

PATHWAYS ABILITIES SOCIETY

PROCEDURE: HOME SHARING COORDINATION

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

Original Effective Date: January 18, 2021

Effective Date: January 29, 2024

Replaces Procedure Dated: May 8, 2023

Assisting Individuals to Find Home Share

1. Families and/or individuals with home sharing contracts are referred for service as outlined in the Entrance, Transfer, Increase, and Discontinuation of Service policy and procedure.
2. If the home share referral has not been received, the Home Share Provider notifies the individual's family/caregiver to contact their CLBC facilitator and have a referral sent to Pathways. Once the home share referral is received, families and/or individuals seeking home share meet with the Home Share Manager to determine needs in order to match them with an appropriate Home Share Provider.
3. The Home Share Profile for Individual form is started at the initial meeting. Additional meetings with the individual and family may be required to complete the Home Share profile for the individual.
4. Once a potential suitable Home Share Provider is found, a meeting is arranged between the individual, their family, the Home Share Manager, and the potential Home Share Provider. The individual may invite their CLBC Facilitator or other people in their support network. This initial meeting takes place at a neutral location. If there is a strict timeline and both parties are comfortable, the initial meeting may occur at the potential Home Share Provider's house.
5. If the initial meeting goes well, the Home Share Manager arranges a second meeting at the Home Share Provider's home. The individual and their family or support persons attend. If it is determined that the match is not suitable, another potential Home Share Provider is contacted.
6. If the home visit goes well, a respite visit is strongly encouraged. The individual's current home share provider is expected to pay for this respite using their respite funding. If the individual is not currently living with a home share provider, the Pathways Home Share Coordinator contacts their CLBC liaison to confirm there is funding in place for respite. If it is determined after respite that the match is unsuitable, another potential Home Share Provider is contacted.
7. Steps 3 through 5 are repeated until a suitable match is found or it is determined that Pathways does not have any potential approved Home Share Providers.

8. If there are no other potential Home Share Providers available, the Home Share Manager:

- Informs the individual and their family that Pathways does not have any potential Home Share Providers and advises them to contact their CLBC Facilitator.
- Informs the individual's CLBC Facilitator and CLBC Liaison Analyst that Pathways is not able to find a suitable match and asks that the referral be rescinded.
- Advises the Community Placement Developer (CPD) that the referral has been rescinded.

9. If it is determined that the match is suitable, the Home Share Coordination Manager:

- Coordinates a move-in date. The individual's current home share provider, family member, or support person is responsible for helping the individual move their belongings.
- Coordinates a transition meeting and uses the form "Transition Plan Home Share" as a guideline to ensure all aspects of the transition are considered. An intake meeting can also be completed by the CPD at the same time as the transition meeting. If the individual is not already receiving services from Pathways, the individual or their support person(s) are sent a link to complete the ShareVision Individual's Information list online, prior to the transition/intake meeting. If the individual is unable to complete the form online, it will be completed at the initial intake meeting.
- Fills out the form "Ministry Consent to Disclosure of Information" and gets the individual to sign the form.
- **If the individual is under 65 years old:** Fills out the "Ministry Shelter Information Form" and gets the new home share provider to sign it.
- Obtains a void cheque or direct deposit form from the home share provider if they are new to Pathways and gives a copy to the Finance Manager for payroll.
- If the new home share provider is not already signed up for direct deposit with the Ministry and the individual would like their room and board payments to go directly to the home share provider, the Home Share Provider will need to complete the "Ministry Direct Deposit Application" form with their signature, attach a direct deposit form from their bank or a voided cheque, and mail to the Ministry of Social Development and Poverty Reduction (address on Page 3 of the form). They can also drop off this form at the local office in Kelowna: 130-1640 Dilworth Drive, Kelowna, BC, V1Y 7V3.
- Contacts the Ministry of Social Development (contact information can be found in the ShareVision list Contractors for Building and Equipment Maintenance) and informs them that the individual is moving (this e-mail will include the individual's name, the name of the new Home Share Provider, and their full address). This e-mail includes attachments of the signed "Consent to Disclosure of Information" and the "Shelter Information Form".
- **If the individual is over 65 years old:** The Home Share Manager instructs the new Home Share Provider to go to the Service Canada Kelowna Office with the individual they will support to set up banking information and direct deposit payments.

10. The Home Share Coordination Manager:

- Checks with the individual and their family to ensure the individual has support with moving their possessions to the new home.
- Instructs the Home Share Provider and the individual to create a list of possessions and forward the list to the Home Share Manager.
- Discusses the homeowner's insurance and establish whether the individual will need to have extra tenants' insurance.

- Revises the Home Share Revenue spreadsheet and Home Share Funding Guide Template (FGT) using the Home Sharing Payments and Funding Guide Templates Procedure and sends the amended FGT to the CLBC Liaison for review.
- Prepares the contract and gives it to the Home Share Provider for signature, then has it signed by the Home Share Manager or Executive Director. A copy of the contract is given to the Home Share Provider, and the original is filed with the finance department.
- Updates the Home Share Contractors list in ShareVision.
- Creates a binder for the Home Share Provider (if they do not already have one) and files all documents accordingly.
- After the individual moves into the home, the Home Share Coordination Manager schedules informal check-ins with the home share provider and the supported individual one week, two weeks, and one month post move-in date.

Individual Changing Home Share Providers

1. When a supported individual wants to move to another home share arrangement the individual is encouraged to contact their CLBC Facilitator to inform them.
2. The Home Share Manager emails the CLBC Facilitator and Analyst that the individual would like to move.
3. The CLBC Facilitator and Analyst will advise the Home Share Manager on how to proceed if the individual wishes:
 - Pathways to locate another Home Share Provider, then the “Assisting Individuals to Find Home Share” section of this procedure will be followed.
 - Another agency to locate a home share situation then the Home Share Manager follows the “Individual Transitioning from Pathways Home Share” procedure below.

Individual Transitioning from Pathways Home Share

1. The Home Share Manager:
 - Coordinates a transition meeting and uses the form “Transition Plan Home Share” as a guideline to ensure all aspects of the transition are considered.
 - Checks with the individual and their family to ensure the individual has support with moving their possessions to the new home.
 - Updates the Home Share Funding Guide Template (see Home Sharing Payments and Funding Guide Templates procedure)
 - Notifies the CPD of the exit so that the “Exiting Pathways Procedure” can be followed.
 - Updates the Home Share Contractors list in ShareVision.
 - Updates the “Revenue Home Share” spreadsheet by cutting the information and pasting it to the bottom of the spreadsheet.
 - Completes responsibilities in the “Exiting Pathways Procedure.”

Individuals Turning 65

When an individual in home share turns 65, they are no longer eligible to receive PWD (Persons with Disability) funding and they become eligible to receive Old Age Security (OAS) or Guaranteed Income Supplement (GIS). This will start the month after the individual’s 65th birthday. Individuals typically receive a letter from the Ministry of Social Development and Poverty Reduction on their 64th birthday, prompting them to apply for OAS or GIS.

1. At least one month before an individual in home share turns 65, the Home Share Manager or Coordinator:
 - Notifies the individual and their home share provider that they will no longer receive PWD funding when they turn 65, and that they will begin receiving OAS or GIS.
 - Notifies the home share provider that they will begin receiving less money for their home share rate, but that the individual's room and board will increase from \$716.00 per month to \$1,005.80 per month. Overall, the total amount that they receive will remain the same.
 - Notifies the individual that they will need to set up monthly direct payments to their home share provider for room and board, as Service Canada does not set up direct deposits for home share providers.
 - Revises the Home Share Revenue spreadsheet to indicate that the individual is over 65 and changes the "Monthly Provider Fees per Funding Guide" column to the new rate, according to the most recent CLBC Home Sharing Rate Table. The "Total Monthly HSP Payment" column should automatically re-populate.

Emergency Placements

1. If a situation arises that a person needs to move immediately, the Home Share Manager contacts any suitable emergency respite providers, either from the Home Share Contractors list or the Home Share Situations Available list. A list of home share providers who are available for emergency respite is also located on the server Management>Home Share>Team Meetings – Home Share>Home Share Work spreadsheet.
2. Once a suitable situation is found, the Home Share Manager arranges for the individual to move in. For emergency placements, the Home Share Manager may have to assist with the move-in process if the individual does not have a family member or support persons available to do so.
3. The Home Share Manager notifies the CLBC Liaison of the situation, where the individual is staying, and for how long.
4. The Home Share Manager updates the Home Share Payments spreadsheet located on the server Management → Budgets → Revenue Home Share according to the "Home Share Payments and Funding Guide Templates" Procedure.
5. Once the individual has moved into the emergency placement, the Home Share Manager checks in with them 3 days after, one week after, and two weeks after their transition date.

Contract Termination

1. If:
 - Pathways terminates a contract due to a provision outlined in the contract, a letter terminating the contract is sent via email and Canada Post outlining contract provision violations.
 - The Contractor serves notice on their contract; a confirmation e-mail is sent which includes the date that the notice was given.

- A contract is expiring, and Pathways is choosing not to renew the contract minimally 30 days before the expiry date, a letter stating the contract will not be renewed is sent via email and Canada Post.

2. The Home Share Manager contacts the individual and asks them if they would like to continue living with their home share provider or remain with Pathways and move into a new home share. If the individual decides that they would like to move, follow the Emergency Placements procedure above.

3. The Home Share Manager completes responsibilities in the “Exiting Pathways Procedure.”