

Handbook for Individuals and Families



Home Share



Our Vision

Communities where every person lives with dignity and enjoys a full life.

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Important

This Handbook was printed on October 17, 2023.

Please note that contents may have changed and the most recent copy of this Handbook should be referenced on our Resource Portal on the CLS website.

<https://www.communitylivingsociety.ca/portfolio-items/important-information-about-cls/>

Thank you

Welcome to Home Share

Understanding Home Share as an Option

Home Share offers a unique living arrangement that involves matching a person with a contracted Home Share Provider (an individual, couple, or family). Together they will make a commitment to share a home together. It can be a very flexible arrangement that allows all members of the household to create their own lifestyle together. No two Home Share arrangements will be the same, but each is intended to make sure you have a good life and feel safe, secure, and respected in your home. Home Share provides support 24 hours per day, 365 days a year.



Our Home Share Coordinators take an active role in helping you and/or your personal support network find and build a relationship with a Home Share Provider. At Community Living Society (CLS), we want to help set the groundwork for a good home life where you enjoy strong and trusting relationships with everyone in your household.

Introducing Our Home Share Team

Our Program Team

Our team includes our Director of Programs along with Home Share Coordinators located in different areas in the Lower Mainland to serve our various communities. When you apply to Home Share services, you and/or your personal support network will be assigned a Home Share Coordinator who will be your primary contact and ‘go to’ person. Our Home Share Coordinators work as a team so we make sure that others on the team can be available when your Home Share Coordinator is absent.



Contracted Home Share Providers

CLS contracts with individuals, couples, and families to provide Home Share services. We spend a lot of time getting to know them and making sure they meet all the requirements for Home Share Providers before we contract with them. Later in this handbook, you will learn more about the standards we apply when selecting and preparing Home Share Providers for their role.

Our Contracted Home Share Providers are an important part of our team. They each create a **Home Share Profile** that describes their home, the people who live there, the characteristics of the people they feel would best fit what they can offer, and other information they feel is important for anyone looking for a Home Share arrangement. This information helps our Home Share Coordinators explore potential matches with a person who is seeking a Home Share arrangement.

If you decide to make an agreement to share a home with one of our contracted Home Share Providers, we will make sure they have the information, skills, and training to best serve you and the life you want to live.

Deciding if Home Share is the Right Fit

Not everyone who explores Home Share decides it is the right fit for them. Choosing with whom, where, and in what type of a home you want to live are important life decisions. Our Home Share Coordinators will take time to get to know you, your hopes and dreams for your home life, as well as your support needs. Part of our job is to help you think through what will work and if Home Share is the best option for you. If, together, we decide it is not a good fit, our Home Share Coordinators will help you to explore other options that may be better suited to your needs.

To get started, our Home Share Coordinators will meet with you, and anyone in your personal support network that you choose, to review this option with you and gather some information to help make a good decision about whether to proceed with this service.

Ways We Help You and/or Your Personal Support Network Learn About Home Share

- Provide you with this Handbook;
- Share examples of the different types of Home Share arrangements people can have and the **User Fee** you will pay to cover rent and food;
- Arrange for you to talk to other people (with their consent) who are living in a Home Share;
- Arrange opportunities to visit one or more Home Shares (with their consent) so you can see some examples firsthand.

The Types of Information We Gather

As part of getting to know you, we will work with you and/or your personal support network to create your own profile of what you want in your home life, called a **Home Share Intake – Individual Profile**. Home Share Coordinators will use the sections of this profile to guide discussions with you so they understand what you want, need and like, the things that won't work well for you, and the things that are both important to you and the things that are important for you to have a good life. When building this profile, we encourage you to involve your personal support network so they can help you think through some of the things they know about you that can help in finding a good match.

Making a Decision About Whether to Proceed with Home Share



After visiting and seeing other Home Share arrangements or thinking through your needs and wants, you and/or your personal support network may decide Home Share is not what you want. Similarly, our Home Share Coordinator may reconsider if our Home Share services are a good fit based on their capacity to find a provider that can meet your needs. In either case, we will work with you to make sure you connect with other resources that may better meet your needs.



If all looks good and we all feel confident pursuing Home Share as an option for you, then let's get started by reviewing this Handbook together. Be sure to ask lots of questions. Don't leave your questions unanswered!

Getting Started

If you decide to move forward with Home Share, we will begin a deeper exploration with you about the potential people, places, and accommodations you want to explore. We will review your **Home Share Intake – Individual Profile** and **any other information you have provided us to help us understand your support needs and talk** with you about these to make sure they are accurate and up to date. This information will guide the Home Share Coordinator's exploration of possible Home Share Providers.

Choices

Our goal is to provide you with some possible Home Share options to choose from so that you can make sure you have the right fit. This might take time. We don't want you to make a hasty decision so we will take the time to search for the right possibilities for you.

Exploring Potential Home Shares

Here are the steps we will take together to assist you in finding a Home Share that meets your needs:

Identify Potential Providers: The Home Share Coordinator will start the search for possibilities by:

- a. Reviewing CLS's list of available and approved Home Share Providers to see if their Home Share Profiles might be a good match with your profile;
- b. Finding, recruiting, and going through the approval steps for new potential Home Share Providers that match your profile (this takes more time because we have to go through the approval steps first).

Confirm an Agreement to Exchange Information: Once some potential Home Share options have been found, the Home Share Coordinator will provide you with some basic information about each so you can decide if you are interested.

For each possibility you decide to explore, the Home Share Coordinator will ask you to sign a consent to provide your profile and other information you agree can be helpful for the potential Home Share Provider to know about you. The Home Share Coordinator will also get consent for you to look at each Home

Share Provider's **Home Share Profile**. That way you both have the information you need to decide if it looks like a good fit. This information must be kept confidential between you and the potential Home Share Provider.

CONFIDENTIAL

Review Each Other's Profiles and Make a Decision to Meet: If you choose one or more to check out further and these Home Share Providers agree, the Home Share Coordinator will arrange for you to meet each one separately. These meetings may be in their home or might be at a coffee shop, our offices or wherever the two of you choose to meet. These meetings will provide you with an opportunity to find out more about each other and learn about each other's expectations. You can have a family or other member of your personal support network along with you if you like.

Debrief with the Home Share Coordinator: After the first meeting with each selected Home Share Provider, the Home Share Coordinator will take time to follow up with you to discuss each possibility further and answer any questions. They will do the same with each of the Home Share Providers.

Schedule More Opportunities to Spend Time Together: With each of the options you want to continue to explore, the Home Share Coordinator will help you and each of these potential Home Share Providers, who also agree to continue to explore the opportunity, to arrange several more visits together. These visits will include time in the home when other members of the household are there and may be scheduled at different times during the day, so you get a sense of household routines. You and each potential Home Share Provider can plan your own schedules and ask the Home Share Coordinator for assistance when needed.

Selecting Your Home Share Provider

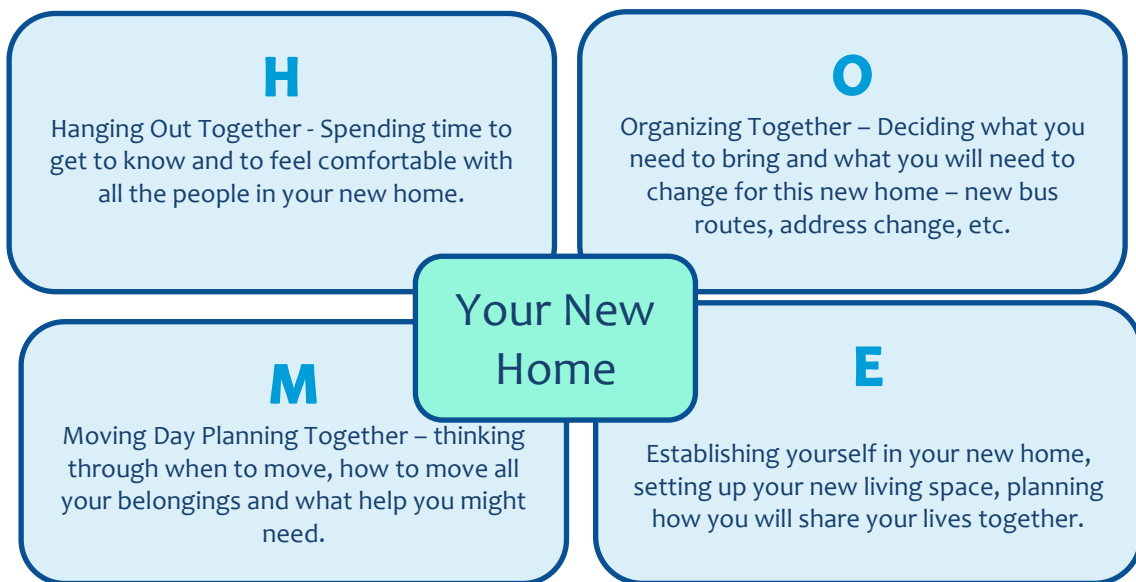
Make a Decision – Once you have had time to explore each of the options, you will need to make a choice about whether:

1. you want to make your home with one of them → you and your Home Share Coordinator will move forward to make an agreement with that Home Share Provider;
2. you don't want to make your home with any of them → you and your Home Share Coordinator agree to keep looking;
3. you don't want to make your home with any of them → you and your Home Share Coordinator decide that Home Share might not be a good fit and you want to explore other options with or without CLS support.

Formalize Your Home Share Arrangement – If option 1 is your choice and you and your chosen Home Share Provider agree to make your home together, the Home Share Coordinator will meet with each of you to confirm the decision and then make a **Home Share Agreement** with the Home Share Provider. They will also make sure you agree to your financial responsibilities including the **User Fee** you will be required to pay as your contribution to your new home.

Planning the Transition to Your New Home

It can be exciting and also sometimes a little scary moving into a new home with new people you are just getting to know. Your Home Share Coordinator will spend time with you and your new Home Share Provider to help you make a plan that will work for all of you. We use **HOME** as our checklist to help you plan.



H- Hanging Out Together

Although you have already spent enough time in each other's company to decide you want to share a home together, it is always good to take your time to get to know each other better beyond just 'visiting'. You will be moving in as a member of the household and it will be important for you to feel comfortable with everyone living there as well as the household routines.



Suggestions: You might spend time working on your new space together and stay for dinner or maybe go to a movie and then spend the night in your new space. These types of activities can help you get to know things about each other, as you work alongside each other or enjoy an activity together; and also help you to learn about the way the household works like how you might help with dinner or clean up as a member of the household, or what it is like in the morning when everyone is getting up and getting ready for their day. You and your Home Share Provider can come up with your own ideas about how to start building your relationships with everyone in the household and spending time together.

O- Organizing Together

Both you and your Home Share Provider will have things you need to do to get ready for your move into the household.

For instance, your Home Share Provider may plan to paint or get some extra things for your room, and you will likely have items you want to make sure to bring with you. It is good to make your plans together so you know what will be important for you to bring and what the Home Share Provider will have ready for you. You can start an **INVENTORY** or list of the belongings you will be bringing including any special things such as electronics or games or pieces of furniture.



Organizing may also involve planning for your change of address. CLS has a checklist that will help support you to plan for your transition. It includes things like changing your bank, library, recreation centre or bus route to and from work or other activities. This checklist can help you think through what you might need to take care of in preparation for your move.

M- Moving Day Planning Together

Moving may happen gradually over time if you are not having to rush. It

may have to happen on a specific date if you have a deadline that you have to move out of the place where you have been living. Either way, it is important to plan with your Home Share Provider to make sure things go smoothly. For instance, you may need help transporting or carrying in all your belongings and they can support you by making sure there are people there to help you. Or, if you are planning to have others help with your move, your Home Share Provider knows to expect them and can clear the driveway or make other arrangements to support your efforts.

E- Establishing Yourself in Your New Home

You will want time to set up your

new living space and may prefer to do this alone or you may want help either from your family/personal network or your Home Share Provider. Again, it will be helpful to talk this through with your Home Share Provider so they know what you prefer and can give you space if you want or be there to help you.

Additionally, CLS recommends that you spend time with your Home Share Provider and others in your household discussing and making an agreement about how you will live together so everyone feels

comfortable and respected. CLS has a helpful guide called,

Making an Agreement to Live Together. This resource or something like it can set everyone up on the right track to understand and respect each other's needs and preferences where possible. Your Home Share Coordinator will talk with you and your Home Share Provider about developing your agreement together and will keep a copy to use when supporting your new home.



Our goal is to help you enjoy a good life together. We know there will be some ups and downs along the way. That's Life! By just talking together and learning more about what works for each of you, you can feel more prepared to work through any 'down times'.

Supporting You in Your New Home – Our Role

Part of the Home Share Coordinator’s responsibility is to work with you and your Home Share Provider to make sure core expectations are met to support you.

Your rights to privacy and personal lifestyle choices are as important as everyone else. We want to be sure you have an equal voice and are supported to exercise your personal rights in your home.

We want to know that you will have opportunities to explore and enjoy any cultural, spiritual, or family traditions that matter to you.

Your home is a place where you can have your friends or family to visit just like others in the household. We help you work out how you both can be welcoming and create space for each other’s visitors in ways that respect the privacy and personal space/activities of others.



Having opportunities to spend time in community in ways that work for you and match your interests and preferences is important. We want to be sure your home share provider supports you to stay connected with and/or build new connections in community.

Supporting healthy and safe relationships

We want to be sure you are supported to keep or build healthy and safe relationships with the people you want as friends/partners. We will work with you & your Home Share Provider to explore how to support you and to help you get your questions answered and/or to help them if they or others are worried about things that come up for you i.e. safe sex, conflict in relationships, your sexuality, etc.

We also discuss rules to protect each other:

Pets: It may not be good for everyone in the home to have a specific pet so compromises might need to be made about who, how and if pets can be introduced and who is responsible for them

Smoking/Vaping – Everyone should have the right to avoid the impact of 2nd hand smoke and household rules must be decided and obeyed.

Illegal Activities are not allowed by anyone in the household.

Check-ins and Monitoring Visits

During your transition and once you are all settled into your new home, your Home Share Coordinator will make sure to check in with you on a regular basis to make sure everything is going okay for you, and to answer questions or help you to address any concerns. You can expect these check-ins to be more often during your first year or so as you and your new housemate(s) get settled.



We may do our check-ins in person with you or by phone, e-mail, or web-based conversations as you prefer. We will also be checking in with your Home Share Provider and visiting your home to see how things are going. We will make sure to have private discussions with each of you as well as time together. That way you both feel comfortable talking about any concerns you might have that we can help you to address.

These connections are intended to support you and your Home Share Provider to enjoy your arrangement and to be sure you are living in an environment where:

- your rights are respected, and you are respecting the rights of your housemates;
- your personal health, safety and wellbeing are being supported;
- your personal goals and lifestyle preferences are being supported alongside others in your household;
- you have opportunities to be in and access your community including your family/personal network and the people and places you enjoy.

We provide conflict resolution support if issues arise involving you, your Home Share Provider, and/or family, that cannot be resolved directly.

Once you and your Home Share Provider feel you have settled in comfortably together and you both feel things are going well, your Home Share Coordinator will continue with regular check-ins. They will work out a schedule with you and your Home Share Provider that feels comfortable to everyone and that ensures you have the right level of support and safeguards for you in your home.

On Call Support

Our Home Share Coordinator will provide you and your Home Share Provider with contact information so you know how to connect if you have questions or concerns in between your scheduled connections with them. They will also provide you with numbers you can call in an urgent or emergency situation where you need help or support right away.

Involving your Personal Support Network

In supporting you to have a good life in your new home, we know it is important for you to stay connected with your family and/or other members of your personal support network who you want to have in your life. Whether you are moving away from your family home for the first time, or have been away for awhile, changing your home affects the people close to you. They will want to know you are making a good choice and that everything is going well for you. They will also want to know how they can stay connected with you while also respecting your preferences for independence and privacy in your new home.

To make sure that your family and/or personal support network can continue to play a vital role in your life in a way that works for you, your Home Share Coordinator will work with everyone to facilitate your ongoing connections. Ideally, those close to you will participate actively in planning with you, and in major decisions such as moving to your new home or starting a new program or job.



You may also want to plan opportunities for them to visit you in your new home, to continue to spend time with you in family or other activities outside your home, and to get to know your new housemate(s) and Home Share Provider. Your personal support network members can also play an important role by checking in with you to make sure things are okay in your new home, and acting alongside you as an advocate for you in areas where you want support.

Each year, as part of our Individual Service and Quality of Life Planning (ISQLP) meeting, we will bring your family/personal network together to complete your **Personal Support Network Engagement Review** to help map out how everyone will engage and contribute to your life.

As well as playing a vital role in your life, we encourage your personal support network to get involved in CLS activities and events. It is a great way to find out more about what is happening in community living, advocacy, and self-advocacy, and to meet others involved with the CLS.

Ensuring Standards of Care

Your health, safety and well-being are our first considerations. You have the right to a safe home environment that supports your physical, mental, and emotional well-being. We have developed multiple safeguards that start with the selection of our Home Share Providers and continue throughout their involvement with you.

Requirements to be a Home Share Provider

- Successful physician's reference and three employment or personal references.
- Satisfactory interviews and home study that meets all conditions for a safe and healthy environment.
- Full compliance with all safety requirements as outlined on our Health & Safety Checklist that we complete initially, just prior to your move into the home, and annually.
- Criminal Record search clearance for the Home Share Provider and others over 18 living in the home.
- A signed agreement committing to follow CLS written guidelines for Home Share Providers in areas such as CLS ethics and philosophy, nutrition, sexuality, behavior management, visitors, home safety, emergency preparedness, use of alcohol, marijuana and tobacco, medication administration, and abuse and neglect.
- Completion of a thorough orientation and training in CLS practices and expectations of Home Share Providers.

Ongoing Requirements

- ❑ Home Share Providers must have up to date First Aid and CPR certificates.
- ❑ Home Share Providers are expected to have fully stocked First Aid kits in the home and in vehicles you travel in.
- ❑ Home Share Providers are expected to follow community requirements for emergency preparedness, including conducting regular emergency drills.
- ❑ Home Share Providers are required to have an emergency kit for yourself and them for 72 hours.
- ❑ Home Share Providers are trained and expected to follow standard precautions while providing personal care to prevent the transmission of communicable diseases.
- ❑ Home Share Providers are trained and must follow CLS standards for personal care.
- ❑ Home Share Providers are encouraged to have up-to-date vaccinations for Hepatitis B, Hepatitis A, COVID-19 and Influenza.
- ❑ Home Share Providers may participate in training opportunities in areas such as Person Centred Active Support, violence prevention, accident prevention, behaviour management and emergency response.
- ❑ Home Share Providers are encouraged to take care of themselves, including accessing respite to give themselves a break.
- ❑ Your Care Plan and our Risk and Safeguard Assessment for Home Share are reviewed annually to address any safety concerns you might have or pose to others.
- ❑ Home Share Providers who will be transporting you in their vehicle are required to carry a minimum of \$2M in third party liability vehicle insurance and check with an insurance professional about carrying business insurance.
- ❑ In the case of an emergency, accident or a 911 call, Home Share Providers are required to respond appropriately, report it to CLS immediately, and complete a written report for Community Living British Columbia (CLBC).
- ❑ Home Share Providers must participate in an annual review prior to renewing their contract with CLS. This includes a home visit, safety review and survey of Supported Individual and personal support network satisfaction. We also do regular monitoring during the year and follow up on critical incident reports or concerns expressed by the individual or family.

Covering Your Costs – Supporting Your Lifestyle

Most people in Home Share arrangements receive Person With Disability (PWD) benefits from the provincial government. You are expected to use these funds to cover the costs of rent, food, clothing, and personal care, as well as your recreational and community activities.

As part of your Home Share Arrangement, you will be expected to pay a set **User Fee** to contribute to rent and food and other related household expenses. Your Home Share Coordinator will have reviewed these costs with you during intake and again once you decide to move forward with Home Share. You and/or your personal support network can make arrangements to have this **User Fee** sent directly from your PWD Benefit to the Home Share Provider each month, or you can arrange to pay them from your bank account. This fee must be paid each month to meet your responsibilities as a member of the household. The Home Share Provider is not responsible for covering your personal costs for clothing, personal care, or recreational and community activities. These items must be covered by you which means making sure you manage your money well.

Learning to manage your money may be new to you. You and your personal support network may want the Home Share Provider to help you in this area to learn how to manage your own budget and/or to manage it with you. Any particular goals and strategies for supporting this will be included in your ISQLP and/or your Care Plan.

If you are receiving support from your Home Share Provider with banking or money management, the Home Share Provider will be required to maintain accurate documentation of financial transactions and activities.

Annual Medications and Health Care Reviews

Your Home Share Provider will help you arrange an appointment with your doctor and dentist each year to check out your physical health and conduct a review of your medication. This means the doctor will look at your overall health which includes the medications you take, your diet, and your exercise to make sure they are all working well together.



There is an annual review (sometimes more) of medications by your Home Share Coordinator. The Home Share Coordinator will ensure you have all your medications properly bubble packed, the Home Share Provider is giving you the appropriate level of support with your medications, and a MAR (Medication Administration Record) sheet is being used. It is also important that your medications are kept safe and away from any other medications.

Your Home Share Provider will also make sure you have regular check ups for:

- Vision;
- Hearing;
- Other medical check ups related to your needs and age.

Making Sure We Stay Up to Date with Your Plans

We will make sure to keep you at the centre of service and adapt our support to reflect changes in your personal preferences and needs. Through regular check ins with you, your Home Share Provider and your personal support network, your Home Share Coordinator will make sure to flag the need for any updates to your goals or the support strategies identified in your plans and bring this team together as needed to make sure changes are documented, steps to implement are in place, and everyone informed.

Additionally, they will schedule your **Individual Service and Quality of Life Plan** (ISQLP) meeting at which time, any other plans can also be reviewed even if no changes have been flagged throughout the year. That way we know that these plans are still relevant to you.

Keeping Track of Your Belongings

Your Home Share Provider will help you make a list of all the things that belong to you at your home. When you buy something new or give something away, it is important to let your Home Share Provider know so they can add or remove it from your list.



Usually, your Home Share Provider would track the major things you have such as furniture, electronics, collections, and other belongings that are special to you. You can decide what belongings you want to be tracked. If you decide to move out of this home, you and your Home Share Provider can use this list to make sure you remember to take all of your belongings with you.

Changing or Ending Services

Sometimes, even the best home share arrangements may need to change or come to an end. Some reasons are:

- ▶ You may have new plans for your life that require a different home.
- ▶ You no longer want to live in your chosen home share and want to look for an alternative home share arrangement, in this case you will need to provide your current Home Share Provider and Home Share Coordinator with 30 days' notice.
- ▶ You have new health or other needs that may require another type of living situation.
- ▶ Your Home Share Provider may have new plans that mean:
 - They will be moving and want to include you in their move if you want to join them or, are not able to include you in their move.
 - They are no longer able to offer Home Share to you.

Whatever the situation, your Home Share Coordinator will work with you, your personal support network, and your Home Share Provider to plan next steps:

- ▶ If you will be needing a new Home Share Provider, the Home Share Coordinator will work with you and your personal support network to begin the process of finding a good match as outlined in this Handbook.
- ▶ If you will be moving with your Home Share Provider, your Home Share Coordinator will take all the necessary steps to ensure the new home meets all requirements.
- ▶ If you are leaving Home Share services and/or CLS services altogether, your Home Share Coordinator will help you transition to your new services.
- ▶ Your Home Share Provider may have new plans that mean:
 - They will be moving and want to include you in their move if you want to join them or, are not able to include you in their move.
 - They are no longer able to offer Home Share to you,
 - In these situations, your Home Share Provider will be asked to provide you with a minimum of 90 days' notice.



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