

PATHWAYS ABILITIES SOCIETY

PROCEDURE: HOME SHARING ADMINISTRATION

Applies to: All Personnel

Effective/Revision Date:

January 18, 2021

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>Excel Spreadsheet: Home Share Work. The meeting minutes are documented on the agency server Management>Home Share>Team Meetings – Home Share>2020>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.

The Home Share Mmanager 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 contract approval 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
- 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 >
- Food Safety certificate
- Driver's Abstract >
- Driver's License >
- Home Insurance – individual's possessions covered >
- Vehicle Insurance - \$3,000,000 third party liability >
- CLBC Home Sharing Standards Course certificate

- CLBC Privacy and Information Management Course certificate
- Old Information folder

Contract Folder

- Contract *
- Signed Confidentiality Agreement *
- Signed Conflict of Interest *
- 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

- 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 >
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- Food Safety certificate
- Driver's Abstract >
- Driver's License >
- Home Insurance – individual's possessions covered >
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Contract Folder

- Contract *
- Signed Confidentiality Agreement *
- Signed Conflict of Interest *
- 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.

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 which 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.