



COMMUNITY LIVING BRITISH COLUMBIA

HEALTH AND SAFETY STANDARDS REVIEWS

PURPOSE:

The purpose of this policy is to ensure that the safety, security and well-being of individuals supported by CLBC continue to be the primary focus during a period of transition and transformation.

BACKGROUND:

CLBC is committed to establishing a comprehensive safeguards framework that incorporates a range of informal and formal methods to support individuals and their families. The components of this framework will be further developed with the input and advice of individuals, families and community partners as the authority moves towards a new approach to the delivery of supports and services. The introduction of the Health and Safety Standards policy and procedures is one element of this larger process and is intended to provide continuity and consistency in addressing the immediate health and safety requirements of individuals.

The following review process and reporting format will enable service providers in conjunction with families and CLBC staff to ensure that fundamental health and safety provisions are in place and that there is full understanding of and compliance with these basic expectations. The form itself is designed primarily for use in funded residential resources that are not currently subject to either accreditation or licensing requirements but is broadly applicable to other settings. The intent of this tool is to strengthen and complement existing methods of ensuring health and safety NOT to duplicate or replace them.

POLICY:

- The Health and Safety Standards form identifies specific requirements that service providers must meet and report on. Although a number of essential indicators have been identified to assist with this process, service providers, families and CLBC staff are encouraged to add to these criteria where

appropriate.

- Service providers are responsible for completing the form as part of ongoing self-assessment and quality improvement. The review process may flag issues that can be easily addressed while others may require more in-depth review or consultation with CLBC staff. The focus should always be on opportunities to support or enhance best practices.
- It is clear that for some standards a simple 'Yes' or 'No' response is not practical and may actually limit the capacity of a service provider to identify areas where they require further support or direction. It is critical that service providers, validators and CLBC staff use this process as a catalyst for change and improvement so a negative response should provide opportunities for discussion and support as well as remedial action.
- CLBC staff are available to assist service providers both in interpreting the form and in addressing questions or concerns that arise as an outcome of a review.
- CLBC staff will review all completed assessments and will also conduct a number of on-site reviews each month. Selection criteria will reflect a combination of random and targeted sampling, e.g., in response to questions or concerns raised by individuals, families or service providers themselves as part of self-reporting.

PROCEDURES:

- Reporting forms are circulated to all unlicensed residential service providers for completion within a specific timeframe.
- Service providers can complete reporting form using either a Web or print format.
- CLBC staff will review all completed forms and identify areas of concern or follow-up.
- Reports will be updated as circumstances change either for individuals in a resource or in the resource itself.