligibility Policy

7.2 CLBC Individual and Child and Family Support Planning Policy

7.3 CLBC Waitlist Policy