

PATHWAYS ABILITIES SOCIETY

POLICY: HOME SHARE

Applies to: Home Share Contractors, Home Share Coordinators, and the Executive Director or designate.

Original Approval Date: September 18, 2017

Date Board Approved: July 22, 2026

Replaces Policy Dated: September 23, 2024

Board Member's Signature

PREAMBLE

Home sharing is a rewarding way to support an adult with diverse abilities in a family or individual's home. Home share providers are contracted to provide safe, respectful support to individuals with diverse abilities in a shared living space.

POLICY

Home share providers receive thorough screening which includes:

- Satisfactory criminal record checks for all adults eighteen years or older in the home.
- Satisfactory background check and three references (including an employment reference, if applicable).
- Satisfactory interview, home study, and health and safety check of the home.
- When appropriate, applicants may be required to provide information demonstrating their ability to safely fulfill the responsibilities of the role, including but not limited to a Physician's Certification of Good Physical and Mental Health, consistent with bona fide occupational requirements and applicable privacy and human rights legislation.
- Satisfactory driver's abstract.

Other requirements for home share providers include:

- Current First Aid/CPR certification.
- Food Safety certification.
- Valid driver's license.
- Home insurance/Tenant's Insurance that covers the individual's belongings.
- Vehicle insurance that includes minimum \$3,000,000 third-party liability.
- CLBC Service Provider Privacy and Information Management course.
- Mandt Training (provided by Pathways within three months) if the supported individual has a Behavioural Support or Safety Plan.
- Abuse Prevention Training through Open Future Learning.
- Additional Training on an ongoing basis.

Insurance requirements must meet or exceed current Community Living BC home sharing standards.

Home Share Providers are independent contractors and are responsible for their own business operations, taxes, and statutory remittances. Nothing in this policy or related procedures shall be construed as creating an employment relationship.

Based on the above criteria, home studies, reference checks, suitability, and relevant standards, Pathways determines who will be approved as home share contractors. Pathways reserves the right to determine suitability of applicants based on operational requirements, safety considerations, and alignment with CLBC standards. While Pathways is not required to provide detailed reasons, decisions will be made in a fair, consistent, and non-discriminatory manner in accordance with applicable legislation. Home Share Coordinators facilitate the process of onboarding new home share providers and assisting individuals in transitioning in or out of home share, according to the Home Share Coordination procedure.

Applicants who have passed a home study and have been approved by Pathways to become a Home Share Provider are required to do an in-house orientation prior to any individuals moving into their home or within one month of being approved. The purpose of the orientation is to ensure that the Home Share Provider clearly understands their role. This orientation is completed by a Pathways Home Share Coordinator. Home Share Providers will receive a one-time honorarium to attend and complete the required orientation. The honorarium is set at a fixed amount equivalent to \$25.00 per hour for a minimum of four hours and a maximum of eight hours. This payment is provided in recognition of time spent completing onboarding requirements and does not constitute wages or an employment relationship. Refer to the Home Sharing Orientation procedure for more details.

Home Share Providers who refer potential Home Share Providers to Pathways will receive a \$50.00 gift card after the referred person has been approved, and then a \$250.00 gift card if the referred Home Share Provider contracts with the agency for 6 months. Referral incentives must not influence placement decisions or override suitability assessments, which remain based solely on the needs of the individual and established approval criteria.

At no time will Pathways Abilities Society discriminate against any applicant based on their age, sex, gender identity or expression, sexual orientation, race, creed, color, national origin, religion, marital or parental status, non-job-related disability, or political beliefs. Contractors requiring the use of a guide dog must provide a Guide Dog and Service Dog certificate from the province of British Columbia. Pathways will ensure compliance with the British Columbia Human Rights Code in all screening, selection, and contracting decisions.

Pathways will not contract with Pathways employees to provide home share services. Those employees contracting with Pathways prior to the date of the 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.

Pathways pays home share providers a monthly set rate that depends on an individual's GSA (Guide to Support Allocation) or level of support required. This funding is provided by CLBC (Community Living BC). Home Share Providers may also receive a monthly set amount for room and board which comes either from the individual's Ministry of Social Development funding for their PWD (Persons with Disabilities) or, if older than 65, the individuals federally funded OAS/GIS (Old Age Security/Guaranteed Income Supplement). Refer to the Home Share Payments and Funding Guide Templates procedure.

Home Share Providers will not have access to supported individuals' finances unless there are no other reasonable options available, including a Public Guardian and Trustee. All actions related to decision-making, consent, and financial support must be consistent with applicable British Columbia legislation, including the Adult Guardianship Act, Representation Agreement Act, and the involvement of the Public Guardian and Trustee where applicable.

Where a Home Share Provider is involved in supporting an individual with their finances, such involvement must be explicitly authorized and documented. Pathways will ensure appropriate safeguards are in place, including periodic review, documentation requirements, and escalation to CLBC or the Public Guardian and Trustee where concerns arise. Pathways will encourage and implement safeguards, including dual signatures or equivalent accountability measures, when necessary, to promote transparency and protect the individual's financial interests. Where a Home Share Provider assists an individual with managing or accessing funds and no independent oversight is available through a family member, legal representative, or a Public Guardian and Trustee, Pathways will implement financial safeguards, including regular financial reviews and documentation checks, as appropriate.

The Home Share Provider must maintain accurate records of funds received, held, or spent on behalf of the individual, including supporting documentation where applicable. Financial records must be available for review by Pathways in accordance with established procedures, and with the individual's informed consent or other lawful authority. The individual's funds must be clearly identified and kept separate from the Home Share Provider's personal funds through a separate account or another secure and documented method that prevents comingling of funds.

The supported individual will have access to their funds and financial records at any time, subject only to any lawful limitations arising from a legal guardianship, representation agreement, court order, or other authorized arrangement.

Concerns regarding misuse of funds will be documented and addressed in accordance with Pathways policies and procedures, CLBC requirements, and applicable legislation.

In all circumstances, the Home Share Provider must act in the best interests of the supported individual and must not derive any personal benefit from access to or management of the individual's funds.

Where possible, financial transactions involving the supported individual should include appropriate oversight controls, such as dual authorization or review by a family member, representative, or designated third party.

Home Share Providers must not assume or accept legal decision-making authority on behalf of a supported individual unless such authority has been legally established through the appropriate legal process and is disclosed to Pathways.

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 and as outlined in the Home Share Monitoring procedure.

If a home share provider decides to move, they must provide the agency with a minimum of 60 days' written notice and the proposed address of the new location. The home share provider must consult with the supported individual to determine their wishes related to moving and consult with the agency to ensure the new location is within the jurisdiction of Community Living BC. Any relocation of a supported individual must prioritize the rights, preferences, and informed consent of the supported individual.

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. The information contained in these files is outlined in the Home Share Administration procedure. All personal information that is collected, used, and stored in relation to Home Share Providers will be managed in accordance with the Personal Information Protection Act (PIPA) of British Columbia and CLBC privacy requirements.

Home Share Providers must immediately report any suspected abuse, neglect, or exploitation in accordance with Pathways Abuse Policy, CLBC requirements, and applicable legislation.

All critical incidents must be reported in accordance with CLBC Critical Incident Reporting requirements and Pathways policies and procedures.

Home Share Providers must disclose any actual or perceived conflict of interest. Conflicts of interest related to financial support of individuals must be disclosed immediately and may result in additional oversight measures or reassignment of responsibilities.

Pathways reserves the right to terminate a home share contract in accordance with contractual terms, including where safety, compliance, or suitability concerns arise, and in alignment with CLBC requirements where applicable.

Where there is any inconsistency between this policy and the referenced policies, applicable legislation, or Community Living BC (CLBC) requirements, the higher standard shall apply.

CROSS-REFERENCE POLICIES AND PROCEDURES

This policy should be read in conjunction with the following Pathways Abilities Society policies and procedures or their most current equivalents:

- Abuse Policy and Procedure
- Incident and Critical Incident Reporting Policy and Procedure
- Home Share Administration Procedure
- Home Sharing Application Procedure
- Home Share Coordination Procedure
- Home Share Emergency Procedure
- Home Share Monitoring Procedure
- Home Sharing Orientation Procedure
- Home Share Payments and Funding Guide Templates Procedure
- Persons Served Finances Policy and Procedure
- Persons Served Rights and Consent for Release of Information Policy
- Confidentiality and Release of Personal Information Policy and Procedure
- Privacy Policy and Procedure
- Conflict of Interest Policy and Procedure
- Code of Ethics Policy and Procedure
- Behavioural Support and Intervention Policy and Procedure
- Designated Decision Maker Policy and Procedure
- Risk Management Policy and Procedure