

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: HOME SHARING ORIENTATION**

**Applies to:** Home Share Coordinators/ Manager, Finance Manager, and Home Share Contractors

Original Effective Date: December 5, 2022

Effective Date: May 8, 2023

Replaces Procedure Dated: December 5, 2022

### **Orientation for all new Home Share Providers:**

1. Individuals who have passed a home study and have been approved by Pathways to becoming a Home Share Provider(s) are scheduled by the Home Share Coordinator/ Manager to do a maximum of 8 hours of in-house orientations prior to any individuals moving into their home, or within one month of being approved.

2. The orientation consists of a review of the Contractor's expectations and requirements, including the following:

- Completing the following training:
  - the CLBC Service Provider Privacy and Information Management course.
  - Abuse Prevention Training.
  - Food Safety certification.
- Reviewing and signing the Conflict of Interest and Confidentiality Agreements.
- Scheduling the Contractor to complete and submit the following if they do not already have:
  - First Aid/CPR certification.
  - Valid driver's license and satisfactory driver's abstract.
  - Home insurance that covers the individual's belongings (if applicable at the time).
  - Vehicle insurance that includes \$3,000,000 third party liability.
  - Proof of full vaccination against COVID-19.
- Providing an overview of the contract and signing of the contract (if applicable at the time).
- An orientation of the 123 Franklyn Road location.
- An overview of the accountability chart.
- An overview of Pathways History and Services.
- An orientation to Pathways Website, including the Policies and Procedures page.
- Reviewing:
  - Safety first.
  - Pathways Emergency Contact Information.
  - Pathways Home Share Services Handbook.
  - Home Share Policies and Procedures.
  - CLBC policies referenced in the contract.
  - Respite expectations.
  - Decision-making and problem-solving.
  - Quality of Life Reporting.
  - Care Plans.

- Critical Incident Reporting reiterating the importance of adhering to the policy and procedure.
- Additional training opportunities.
- Reviewing Pathways External Influences:
  - Community Living British Columbia (CLBC).
  - CLBC Handbook for Home Share Providers.
  - CLBC Standards for Home Sharing.
  - Health Services for Community Living (HSCL).
  - Commission on Accreditation and Rehabilitation Facilities (CARF Accreditation).
  - Inclusion British Columbia.
  - Ministry of Poverty and Reduction.

4. Upon completion of the orientation, the Home Share Coordinator/ Manager submits a cheque request to the finance department outlining the number of hours of the orientation.

5. The Finance Manager completes and mails the cheque.