

PATHWAYS ABILITIES SOCIETY

POLICY: HOME SHARING

Applies to: Home Share Contractors

PREAMBLE

Home sharing is a rewarding way to support an adult with a diverse-ability in a family or individual's home.

POLICY

Home share providers receive a thorough screening which includes:

- Satisfactory criminal record checks for all adults in home.
- Satisfactory background check and references.
- Satisfactory home study, health and safety check and interview.
- Physician's Certification of good Physical and Mental Health.

Requirements for home share providers include:

- Current First Aid/CPR certification.
- Food Safe certification (within three months).
- Valid driver's license and satisfactory driver's abstract.
- Home insurance that covers the individual's belongings
- Vehicle insurance that includes \$3,000,000 third party liability
- Service Provider Privacy and Information Management course.
- Community Living BC Standards for Home Sharing online course.
- Previous experience supporting individuals with diverse-abilities.
- Mandt Training within three months (provided by Pathways).

Pathways will not contract with Pathways employees to provide home share services. Those employees contracting with Pathways prior to the date of policy change, November 19, 2018 will be "grandfathered." Pathways will continue to contract with them to provide home share services to the individuals they currently support. Pathways will not contract with the grandfathered employee to support additional individuals or if the individual that is residing with them moves out.

The service is monitored or checked by the designated Pathways Abilities Society management person.

Each year, all those involved in home sharing receive a Pathways Abilities Society satisfaction survey.

Home share providers are monitored as stated in their contract however at least three times each year a Pathways staff goes to the home sharing home and completes a written review of the service to make sure the person is safe, receiving the support and service they want and that the contract is being completed as it was written. Pathways also contacts the person's support network to get as much information as possible to make sure everyone is happy.

Twice per year, the home share coordinator will speak with the individual supported in home share privately to assess overall well-being, and they will complete the form "Individual Supported in Home Share – Interview".

Three active files are kept for home share contractors: A primary file maintained digitally, a secondary file maintained and stored in locked cabinets and a third file with the original signed contracts.

Files contain the following:

- >Expires and is destroyed or deleted upon expiry.
- * Updated upon date contract approval and destroyed.

1. Primary File:

On the agency server Management>Home Share>Home Share Providers Active:
Application:

- References
- Physician's Declaration
- Home Study Notes
- Home Study Recommendation
- Sketch of home with evacuation routes
- Health and Safety Checklist
- Home Share Provider Orientation
- Medication Administration Audit (if applicable)

Requirements Folder

- Criminal record review
- First Aid >
- FoodSafe
- Driver's Abstract >
- Home Insurance – individual's possessions covered >
- Vehicle Insurance - \$3,000,000 third party liability >
- Old Information folder

Contract Folder

- Contract
- Old Information folder

Quality of Life Reports

- Current year
- Old Information folder

Monitoring

- Current year
- Old Information folder

Miscellaneous

2. Secondary File:

A binder containing the same structure as the digital file. Paper originals are stored in the binder. Documents that are received digitally as outlined above will not be printed and placed in the binder.

Application

- References

- Physician's Declaration
- Home Study Notes
- Home Study Recommendation
- Sketch of home with evacuation routes
- Health and Safety Checklist
- Home Share Provider Orientation

Requirements Folder

- Criminal record review >
- First Aid >
- FoodSafe
- Driver's Abstract >
- Home Insurance – individual's possessions covered >
- Vehicle Insurance - \$3,000,000 third party liability >

Contract Folder

- Contract
- Old Information folder

Quality of Life Reports

- Current year (previous reports will be shredded and digital copy kept in the primary file)

Monitoring

- Current year (previous reports will be shredded and digital copy kept in the primary file)

Miscellaneous

3. Signed Contract File:

The file is kept in the office of the Financial Manager.

Effective/Revision Date

September 18, 2017
November 19, 2018
June 24, 2020

Board Approval

Date Approved

September 18, 2017
November 19, 2018
June 24, 2020