

Home Share – 24 Hour Agency Supported

Reference Previous CLDS Policy or Circular (if applicable)?	
CLDS Policy:	Home Share Funding Standards

Service Definition

Home Share – 24 Hour is a living situation in which an adult who is eligible for CLDS shares a home with a licensed support provider contracted to provide support and assistance. The home is owned, rented or leased by the support provider. In the 24 hour model, the CLDS participant does not attend a daytime activity such as school, employment or day service and requires 24 hour a day support and supervision.

A holistic, person-centred focus is maintained on a long-term basis, recognizing each individual's emotional, psycho social, intellectual, recreational, physical, and spiritual needs and potentials, in addition to his/her right to self-determination.

A safe, clean, comfortable home in the community is provided for individuals, where families and friends are welcomed. Home Share arrangements comply with all provincial legislation and residential standards. The Agency will provide support for foster placement(s) including but not limited to the following: recruitment, training, consultation, co-ordination or crisis response, and facilitating the licensing of foster homes.

Components

In the Agency Supported Model, the Agency provides the oversight to ensure that the support provider meets the following core components:

- A. To provide a safe, secure home in the community for individuals.
- B. To provide a welcoming atmosphere for families and visitors.
- C. To ensure that the services provided:
 - recognize individual choice;
 - recognize each individual's potentials and limitations; and are responsive to the needs of the individual and community.
- D. To ensure that all programming is professionally and ethically sound.
- E. To establish and maintain effective communication among individuals, families, the Service Provider, CLDS and the community.
- F. To encourage opportunities for each individual to be as independent as possible by providing supports in the least restrictive, least intrusive manner.
- G. To participate in the development and implementation of person centred plans by:
 - attending planning meetings;
 - participating in establishing goals;
 - implementing responsibilities identified in the plan;
 - actively supporting the overall plan developed for each individual; and
 - consulting with the support network, professionals and resource persons as required.

These components and service goals are realized through the following activities:

- a) providing opportunities and assisting each individual to make decisions affecting his/her life, recognizing individual rights, and that the individual may choose to take reasonable risks;
- b) providing a wide range of opportunities for each individual to participate in the community;
- c) assisting with the development and maintenance of an individualized life-style by:
 - assisting with the coordination of all the routine daily care and support required;

- ensuring an appropriate balance of work, unstructured personal time, planned leisure and recreation, social and spiritual development opportunities;
 - assisting each individual to access community resources that meet their needs (e.g. medical, psychological, spiritual, educational, physical and recreational)
 - providing opportunities for individuals to make choices (e.g. level of activity desired, recreational/social activities, food preferences/meal times, personal hygiene routines, selection of clothing, planning/implementing person centred plan, decoration of room);
 - assisting each individual with the development of skills for daily living that support his/her personal routine including punctuality, proper attire, communication and interpersonal skills; and
 - providing the encouragement and support that each individual may require to pursue personal interests;
- d) maintaining each individual's optimum health by:
- promoting personal hygiene, appropriate dietary habits and other personal routines;
 - monitoring and/or administering each individual's medications and maintaining medication documentation;
 - scheduling medical, dental and other appointments necessary to maintain good health and providing the assistance required for attendance; and
 - providing necessary medical and personal information to other service providers to ensure the health, safety and well-being of the individual;
- e) encouraging the individual to advocate for himself/herself and advocating on behalf of the individual as needed;
- f) encouraging relationships with family members, friends and personal advocates;
- g) supporting the individual in maintaining meaningful activities;
- h) where an individual is employed, providing the residential supports required to maintain the employment;
- j) providing competent and trained personnel, while adhering to the staffing plan as approved by CLDS;
- k) assisting with the management of each individual's personal finances, as required, including:
- assisting with any necessary purchases;
 - coordinating/facilitating the financial plans unless otherwise negotiated;
 - maintaining the individual's financial records in accordance with the legislation, regulations and policies of the Residential Care Licensing Program and the Community Living disABILITY Services Management of Personal Funds Policy;
- l) providing information and resources to assist each individual to understand how to respond to emergency situations.

Provider Qualifications Eligibility Criteria

- All applicants wishing to operate a home share home must be eligible to live and work in Manitoba, be licensed by Residential Care Licensing and meet all applicable requirements.
- Must be 18 years of age or older.
- The support provider must have a Service Purchase Agreement (SPA) in place with the Department.
- Paid and non-paid staff who are under 18 years of age may only perform non-care and non-supervision duties. They cannot provide direct supervision of individuals.
- The support provider must provide a satisfactory Criminal Record Check (with a clear vulnerable sector search), and a clear Child Abuse Registry Check and clear Adult Abuse Registry Check.
- In addition to any specific requirements that may be contained in the SPA, the Service Provider shall ensure they have a policy requiring that all employees and volunteers must have a satisfactory criminal record check including a clear vulnerable sector search (where applicable), and clear child abuse and

adult abuse registry checks (where applicable) prior to the date of hire. All employees and volunteers must immediately disclose to the Service Provider any change to any employee record check.

Additional requirements include;

- Previous knowledge and experience in the area of disabilities.
- Willingness to work cooperatively with the department and the individual's support network.
- Participate in additional training as required to support the individual.

Parameters/Exclusions allowed Mode(s) of Delivery

Service Parameters:

- The Residential Care Licensing Regulation permits up to four beds. CLDS will consider a maximum of two individuals residing in the same home share arrangement. Exceptions can be considered by CLDS on a case by case basis. Exceptions will take into account sibling placements, compatibility and complexity of needs as factors to consider in the approval of additional individuals residing in the placement.
- The home share support provider will use their existing funding to pay for alternate care beyond the approved respite funding. This could include additional respite hours as well as in-home and out-of-home 24 hour care. If an agency is responsible for arranging alternate care and/or additional respite, the Home Share support provider per diem will be reduced by the amount of respite/alternate care being provided.
- The home share support provider must not be related to the individual or his or her family members.
- The home must be the primary residence of the home share support provider (i.e. the provider does not reside in secondary residence for a portion of the week).

Funding Parameters:

- Services provided are per diem based, 365 days per year.
- For individuals in receipt of Employment and Income Assistance (EIA) benefits, EIA will provide up to \$861.00 per month for room and board with care.
- For individuals not in receipt Employment and Income Assistance (EIA) benefits and who have other sources of income will be responsible to provide the equivalent amount of \$861.00 otherwise covered by EIA.
- Agency Costs are established at the following flat rates:
 - Program Support – \$17.00/day
 - Administration – \$12.00/day
- 50% rate adjustment for 24 hour care. The Funding Model has a built in modifier/formula to account for individuals who do not attend a day service or who attend a day service on a reduced basis. For individuals requiring 24/7 supports, the 50% modifier calculates the increased rate to account for the additional support requirement – for example: a provider supporting receiving a rate of \$60.45 would see an additional \$30.23 to account for the additional support.
- In the 24-hour model, day service funding cannot be billed in addition to residential services.

Mode of Delivery Parameters

- Individual