

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: September 23, 2024

Replaces Procedure Dated: May 8, 2023

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.
- 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.