



GENERAL MANUAL POLICY

APPROVED BY:


Executive Director

CATEGORY: Family Home/Host Family Providers

TOPIC: Requirements for Ongoing Support and Oversight of Family
Home/Host Family Placements

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PURPOSE

The purpose of this policy directive is to outline the criteria that Community Living Thunder Bay requires in their Ongoing Support and Oversight of the Host Family Placements.

POLICY

The Family Home Program is one option within a range of Ministry of Community and Social Services (MCSS) funded residential service models for adults with developmental disabilities. The setting of a Family Home placement is located in a private home. Care, support, and supervision are provided to the individual by identified caregivers from the Host Family.

The key goals of the Host Family Program are:

- To provide a safe and secure place to live in a family home setting;
- To promote a high quality of life; and
- To support community involvement, social inclusion, individual choice, independence and rights.

This program provides the opportunity for an individual to live and grow in a nurturing family environment. The Family Home Program is embedded in the belief in a community that respects the dignity and inherent value of each of its members and supports its members to participate, contribute, and lead enriched and meaningful lives.

Community Living Thunder Bay (CLTB) will provide support to and monitoring of all host family providers with the goal of ensuring a successful family home placement for the individual supported.

The following are guidelines Community Living Thunder Bay will follow when monitoring the Family Home/Host Family placements.

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1. Supports and Services

- CLTB will provide training and orientation to the Host Family; including, but not limited to initial certification of CPR and First Aid, information and oversight about the Family Home Program.

- Supportive Living staff will provide education on and ongoing monitoring of our Policies and Procedures:
 - SL 1.0 Abuse Policy
 - SL 2.0 Quality Assurance Policy
 - SL 3.0 Medication Policy
 - SL 3.1 Medical Treatment Policy
 - SL 4.0 Person Directed Planning Policy
 - SL 5.0 Incident/ Occurrence Reporting Policy
 - SL 5.2 Conducting the Investigation Policy
 - SL 6.0 Physical Restraints Policy
 - SL 9.0 Handling of Personal and Household Finances Policy
 - SL 11.0 Individual Rights Policy
 - SL 11.1 Rights Restriction Policy
 - SL 12.0 Complaint Resolution Policy
 - SL 17.0 Natural Support Networks Policy
 - SL 18.0 Health Monitoring Policy
 - SL 19.0 Health Promotion Policy
 - SL 20.0 Criminal Reference Check Policy
 - SL 21.0 Inventory
 - SL 22.0 Auto/ Home Insurance- Driver's License
 - SL 23.0 Confidentiality of Information Policy
 - SL 24.0 Emergency Preparedness & Response Plan Policy

Ongoing Monitoring

- Community Living staff will meet at least every 60 days with the Individual and or Home Provider to discuss supports and any issues or concerns that they may have. During these visits Community Living staff may discuss supports around finances, active planning, transition support, Health and Safety check-ins etc.

- Community Living staff will complete at least one unannounced visit annually to enable CLTB greater diligence in monitoring that the home is safe and the individual is being supported in an appropriate manner by the host family.

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- In-person visits with the individual supported (with a support person if needed) without the host family provider at least quarterly to identify any issues or concerns and if they are happy with the supports being provided
 - Community Living staff will maintain ongoing documentation to support these visits.
 - Yearly Health and Safety Walkthrough
 - Coordination of annual fire inspection
 - Signing of yearly Support contracts
 - We will offer Community information and resources.
 - Ensure compliance with the Ministry caps.
 - Assist the Supportive Living Home Provider, when necessary, in obtaining respite.
 - Arrange for and ensure that the Supportive Living Home Provider receives remuneration as noted in the Service Agreement.

CLTB Reporting Requirements for Family Home:

CLTB will require the family home provider to report to CLTB any of the following situations:

- Any significant changes involving the Host Family, the individual, and/or their living situation (e.g. physical/mental illness, death of a family member, accident)
- When a new person is living in the home on a full-time or part-time basis
- When the primary caregiver in the Host Family is unable to continue providing care to the individual-in this situation:

The person still wishes to stay in the home:

- An assessment of supports that are needed will be done, if possible extra supports brought in to assist family and Home sharer continue to live together; i.e. CCAC

The family home is no longer a long term option:

- Community Living staff will assist the Home sharer with a transitional plan that will meet their needs and continue to monitor and assist as needed.
- Within this plan, the Home sharer may like to look into different living opportunities; i.e. having their own apartment, living with a roommate

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or finding another family he/she may be interested in living with (if this happens CLTB's screening process would need to be completed).

- The transitional process will include notifying our Director of Supports and Services.
- Change of address will be forwarded to necessary agencies; i.e. DSO, ODSP office etc.

- Any other concerns that could impact the individual and their placement
- Incidents identified in the Serious Occurrence Policy
- Complaints made by the individual supported
- Conflict of interest with family home provider, CLTB and/or individual

2. Caregiver Respite Support

- All Respite Providers will be required to complete a Respite Provider Application; including providing professional and personal references, providing a Vulnerable Sector Check (less than 6 months old) and signing affirmations of a valid driver's licence, confidentiality and insurance (if applicable). When providing in home respite, a dwelling assessment may be required.

- All Respite Providers will get an initial information package that will include CLTB's Vision and Mission statement, Bill of Rights, relevant policies to their role and CLTB contact information in case of an emergency.

- Family Home Providers/ Host Families agree to use only agency screened Respite Providers.

3. Relocation Support

- Where a Family Home Provider/Host Family has indicated their intent to move outside of the catchment area of the service agency, CLTB will talk with the Home sharer regarding whether they also want to move.

- If the Home sharer chooses to move with the Home Provider:
 - CLTB will work on a transitional plan with all parties to meet the needs of the individual.

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- The transitional process will include notifying our Director of Supports and Services and Executive Director; as well as connecting with agencies in the new catchments area to ensure all criteria for a placement are met.
 - When required, the CLTB designate will advise the Regional Office and the local Developmental Services Ontario (DSO) Office of the move and work together to ensure all necessary documentation is completed; i.e. change of address.
 - If the Home sharer chooses to stay within our area, Community Living staff will:
 - Assist the Home sharer with a transitional plan that will meet their needs and continue to monitor and assist as needed.
 - Within this plan, the Home sharer may like to look into different living opportunities; i.e. having their own apartment, living with a roommate or finding another family he/she may be interested in living with (if this happens CLTB's screening process would need to be completed).
 - The transitional process will include notifying our Director of Supports and Services.
 - Change of address will be forwarded to necessary agencies; i.e. DSO, ODSP office etc.