



Glossary of Commonly Used Terms

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Accreditation – Accreditation is a way to examine the extent to which an organization meets specified external standards. It involves comparing an organization's actual performance with existing industry standards of operation. Skilled and trained surveyors / peer reviewers from a third party accrediting body check an organization against national or international standards. The same standards of the accrediting body are used for all similar organizations surveyed.

Advisory Committee – A group of appointed self-advocates and family members who give advice to the CLBC Board of Directors on provincial policy and practice issues. The Committee's Terms of Reference have been revised to support greater alignment with the work of Community Councils.

Analyst – A CLBC staff member, who makes decisions on requests for funding and/or services and monitors contracts, assesses system gaps, develops increased provider capacity, ensures a crisis response capacity exists in local communities, and works to improve the effectiveness of contracted services.

Catalogue of Services – A tool used by an Analyst to help identify the type and cost of available services, while providing the flexibility needed to develop new options. The Catalogue facilitates consistency in contracting and promotes transparency and equity in the allocation of financial resources.

Community Council – A voluntary body from each of CLBC's Community Living Centre areas that operates using guidelines established by CLBC. Councils facilitate community engagement by working collaboratively with community partners to support full participation of people with developmental disabilities in their communities.

Community Inclusion Services – Activities funded by CLBC that an individual can participate in within his or her home community, for example, employment services, individualized supports and community based programs.

Community Living Authority Act – An Act of BC's legislature that provides the legal basis for CLBC.

Facilitator – A CLBC staff member, who confirms eligibility, provides information, advice and practical support to eligible individuals and families to assist them to develop and implement individual support plans.

Guide to Support Allocation – A tool that an Analyst uses to provide guidance on the amount of funded support that should be provided to an adult with a developmental disability based on their disability related need.

Home sharing – A situation where an adult shares a home with someone who provides ongoing support. The home may be rented or owned by either the individual or the home sharing provider. Support provided can include a furnished room and other space in home, assistance with self-care and relationship-building, life skills, meal preparation, personal care, and use of community resources and generic services.

Host Agency – An agency approved by CLBC to administer Host Agency Funding agreements.

Informal Community Supports – Support provided by family, friends, neighbours and community members that can include friendship as well as practical, emotional, psychological and material support. By definition, informal community supports are provided outside of formal, and typically government funded services.

Individualized Funding – A payment mechanism (sometimes referred to as IF) that provides a flexible, person-centred, self-directed payment option that allows individuals and families to arrange and manage the supports and services they require to meet disability-related needs.

IF is available through Direct Funding or Host Agency Funding options.

- ♦ **Direct Funding:** An Individualized Funding payment option where funds allocated by CLBC are paid to an individual or his/her agent for the purchase of individualized supports and services
- ♦ **Host Agency Funding:** An Individualized Funding payment option whereby funds allocated by CLBC for the purchase of individualized supports and services are paid by CLBC to a Host Agency selected by the individual and/or agent

Individual Support Plan – A plan that adult individuals can develop on their own, or with the assistance of a CLBC facilitator, personal network members, friends or other trusted advisors, that identifies how the person's disability-related needs will be met, and what their goals are for living in the community.

Personalized Supports Initiative– A January 31, 2010 regulatory amendment enabled CLBC to expand services to more adults with developmental disabilities. The change creates a new set of eligibility criteria that use a comprehensive approach to assess significant limitations in adaptive functioning for adults diagnosed with Fetal Alcohol Spectrum Disorder or Pervasive Developmental Disorder. People began applying for services under what is known as the personalized supports initiative on February 1, 2010.

Person-Centred Planning – A process that is controlled by the person (and sometimes their closest family and friends) that brings together all of the people who are important to the person including family, friends, neighbours, support workers and other involved professionals. The resulting support plan is totally individualized and creates a comprehensive picture of the person and what they want to do with their life.

Safeguards – Mechanisms that are used to ensure people are kept safe and not put at increased risk because of their vulnerabilities. Formal safeguards include such things as community care licensing regulations, accreditation standards, legislation and service monitoring by CLBC analysts. Informal safeguards are provided through community visibility, caring and supportive relationships, informal monitoring and visitation programs by community members and increased social consciousness.

Service Provider – A person or organization delivering community living support under an agreement with CLBC or a person authorized by CLBC.

Stakeholder – A person, group, organization, or system that affects or can be affected by the actions of another. In the community living sector, major stakeholders include self-advocates, family members, service providers, professionals, businesses, civic organization, government and community members.