

GENERAL MANUAL POLICY

APPROVED BY:


Executive Director

CATEGORY: Family Home/Host Family Providers

TOPIC: Requirements to Screening Process for Respite Providers

Page 1 of 2

PURPOSE

The purpose of this policy directive is to outline the criteria that Community Living Thunder Bay requires in their screening process of potential Respite Providers applying to provide respite supports for the Family Home program.

POLICY

It is the policy of Community Living Thunder Bay to have and utilize written policies and procedure that outline the Family Home Provider selection process; including screening requirements of Respite Providers.

The following are guidelines Community Living Thunder Bay will follow when an individual/family express an interest in becoming a Respite Provider for Supportive Living Services.

1. The Community Living staff member will connect with the interested people or families to share information about Supportive Living Services.
 - An Application and Information Package will be given; which will include an Application Form, History of the Program, Overview of Person Centered Planning, Responsibility Schedules, Bill of Rights, Vision and Mission Statement, Licensing Procedure and a Letter to obtain a Police Vulnerable Sector Check (less than 6 months old).
2. The application will need to be completed and returned to Community Living Thunder Bay.

GENERAL MANUAL PROCEDURE

TOPIC: Requirements to Screening Process for Respite Providers

Page 2 of 2

3. A Police Vulnerable Sector Check is required for all Respite Providers. If providing in home respite, we also require a Police Vulnerable Sector Check for all people living in the home over the age of 18 (copies will be given to Team Leader of Supportive Living Services and kept on file).
4. If providing in home respite: A Community Living Staff will meet the interested provider at their home to conduct a Home Study and dwelling assessment. In the event of an alternate residence (e.g. a camp) a dwelling assessment may be required. The Home Study provides the program with a snapshot of the family dynamics, home layout and assists with coordinating a harmonious connection with a Home sharer.
5. The Community Living staff member will consider the Home Study and Application.
6. Once a harmonious connection is established between the Respite Provider and the Home sharer; Community Living Staff, the Home Provider or the Home sharer may coordinate respite supports. This may initially consist of day visits that transition into overnights and weekend visits.
7. Respite Providers may be expected to participate in orientation and ongoing training as recommended by the agency.