

PATHWAYS ABILITIES SOCIETY

PROCEDURE: HOME SHARING ADMINISTRATION

Applies to: All Personnel

Original Effective Date: January 18, 2021

Effective Date: December 21, 2023

Replaces Procedure Dated: May 8, 2023

Home Share Caseload Review

Monthly the Home Share Managers meet to review their caseloads and discuss any current and outstanding work to be completed. This review is documented on the agency server Management>Home Share>Team Meetings – Home Share>Current Year>Excel Spreadsheet: Home Share Work. The meeting minutes are documented on the agency server Management>Home Share>Team Meetings – Home Share>Current Year>Meeting Minutes.

Home Share Provider Files

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. Home Share Provider's information is also documented on the ShareVision database.

The Home Share Coordination Manager is responsible for filing all documents according to the procedure below as they are received.

Files contain the following:

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

1. Primary File:

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

- Application
- References
- Physician's Declaration
- Home Study Notes
- Home Study Recommendation
- Health and Safety Checklist
- Home Share Provider Orientation

Requirements Folder

- Criminal record review >
- Criminal record check consent forms (obtain original for five years)
- First Aid >
- Food Safety certificate
- Driver's Abstract >
- Driver's License >
- Home Insurance – individual's possessions covered >

- Vehicle Insurance - \$3,000,000 third party liability >
- CLBC Privacy and Information Management Course certificate
- Abuse Training certificate
- MANDT Training certificate (must be renewed annually if they are supporting an individual with a Behavioural Plan)
- Old Information folder

Contract Folder

- Contract *
- Signed Confidentiality Agreement *
- Signed Conflict of Interest *
- Old Information folder

Quality of Life Reports

- Current year's Quality of Life Report
- Old Information folder

Monitoring

- Current year's Monitoring Forms
- Old Information folder

Miscellaneous

- Medication Administration Audit (if applicable)
- Sketch of home with evacuation routes

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:

- Application
- References
- Physician's Declaration
- Home Study Notes
- Home Study Recommendation
- Health and Safety Checklist
- Home Share Provider Orientation

Requirements Folder:

- Criminal record review >
- First Aid >
- Food Safety certificate
- Driver's Abstract >
- Driver's License >
- Home Insurance – individual's possessions covered >
- Vehicle Insurance - \$3,000,000 third party liability >
- CLBC Privacy and Information Management Course certificate
- Abuse Training certificate
- MANDT Training certificate (must be renewed annually if they are supporting an individual with a Behavioural Plan)

Contract Folder:

- Contract *
- Signed Confidentiality Agreement *

- Signed Conflict of Interest *
- Old Information folder

Quality of Life Reports:

- Current year's Quality of Life Report (previous reports will be shredded and a digital copy kept in the primary file)

Monitoring:

- Current year's Monitoring Forms (previous reports will be shredded and a digital copy kept in the primary file)

Miscellaneous:

- Sketch of home with evacuation routes
- Medication Administration Audit (if applicable)

3. Signed Contract File:

The paper copy is kept in the office of the Financial Manager.

ShareVision Files

The ShareVision list "Home Share Contractors" contains a list of all home share providers that are currently contracting with Pathways. Each individual contractor has an information sheet that includes their personal information, the individual(s) living with them, their requirements and expiry dates, information on respite providers, and other pertinent information. This list is updated by the home share coordinator as information is received.