

## Supports to People Living at Home with Family

Reference Previous CLDS Policy or Circular (if applicable)?	
CLDS Policy:	C 100.2.2

### Service Definition

The goal of CLDS is to provide support to participants that promote the following outcomes:

- Community Presence- the experience of sharing ordinary places in the community.
- Community Participation- the experience of being an equal member of the community, developing relationships and being part of a growing network of friends.
- Choice- the experience of developing autonomy in both small and everyday matters, as well as life defining matters.
- Competence- the experience of developing the ability to skilfully perform functional and meaningful activities, to grow and use new skills.
- Respect- the experience of having a valued place among a network of people and valued roles in the community.

The goal of Supports to People Living at Home with Family is to provide safe, individualized and flexible services that support families/primary caregivers as well as provide CLDS participants opportunities for skill development/ acquisition and inclusion in their community.

Supports to People Living at Home with Family provide the primary caregiver with short-term supports to assist them with the provision of continuous care to CLDS participants. It also provides opportunities for participants to engage in activities in the community with someone other than a family member/primary caregiver.

Supports to People Living at Home with Family provides supports to participants and their families so they can maintain strong relationships and continue to live together as long as the family is able to continue the living arrangement. An assessment of the need for services shall be based upon the SIS results and a person-centred and family focused plan.

These services can include, but are not limited to, a range of supports such as teaching, companion services, personal assistance, building support networks, person centred planning, problem-solving, before and after school/day program care, respite, socialization and community inclusion activities.

### Activities

Supports to People Living at Home with Family can be delivered in the following ways:

### Respite Services

#### 1. Self Administered Respite

Self Administered Respite Services are purchased, managed and administered by the family or primary caregiver. Respite services may be provided in the participant's home or the private residence of a respite care provider. Overnight respite is allowed within the family home. If overnight respite is provided outside of the participant's home, a letter of approval is required. Respite may be provided in a single block of time (for example two consecutive weeks) or shorter time periods i.e., a specified number of hours per week, as long as the approved amounts have not been exceeded.

## Provider Qualifications Eligibility and Criteria

- Must be 18 years of age or older.
- In Self Administered Respite, the Family agrees to obtain from the prospective respite provider a Criminal Record Check and character references prior to retaining him/her and to provide copies of the aforementioned to Manitoba on request.
- In Self Administered Respite, the Family agrees to obtain from the prospective respite provider an Adult Abuse Registry Check and Child Abuse Registry Check prior to retaining him/her and to provide copies of the aforementioned to Manitoba on request.

### 2. Agency Delivered Respite Care

In Agency Delivered Respite services, the agency assumes all of the administrative, hiring and staffing responsibilities in providing the service. Respite may be provided in a single block of time (for example two consecutive weeks) or shorter time periods i.e., a specified number of hours per week, as long as the approved amounts have not been exceeded.

#### Provider Qualifications Eligibility Criteria

- In Agency Delivered Respite Care, the Service Provider must have a Service Purchase Agreement (SPA) in place with the Department.
- The agency delivered respite facility must meet Residential Care Licensing (RCL) requirements and hold a current license or letter of approval.
- For Agency Delivered Respite Care - 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 criminal record check including a vulnerable sector search (where applicable) and child abuse/adult abuse registry check (where applicable) prior to the date of hire and further that all employees and volunteers immediately disclose to the Service Provider any change to any employee record check.

### 3. Out of Home – Overnight Respite Care

Out of Home –Overnight Respite is provided outside of the participant's home.

#### Provider Qualifications Eligibility Criteria

- Overnight Respite Care must be provided in a facility approved by RCL.
- Payment is provided by CLDS directly to the approved care provider or directed through a self-administered arrangement between the family member and provider.
- The agency delivered out of home overnight respite facility must meet RCL requirements and hold a current license or letter of approval.
- For Agency Delivered Respite Care - 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 criminal record check including a vulnerable sector search (where applicable) and child abuse/adult abuse registry check (where applicable) prior to the date of hire and further that all employees and volunteers immediately disclose to the Service Provider any change to any employee record check.

#### 4. Manitoba Family Services Direct Service Providers

Manitoba Family Services Direct Service Providers (previously called Regular Hours - Family Support) refers to respite provided by the Direct Service Provider (DSP) workforce. Respite services may be provided in the participant's home or supporting the individuals in community based activities.

##### Provider Qualifications Eligibility Criteria

- The care provider must be employed by the Province under the DSP workforce.
- DSPs must have a criminal record check including a vulnerable sector search and child abuse/adult abuse registry check prior to the date of hire and further that all employees immediately disclose to the Service Provider any change to any employee record check.

##### Components

It is the responsibility of the Service Provider to provide the following:

- Services are delivered by a DSP.
- The service is provided for a participant who requires support and/or supervision in his/her day to day life.
- Provide the primary caregiver with short-term supports to assist them with the provision of continuous care to their family member.
- Services focus on skill development/skill acquisition.
- Services delivered to assist families in supporting and maintaining individuals in the family home.

##### Funding Parameters:

- Respite shall be typically billed according to a unit rate or sometimes a daily rate.
- This service cannot be provided or billed for at the same hours on the same day as other in home supports.
- Once the maximum hours or total cost is reached, no additional services are available until the next fiscal year unless there is a significant change in circumstance (significant change in need, urgent or critical need, etc.).
- Amounts are based on full year expenditures and will be prorated during the year of entry.

##### In Home Support Services

###### Activities

In Home Support Services are designed to provide enhanced supports to families and outreach support services for participants with enhanced or complex needs. Individuals with lower support needs in Level 1 and Level 2 can access Respite Services. In Home Support Services are reserved for individuals with higher support needs (Level 3 to Level 7). In Home Support Services can be delivered in the following ways:

###### 1. Supports to Families

Supports to Families provides supports to participants with enhanced or complex support needs and their families so they can maintain strong relationships and continue to live together as long as the family is able to continue the living arrangement. An assessment of the need for services shall be based upon a person-centred and family focused plan.

Services can include, but are not limited to, a range of supports such as education / training, building support networks, person-centred planning, problem-solving, before and after school/day program care, respite, socialization and community inclusion activities.

## 2. Outreach

Outreach services provide transitional support for individuals with enhanced or complex support needs. Services can include preparing for a move from the family home into the community, organized skill development, group activities focussing on skill building and skill acquisition and teaching.

### Components

It is the responsibility of the Service Provider to provide the following:

- Services are typically delivered by a service provider agency, DSP or are self-administered.
- The service is provided for a participant who requires support and/or supervision in his/her day to day life.
- Services focus on skill development/skill acquisition and on readying the participant and family for a move from the family home, if applicable.
- Services delivered to assist families in supporting and maintaining participants with enhanced and complex needs in the family home.

### Provider Qualifications Eligibility Criteria

- The service provider must have a SPA in place with the Department or provided by the DSP workforce, or hired by the family under a Self Administered Contract.
- Criminal Record Checks and Child Abuse Registry Checks / Adult Abuse Registry Checks - 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 criminal record check including a vulnerable sector search (where applicable) and child abuse/adult abuse registry check (where applicable) prior to the date of hire and further that all employees and volunteers immediately disclose to the Service Provider any change to any employee record check.

### Funding Parameters:

- Supports to Families and Outreach shall be typically billed according to a unit rate or sometimes a daily rate.
- This service cannot be provided or billed for at the same hours on the same day as other in home supports.
- Once the maximum hours or total cost is reached, no additional services are available until the next fiscal year unless there is a significant change in circumstance (significant change in need, urgent or critical need, etc.).
- Amounts are based on full year expenditures and will be prorated during the year of entry.

### Mode of Delivery Parameters

- Individual

### Additional Service Criteria

- Supports to people at home services can be delivered with groups of individuals in the community to support relationship development, training and skill building opportunities in a peer setting. In these

situations, economies of scale are achieved and as such service hours are shared among the individuals participating in the service activities. The total hours must be distributed evenly with no double billing allowed.

- In Self Administered Respite Care arrangements, ideally, respite workers should be non-family members. In the instance this is not possible, family members may be permitted to provide respite services to the participant as long as the family member does not reside in the participant's home.
- Supports to People Living at Home with Family are for CLDS participants who reside with family.

## **School In-Services and Summer Programming**

### **Service Definition**

The Service Provider operates school in-services and/or summer programming for participants between the ages of 18 – 21 years, who attend school during the regular school year. There are between 192-196 school days per year (depending on the school division). There are 250 working days throughout the year which results in up to 60 days where some parents may require additional support while their adult child (ages 18-21) remains at home. School In-Service and Summer Programming resources are intended to support parents to remain employed and/or to manage exceptional circumstances. The expectation is that parents first use their vacation leave and natural supports (e.g. family members) to support summer and other school closure time. The service that CLDS is offering is based on these other options being explored/exhausted and is within their Supports to People Living with Family Supports Budget. In situations where the family requires additional supports in excess of their supports budget an exceptions review process is to be followed.

School in-service and/or Summer Programming can be direct support through a self administer contract, DSP or through an agency or a facility-based and/or community-based day services for CLDS participants.

### **Provider Qualifications Eligibility Criteria**

- The service provider must have a Service Purchase Agreement (SPA) in place with the Department or provided by the Direct Service Provider (DSP) workforce or under a self-managed contract.
- Criminal Record Checks and Child Abuse Registry Checks / Adult Abuse Registry Checks - 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 criminal record check including a vulnerable sector search (where applicable) and child abuse/adult abuse registry check (where applicable) prior to the date of hire and further that all employees and volunteers immediately disclose to the Service Provider any change to any employee record check.

### **Parameters/Exclusions allowed Mode(s) of Delivery**

#### **Service Parameters:**

- Eligible for CLDS participants between 18-21 years old.
- Summer Programming is provided during the months of July and August only.

#### **Funding Parameters:**

- Summer Programming services shall not exceed a maximum of 8 hours per day over the course of a maximum 10 weeks per year.
- A maximum of up to 22 in-service days per school year; this includes Christmas and Spring break. This service is intended to support caregiver employment where no caregiver is available to be at home with the individual and the individual is unable to be alone without support. For individuals with a Supports Budget

Level 1, it is assumed that individuals have the ability to spend some time on their own during school in-service days.

- This service cannot be provided or billed for at the same hours on the same day as other in home supports.