

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: HOME SHARING APPLICATION**

**Applies to:** All Personnel, Home Share Contractors, Coordinators, and Managers

Original Effective Date: May 8, 2023

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Replaces Procedure Dated: Not Applicable

### **Application to Provide Home Share**

1. The Home Share Manager:

- Enters any communications with persons interested in contracting home share services into the ShareVision list Home Share Provider Applicants and Enquiries.
- Discusses home sharing services and answers any questions the applicant may have.
- Gives the person desiring to provide home share services the "Application Home Share" form to complete and submit to the Home Share Manager, as well as the "Requirements and Expectations" document to review.
- After reviewing the submitted application, the Home Share Team decides whether to proceed with a home study. If the decision is not to proceed with a home study, the applicant is notified.

2. The Home Share Manager meets with the applicant and:

- Once more, reviews the "Requirements and Expectations" document.
- Asks the applicant to complete the "Consent for Criminal Record Check" form. If the applicant has completed a criminal record check through the Ministry of Public Safety and Solicitor General (NOT the RCMP) with another agency within the last five years, the "Sharing" form can be completed.
- Asks to see their Driver's Licence and takes a picture or photocopy for the file.
- Asks to see their vehicle insurance which includes having \$3 million third party liability, and takes a picture or photocopy for the file.
- Gives the applicant the information regarding obtaining a driver's abstract and asks that the abstract be emailed directly to the Home Share Manager.
- Reviews the contact information for references. Three positive references are required; one professional/employment reference at a minimum.
- Gives the applicant the "Physician's Declaration of Good Physical and Mental Health" form to have completed and returned.
- Asks for their first aid certificate, Food Safety course certificate, and MANDT or NVCI certificate. If the applicant does not have this certification suggests where they can take the courses and mention that MANDT training is offered by Pathways.
- Lets the applicant know that when the references have been checked, the criminal record review and driver's abstract have been received, and the "Physician's Declaration of Good Physical and Mental Health" is completed, then the decision whether to proceed with the home study will be made.
- If the Home Share Manager decides not to proceed with the home study process at any time, the applicant is informed.

All electronic documents are filed in the "Potential Home Share Providers" folder on the Data server, and all paper documents are filed in the Home Share Provider Applicants binder.

3. The Home Share Manager schedules a home study at the applicant's home and conducts home study interviews guided by the suggested questions in the "Home Study Questions" document. The Home Share Manager also completes an inspection of the home, guided by the "Home Study Health and Safety Checklist". The home study process may end at any time if the Home Share Manager feels the applicant is not suitable for approval. If this is the case, the applicant is notified.

4. When the home study is complete, the "Home Study Recommendation" form is completed and submitted to the Executive Director for review. If any requirements are missing, a recommendation to approve upon receipt of the required documentation can be made. If the recommendation is not to approve, the applicant is notified.

5. After the required documentation is received and in place, the applicant becomes an approved home share provider.

6. The Home Share Manager:

- Requests an orientation package from the Executive Director and schedules an orientation at Pathways, according to the Home Sharing Orientation procedure.
- Creates the Home Share Provider's file on the agency server Management>Home Share> Approved Home Share Providers – not currently active.
- Creates the Home Share Provider's file on the ShareVision List "Home Share Contractors" and files them as inactive until they are matched with an individual.
- Creates a binder containing the same structure as the digital file. Paper copies of documents are stored in the binder (see Home Sharing Administration Procedure).

### **Applicant Transferring Their File From Another Agency**

1. The Home Share Manager enters any communications with persons interested in contracting home share services into the ShareVision list "Home Share Provider Applications".

2. The applicant is informed that the individual and their family decide which agency the home share contract is administered by. The Home Share Provider asks that the individual and/or their family contact the Home Share Manager to confirm that they want Pathways to administer the home share contract. After this confirmation is received, the application will proceed.

3. The Home Share Manager:

- Speaks with the applicant and discusses Pathways' home sharing services and Pathways' requirements for home share and informs them of the need for a reference from the agency they are currently contracting with. This reference is obtained using the form "Reference from Coordinating Agency" and requires the applicant's consent. The Home Share Manager answers any questions.
- Decides whether to proceed with the application. If the decision is not to proceed with the application, the applicant is notified.

- Contacts Pathways' appointed CLBC Analyst to report the contractor is applying with Pathways.
- Contacts the Agency that the applicant is currently contracting with and requests that they complete the form "Home Share Provider Reference CLBC or Coordinating Agency".
- Decides whether to proceed with a modified home study. If the decision is not to proceed with a home study, the applicant is notified.

4. If the decision is to proceed with a home study, the applicant requests the agency they are currently contracting with to transfer their file to Pathways.

All electronic documents are filed in the "Potential Home Share Providers" folder on the Data server, and all paper documents are filed in the Home Share Provider Applicants binder.

5. Upon receiving the file from the other agency, the Home Share Manager:
- Contacts the applicant to request any requirements that are missing or outdated, specifically: Criminal Records Review, first aid and CPR, Food Safety certificate, driver's abstract, proof of \$3,000,000 third party liability on vehicle insurance, a "Physician's Declaration of Good Physical and Mental Health". If the original home study with references is not part of the transferred information, then the applicant is asked to submit three references.
  - Conducts a home study. If the original home study was transferred with the file, then the interviews are guided by the questions in the "Modified Home Study Notes" document. If the original home study was not transferred, then home study interviews are guided by the suggested questions in the "Home Study Questions" document. The Home Study Health and Safety Checklist form is completed. The home study process may end at any time if the Home Share Manager feels that the applicant is not suitable for approval. If this is the case, the applicant is notified.

6. When the home study is complete, a "Home Study Recommendation" is completed and submitted to the Executive Director for review. A recommendation to approve upon receipt of the required documentation can be made. If the recommendation is not to approve, the applicant is notified.

7. After the required documentation is received and in place, the applicant becomes an approved home share provider.

8. The Home Share Manager:
- Requests an orientation package from the Executive Director and schedules an orientation at Pathways, according to the Home Sharing Orientation procedure.
  - Creates the Home Share Provider's file on the agency server Management>Home Share> Approved Home Share Providers – not currently active.
  - Creates the Home Share Provider's file on the ShareVision List "Home Share Contractors" and files them as inactive until they are matched with an individual.
  - Creates a binder containing the same structure as the digital file. Paper copies of documents are stored in the binder (see Home Sharing Administration Procedure).