

PATHWAYS ABILITIES SOCIETY

POLICY: HOME SHARING

Applies to: Home Share Contractors, Coordinators and Managers

Original Approval Date: September 18, 2017

Date Board Approved: October 23, 2023

Replaces Policy Dated: March 27, 2023

Board Member's Signature

PREAMBLE

Home sharing is a rewarding way to support an adult with diverse-abilities in a family or individual's home. Home share providers are contracted to provide safe, respectful support to individuals with diverse-abilities in a shared living space.

POLICY

Home share providers receive a thorough screening which includes:

- Satisfactory criminal record checks for all adults eighteen years and older in the home.
- Satisfactory background check and three references (including an employment reference, if applicable).
- Satisfactory interview, home study, and health and safety check of the home.
- Physician's Certification of Good Physical and Mental Health.
- Satisfactory driver's abstract.

Other requirements for home share providers include:

- Current First Aid/CPR certification.
- Food Safety certification (within three months).
- Valid driver's license.
- Home insurance/Tenant's Insurance that covers the individual's belongings.
- Vehicle insurance that includes minimum \$3,000,000 third-party liability.
- CLBC Service Provider Privacy and Information Management course.
- Mandt Training (provided by Pathways within three months) if the supported individual has a Behavior or Safety Plan.
- Abuse Prevention Training through Open Future Learning.
- Proof of full vaccination against COVID-19.
- Additional Training on an ongoing basis.

Based on the above criteria, home studies, reference checks, suitability, and relevant standards, Pathways determines who will be approved as home share contractors. Pathways is under no obligation to contract with applicants they feel are not suitable, nor does Pathways have to provide a reason why. Home Share Coordination Managers facilitate the processes of onboarding new home share providers and assisting individuals in transitioning in or out of home share,

according to the Home Sharing Coordination procedure.

Applicants who have passed a home study and have been approved by Pathways to become a Home Share Provider(s) are required to do an in-house orientation prior to any individuals moving into their home or within one month of being approved. The purpose of the orientation is to ensure that the Home Share Contractor(s) clearly understand their roles. This orientation is completed by a Pathways Home Share Coordination Manager.

The Contractor is paid a contracted rate of \$25.00 per hour to attend and complete the orientation. The orientation will take a minimum of four hours and up to eight hours maximum. Refer to the Home Sharing Orientation procedure for more details.

Home Share Providers who refer potential Home Share Providers to Pathways will receive a \$50.00 gift card after the referred person has been approved, and then a \$250.00 gift card if the referred Home Share Provider contracts with the agency for 6 months.

At no time will Pathways Abilities Society discriminate against any applicant based on their age, sex, gender identity or expression, sexual orientation, race, creed, color, national origin, religion, marital or parental status, non-job-related disability, or political beliefs. Contractors requiring the use of a guide dog must provide a Guide Dog and Service Dog certificate from the province of British Columbia.

Pathways will not contract with Pathways employees to provide home share services. Those employees contracting with Pathways prior to the date of the policy change, November 19, 2018, will be "grandfathered." Pathways will continue to contract with them to provide home share services to the individuals they currently support. Pathways will not contract with the grandfathered employee to support additional individuals or if the individual that is residing with them moves out.

Pathways pays home share providers a monthly set rate that depends on an individual's GSA (Guide to Support Allocation) or level of support required. This funding is provided by CLBC (Community Living BC). Home Share Providers may also receive a monthly set amount for room and board which comes either from the individual's Ministry of Social Development funding for their PWD (Persons with Disabilities) or, if older than 65, the individuals federally funded OAS/GIS (Old Age Security/Guaranteed income Supplement). Refer to the Home Sharing Payments and Funding Guide Templates procedure.

Each year, all those involved in home sharing receive a Pathways Abilities Society satisfaction survey.

Home share providers are monitored as stated in their contract and as outlined in the Home Share Monitoring procedure.

If a home share provider decides to move, they must provide the agency with a minimum of 60 days' written notice and the proposed address of the new location. The home share provider must consult with the supported individual to determine

their wishes related to moving and consult with the agency to ensure the new location is within the jurisdiction of Community Living BC.

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 information contained in these files is outlined in the Home Sharing Administration procedure.