

PATHWAYS ABILITIES SOCIETY

PROCEDURE: HOME SHARING ADMINISTRATION

Applies to: All Personnel

Original Effective Date: January 18, 2021

Effective Date: September 23, 2024

Replaces Procedure Dated: December 21, 2023

Home Share Caseload Review

Home Share Coordination Managers meet monthly with the executive director to review their caseloads and discuss any current and outstanding work to be completed. The agenda is documented on the agency server in Management>Home Share>Team Meetings – Home Share>Current Year:

Home Share Provider Files

Three active files are kept for home share contractors: A primary file maintained digitally, a secondary binder maintained and stored in locked cabinets, and a third file which consists of 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 Folder:

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

Contract Folder:

- Contract *
- Signed Confidentiality Agreement *
- Signed Conflict of Interest *
- Signed Home Share Provider Expectations
- Old Information folder

Miscellaneous Folder:

- Medication Administration Audit (if applicable)
- Home Share Provider Managing Individual's Finances (if applicable)
- CLBC Emergency Evacuation Plan

- Sketch of home with evacuation routes
- Individual and Family Wellness Reconciliation Forms

Monitoring Folder:

- Current year's Monitoring Forms
- Old Monitoring folder

Quality of Life Reports

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

Requirements Folder:

- Criminal record clearance letter >
- 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)
- WorkSafe BC Personal Optional Protection (clearance letter or proof of active coverage)
- Old Information folder

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.

3. Signed Contract File:

The paper copy of each home share contract 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 coordination manager as information is received.