



<b>Policy Number:</b> SE4.240	<b>Policy Section:</b> Supports and Services	<b>Effective:</b> June 1, 2009
<b>Title:</b> Host Agency Funding		<b>Executive Sponsor:</b> Directors, Regional Operations VP Corporate Services

## 1. PURPOSE

Host Agency Funding is one of two Individualized Funding (IF) payment options CLBC offers to individuals and families as an alternative to contracted services. Host Agency Funding enables an individual and his/her family or representative (agent) to use a Host Agency to administer funding allocated by CLBC to the individual. The Host Agency works with or on behalf of the individual and agent to arrange and manage the supports and services required to meet disability-related needs. The other IF payment option, Direct Funding is described in the CLBC *Direct Funding Policy*.

This *Host Agency Funding Policy* document explains Host Agency Funding and describes how CLBC staff assist families to understand and access this payment option. It also outlines the roles and responsibilities for individuals, agents, Host Agencies and CLBC staff in developing and maintaining effective Host Agency arrangements.

## 2. DEFINITIONS

**Agent:** A person who acts on behalf of the individual in relation to a Direct Funding or Host Agency Agreement. An individual can act as his/her own agent.

**Catalogue of Services:** A listing of the supports funded by CLBC.

**CLBC Waitlist:** A report that lists individuals waiting for service and their support requests.

**Contracted Services:** Supports and services managed by CLBC and funded through contracts between CLBC and service providers.

**Direct Funding:** An Individualized Funding payment option whereby money is paid by CLBC directly to an individual or his/her agent for the purchase of individualized supports and services.

**Host Agency:** An agency that is approved by CLBC to administer Host Agency Funding agreements.

**Host Agency Funding Agreement:** A funding agreement between CLBC and a Host Agency.

**Host Agency and Agent Support Agreement:** An agreement between an individual, his/her agent and a Host Agency.

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

**Individual Support Plan:** A written plan, as outlined in the CLBC Individual Support Planning Policy.

**Individual Support Agreement:** An agreement between an individual, his/her agent and CLBC outlining the support goals, indicators of success, monitoring and evaluation procedures, and the type and amount of service.

**Individualized Funding:** A self-directed service option as described in the Individualized Funding Policy.

### 3. POLICY

CLBC provides Host Agency Funding as an Individualized Funding payment option that enables individuals or their agents to use a CLBC approved Host Agency to administer funds allocated to the individual by CLBC. The Host Agency provides or arranges for the delivery of individualized services and supports as agreed to by the individual, agent and CLBC. The Host Agency Funding payment option can only be used when the money for supports and services that the Host Agency will administer for the individual is over \$6,000.00 per year.

Host Agency Funding is available to individuals and their families for new supports and services or to replace contracted services they currently receive. Host Agency Funding cannot be used to purchase spaces in or to expand group programs that are already paid for by CLBC. The amount of Host Agency Funding allocated to an individual is based on the individual's disability-related needs, the estimated cost of the needed supports, and CLBC's financial resources. The types of supports and services funded by CLBC are described in the Catalogue of Services. When CLBC does not have funding available, requests for new or increased Host Agency Funding are managed and prioritized in accordance with the CLBC *Waitlist Policy*.

Host Agency Funding is governed through a *Host Agency Funding Agreement* between CLBC and the Host Agency. In addition, Host Agency Funding requires the completion of two other agreements:

- *Individual Support Agreement* between the individual, agent and CLBC
- *Host Agency and Agent Support Agreement* between the agent and Host Agency

Money received through Host Agency Funding is held by the Host Agency in trust for CLBC and for the benefit of the individual. The Host Agency employs or contracts directly with, all support workers or caregivers for the individual. Host Agencies cannot sub-contract with another agency or company to hire support workers or caregivers on their behalf.

The Host Agency reports to the agent and CLBC as to how the money is spent in the provision of supports and services for the individual. The Host Agency works with the individual and/or his/her agent to ensure that the supports and services provided with CLBC funds meet the individual's needs and comply with CLBC policies and program standards.

### 4. PROCEDURES

**4.1.** Facilitators provide information to individuals and families about Host Agency Funding to assist them to determine whether this option will best meet their needs. Facilitators explain that:

- a) the Host Agency payment option transfers responsibility for administering the funds provided by CLBC to the Host Agency they select
- b) individuals and/or their agents determine the extent of their participation with the Host Agency in arranging and managing the supports and services
- c) a list of CLBC approved Host Agencies can be provided so that the individual and family can meet with staff from the Host Agencies to discuss the individual's goals and the potential provision of supports and services by the agency

**4.2** The individual and family must work with a CLBC facilitator to develop their Individual Support Plan when they are requesting Host Agency Funding. The plan must indicate that Host Agency Funding is the preferred IF payment option and if they have made a choice, the name of the Host Agency that the individual and family would like to work with.

**4.3** The types and amount of support services that can be purchased through Host Agency Funding are consistent with what other individuals with similar levels of disability-related need receive based on the Catalogue of Services. Costs for support services are funded at a level consistent with what CLBC typically pays for those services. CLBC does not provide funds for supports or services that fall under the mandate of other government bodies or programs such as health services or income assistance.

**4.4** CLBC funded services should complement, not replace, the informal supports and generic services the individual is already receiving.

**4.5** Expenses incurred by workers who are directly involved in supporting the individual and specific costs relating to the coordination of services and the administration of funding by the Host Agency are eligible costs for Host Agency Funding.

**4.6** Services purchased from care providers who are related or immediate family members must comply with CLBC's *Service Provision by Family Members – Adults Policy*.

**4.7** To be approved by CLBC a Host Agency must be:

- a) on the CLBC qualified suppliers list as a Host Agency
- b) able to work with individuals, agents and CLBC in the provision of flexible, innovative, individualized services

**4.8** When a Host Agency Funding request in an Individual Support Plan is approved and funding is available, a CLBC quality service analyst works with the facilitator and the individual and/or his/her agent to complete an *Individual Support Agreement*. The *Individual Support Agreement* and the *Schedule A – Supports and Services* that forms part of the agreement confirm:

- a) the type(s) and amount of supports and services that CLBC has agreed to fund
- b) the goals that will be achieved and the indicators of success
- c) the duration of the supports and services
- d) reporting and evaluation requirements
- e) whether an individual contribution is required

The *Individual Support Agreement* and the *Schedule A – Supports and Services* must be signed before a *Host Agency and Agent Support Agreement* is completed. The *Individual Support Agreement* continues in effect unless it is ended by either party. The *Schedule A* is modified as required to reflect updates to the Individual Support Plan that result in changes to the goals, type of services provided, or funding levels.

**4.9** The individual and/or his/her agent use the information in the *Schedule A – Supports and Services* to assist them in deciding, together with their selected Host Agency, how the individual’s supports and services will be provided. The individual or agent and Host Agency sign a *Host Agency and Agent Support Agreement* that defines:

- a) the responsibilities that the agent and Host Agency will each assume for arranging and managing the supports and services
- b) how success in achieving the goals will be measured and reported
- c) how information will be communicated between the parties
- d) how the services will be monitored
- e) how the agreement can be terminated

CLBC is not a party to this agreement but the individual and/or agent can request that the facilitator assist them in discussing the agreement with the Host Agency. A completed copy of the *Host Agency and Agent Support Agreement* must be submitted to the analyst by the Host Agency prior to the completion of a *Host Agency Funding Agreement*.

**4.10** The analyst completes a *Host Agency Funding Agreement* that is signed by the Host Agency and CLBC. The most recent, signed *Schedule A – Supports and Services* and the Schedule B are integral parts of the *Host Agency Funding Agreement*. The *Host Agency Funding Agreement* together with the related Schedule A and Schedule B documents:

- a) the type(s) and amount of service that CLBC is funding
- b) the individual’s goals and indicators of success
- c) the timing and amount of the payments
- d) reporting and accountability responsibilities of the Host Agency

**4.11** The analyst reviews the *Host Agency Funding Agreement* with the Host Agency and ensures that the agency understands the contractual requirements for the Host Agency to:

- a) maintain separate financial records for each individual covered by a *Host Agency Funding Agreement*. These records must account for the funds received from CLBC and payments made by the Host Agency on behalf of each individual
- b) maintain and retain financial records, invoices and receipts sufficient to demonstrate how the funds have been spent on behalf of the individual. Shared costs, such as staff wages or facility costs that cannot be directly attributed to one individual must be allocated on a reasonable basis.
- c) provide financial reports to the agent every three months, detailing the funds received from CLBC and the amounts spent providing supports and services for the individual during the reporting period and submit copies of these reports to CLBC at the end of each reporting period.
- d) obtain and evaluate a criminal record check for each support worker, prior to engaging their services.

**4.12** The analyst ensures that the Host Agency is aware of the following terms of the *Host Agency Funding Agreement*:

- a) CLBC may seek recovery of any unspent funds
- b) CLBC will seek recovery of any funds used in a manner that contravenes the terms of the agreement
- c) *Host Agency Funding Agreements* will be audited on a sample basis to monitor compliance with the terms and conditions of the agreement. When an agreement is selected for audit, the Host Agency

will be required to submit documents to CLBC supporting the purchases and cost incurred by the Host Agency in providing services.

**4.13** The analyst explains the renewal and termination process for the agreement to the individual or agent and the Host Agency including the need to comply with employment legislation.

**4.14** The CLBC accounting department disperses the funds for Host Agency Funding and receives financial reports from Host Agencies.

## **5. REFERENCES**

Direct Funding Policy

Guide to Individualized Funding

Host Agency Procedures Guide for Facilitators and Analysts

Individual Support Planning Policy

Individualized Funding Policy

Service Provision by Family Members

Waitlist Policy