

SO YOU WANT TO OPEN A HOME SHARE HOME THROUGH NEW DIRECTIONS

*AN INTRODUCTION TO THE RESIDENTIAL CARE
HOME SYSTEM IN WINNIPEG REGION AND
HOW TO APPLY TO BECOME A HOME SHARE PROVIDER*



Residential Care is the term commonly used to refer to community-based, in-home services supported by the Province of Manitoba. When you apply to license your home you are actually applying for a Letter of Approval from the Regional Manager of Department of Families (Winnipeg Region) who has been delegated the authority for this function from Residential Care Licensing.

These community-based home supports are generally carried out in the home of the applicant (sometimes called the Operator/Licensee or Home Share Provider - previously called Care Provider) for those citizens who, for a variety of reasons, cannot safely live independently in the community.

Home Share facilities are not nursing homes, group homes or room and board houses. They are, more accurately, designed to be a supportive housing arrangement for individuals who are still able to access and participate in community activities with varying degree of assistance from the Home Share Provider. Their focus is on maintaining and enhancing the individual skills of the person to maximize their independence and promote dignity, respect and confidence. Where necessary to ensure safety, the Home Share Provider will be requested to assist with activities of daily living in the least intrusive manner possible, and in a way which communicates caring and sensitivity to the needs of the individual in the home. We are striving for an integrated, homelike atmosphere where the person is a participating and respected member of a group living situation. The philosophy of the Program is the extended family concept. **The expectation is for 24 hour on-site care and supervision.**

Programs Served

Adult Home Share of New Directions is divided into 3 service areas:

- 1) **Mental Health** (serving adult individuals who have a mental health diagnosis).
- 2) **Community Living** (serving adult individuals who have developmental disabilities).
- 3) **Home Care Program** (serving adult individuals who may have an acquired brain injury and who are not a good fit for a Personal Care Home).

When applying to be a Home Share Provider, one service area may be offered for your home. **Current needs of the program will determine the service area from which your resident will be from. Continuous occupancy is not guaranteed.**

Facility Size

Current trends indicate that family-type homes or apartments with single room accommodations are preferred by individuals as they tend to promote better individualized service and integration. Preference is therefore given to homes which blend into community neighborhoods and afford easy access to community-based and recreational resources.

Responsibilities of the Home Share Provider

The responsibilities of the Home Share Provider are many and may change over time. Some, but not all, of the general responsibilities are outlined as follows:

- 24 hour on-site supervision is mandatory. Individual may not be left unsupervised in the home unless there is a Home Alone Plan in place.
- Management of medications is required.
- Management of the person's finances, where requested as part of the financial care plan.
- Provision of balanced, calorically adequate meals and provision of special diets (low salt, low fat, diabetic, etc.) as required and as outlined in Canada's Food Guide.
- Provision of quality living environment, e.g., opportunities for social and recreational activities at home and in the community.
- Scheduling of appointments for the individual and arranging for transport as required.
- Assisting with daily activities such as bathing, dressing, personal hygiene, etc. This may include reminding, teaching, demonstration or hands-on assistance.
- Monitoring for simple medical regimes (i.e., foot care, dressing changes, etc.)
- Monitoring of conditions (medical/psychiatric) such as epilepsy, psychosis, cardiac conditions, diabetes, etc.
- Record-keeping is required for many of the above tasks.
- Maintaining good housekeeping standards.
- Adherence to local fire, building and public health requirements and safety standards.
- Provision of comfortable and attractive living areas for individuals as outlined in the Residential Care Standards for Licensing Manual.
- Other requirements as regional and licensing authorities may specify, and adherence to all Standards and Regulations outlined by the Province.

Qualifications of Home Share Providers

General qualifications of Home Share Providers are as follows:

- Preference will be given to applicants with education and/or experience in the Health Care or Human Services fields.
- Applicants should exhibit patience and tolerance of persons with psychological, intellectual and/or physical limitations.
- Applicants should possess good verbal and written communication skills in English as outlined in the Communication Skills Policy.
- Applicants must be mature and stable. If applying as a family or spousal operations, the support of all family members should be assured prior to application.

- Applicants must have a good working knowledge of the Residential Care Regulations and Standards.
- Applicants must demonstrate a working knowledge of the populations and program they intend to serve.
- Successful completion of the following are required by all Home Share Providers, all individuals 18 years of age and older who reside in the home, and their Respite prior to final approval/licensing:
 - Criminal Reference Checks - (Vulnerable Sector)
 - Child Abuse Registry Checks
 - Adult Abuse Registry Checks
 - Emergency First Aid Level A CPR (offered through Red Cross, St. John's Ambulance or other acceptable agency) and must be kept current.
 - Orientation to the program and to Department of Families, Residential Care Standards and Regulations.
 - Sign Pledge of Confidentiality
 - Drivers Abstract and Driver Safety Rating record.
 - Demonstrated competency in the English language, especially if applicants have not received education in Canada.
- All Home Share Providers and their respite that provide supports through New Directions must be able to manage the highest level of care.

Payment Process

Payment is determined by the individual's referring program and New Directions; it is paid to the Home Share Provider through New Directions. This Care and Maintenance rate is paid bi-monthly and covers room, board, care and supervision of the person. The individual will receive their personal allowance from Employment and Income Assistance (EIA) for clothing and personal spending.

Application/Licensing Process

The application and licensing process takes time and you will be guided through the process, step by step, by the Coordinator II. The general process is as follows:

1. Inquiry:

In response to inquiries regarding the development of a Home Share home, the following package may be sent out:

- a) application forms
- b) So You Want to License a Home Share Home – Introduction to Residential Care
- c) Information about New Directions and Adult Home Share

2. **Application:**

If, after reading the information provided the applicant is interested in applying to be a Home Share Provider, he/she may return the enclosed application forms, including a cover letter and resumés(s) to the Coordinator II, Adult Home Share of New Directions. Before applying for a Home Share license, it is advisable to ensure the support and participation of all family members residing in the home. **If the operation is a partnership, names of all individuals must appear on the application.**

3. **Initial Interview:**

Once an application is received and accepted, the applicants will be invited to attend the next available interviewing session. ***All individuals whose names appear on the application must be present at the interview.** Applicants who successfully complete the interview process will be asked to fill out Personal Biography questionnaires and return to the Coordinator II in a timely manner.

4. **Training:**

Aside from the safety checks previously mentioned in the general qualifications required, the Home Share Providers will be trained in Medication Administration, the Vulnerable Persons Act and Non Violent Crisis Intervention (NVCI) and are expected to maintain their training. Periodic training sessions in specific areas of interest will be offered to Home Share Providers to enhance or upgrade skills. Participation in ongoing training is expected.

5. **Physical Structure:**

As well as the above requirements a home must meet required physical standards. These vary depending on the structure of the building and the number of people (including family) to be accommodated.

There are health, zoning, building fire codes and regulations that must be adhered to, as well as the required licensing standards. Please note that there will be additional costs incurred by the Home Share Provider to meet licensing standards (e.g., smoke alarms, fire extinguishers, furnishings for the persons' rooms. etc.).

6. **Approved for Licensing:**

Once all the requirements are in place, and the home study of your home has been completed, a Residential Care Coordinator will come inspect your home in order to grant you a Letter of

Approval. This document will specify the number of people your home may accommodate, as well as the home's Level of Care and Program served.

Please note that Adult Home Share of New Directions only processes homes to accommodate 1 to 2 persons.

7. **Referral Process:**

We cannot accept self-referrals from families or the public. All individual referrals are submitted by our funding agencies to the Service Manager or the Coordinator II of Adult Home Share, whose responsibility it is to assess if these persons are a good match for our service model. An appropriate home is then determined based on the identified needs and preferences of the individual referred. As Adult Home Share has no control over the types and numbers of referrals received, occupancy rates cannot be guaranteed.

8. **Maintaining your Letter of Approval:**

All Home Share Providers are responsible for maintaining all Residential Care Standards and Regulations. All homes are periodically reviewed to ensure that standards continue to be met. Failure to be in compliance may result in the Letter of Approval being revoked.

Should you require additional information or have questions pertaining to this package before applying, please feel free to contact one of the Coordinators:

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