

PATHWAYS ABILITIES SOCIETY

PROCEDURE: HOME SHARE PAYMENTS AND FUNDING GUIDE TEMPLATES (FGTs)

Applies to: Home Share Coordination Managers

Original Approval Date: January 18, 2021

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Replaces Procedure Dated: March 25, 2024

Home Share Provider Payments

Pathways Home Share Providers are paid on the 15th of each month, for that month. The Home Share Coordination Manager is responsible for reviewing and updating the spreadsheet by the 10th of the month and notifying the Finance Manager.

1. At the start of each month, the home share coordination manager:

- Opens the Home Share Payment spreadsheet located on the agency server Management→Budgets→Revenue Home Share.
- Create a new tab on the spreadsheet with the current month and highlight it in red. The tab for the previous month will be changed to no highlighted colour. Highlighting the current month in red ensures that payment information is being collected from the most current tab.
- Copy the worksheet from the previous month and pastes the information into the new tab for the current month.
- Reviews the current month's spreadsheet for any highlighted areas. New contracts will be highlighted, as well as contracts that are ending. Contracts that have a change will also be highlighted (i.e. one time payments, respite payments, etc.) edit these changes accordingly. Any one-time payments from the previous month should be removed. Home share providers or individuals that are removed are moved to the bottom of the spreadsheet under "Left Service", once the home share provider has been paid.
- Compares the individual's names in the Revenue spreadsheet to the ShareVision list "Home Share Contractors" to ensure that all current contracts are accounted for.
- Compares the amounts on the Revenue spreadsheet to the amount on the Fees page, page 20, of the current contract. Current home share contracts are located on the agency server Management→Home Share→Home Share Providers Active →(Home Share Provider last name) →Contract. The amounts for General Funding, Extra Respite, and Funding for Supports to Shared Living should match the amounts in the corresponding columns on the Revenue spreadsheet. Note that the column "Standing Exceptions" are amounts that have been previously approved by CLBC, in which home share providers are paid above the standard Guide to Support Allocations (GSA) home share amount. These amounts do not change.
- Checks to ensure that all individuals have the correct monthly contract rate in Column K on the Revenue spreadsheet. If this column is empty, the home share provider will not be paid. If the FGT column is empty for an individual, check the Home Share FGT (Funding Guide Template) according to the procedure below and enter which FGT the individual belongs to.

- Confirms that all information on the spreadsheet is correct. Send the spreadsheet to the Finance Manager, letting them know it is up-to-date and ready for payment.

Updating Home Share FGTs (Funding Guide Templates)

The Home Share Coordination Manager is responsible for informing the CLBC Analyst of any changes that need to be made to FGTs. FGTs need to be updated if an individual enters or exits a home share, turns 65, or changes addresses. A request for a new FGT may also need to be made if CLBC funding levels have changed or an individual has received a new GSA level

Pathways has four FGTs for home share, and the contract numbers are: 3148298 (#1), 3150397 (#2), 3152082 (#3 – PSI), and 3153258 (#4). FGT #3 (3152082) is specifically dedicated to individuals receiving PSI (Personalized Supports Initiative), which exclusively provides services to individuals who have a diagnosis of Fetal Alcohol Spectrum Disorder (FASD) or Autism Spectrum Disorder (ASD).

Individual home share contracts are split between these FGTs, with a maximum of 25 contracts per FGT.

The home share coordination manager is to email the CLBC Analyst stating the date that changes take affect. Their email should contain the following information: Individual's first and last name, date of birth, their updated address, the first and last name of their new home share provider, and the date that the change came into effect.

The home share coordination manager is to request the updated FGT be sent back so we can obtain a copy. The updated FGT is saved to the server (Management > CLBC > FGTs > Current year > Home Share), and the old FGT with the correlating contract number is moved to the "Old" folder.