

Approval of Homes

Family Care Home Approval Process

The approval of any proposed on-reserve family care home operator will be the responsibility of the administering authority.

The screening of prospective family care home operators will be carried out by the administering authority. The following documentation must be completed:

- *Family Care Home Operator Approval Form* (DK02-01)
- *Adult Family Care Home Approval Checklist* (DK02-02)
- Letters of Reference
- Criminal Record Searches
- *Family Care Home Service Provider Agreement* (DK02-04)

The decision to proceed with the establishment of a family care home on-reserve requires agreement between the administering authority and the DIAND, BC Region Funding Services Directorate. DIAND must be informed prior to the establishment of a family care home to ensure the availability of adequate funding, based on annual parliamentary appropriations, to support the client in the family care home.

The Continuing Care Division, Ministry of Health could provide staff of the administering authority valuable advice and guidance, particularly during the establishment of an on-reserve family care home. The involvement of the continuing care division in this process will depend on the relationship between the administering authority and the local continuing care manager.

Upon receipt of the required documentation, the administering authority will review the application, and may grant approval to the home if the required standards are met.

The administering authority shall finalize a service provider agreement with the family care home operator, outlining the responsibilities of each party. No payment may be made by DIAND for a client in a family care home until the service provider agreement has been signed by the administering authority and the family care home operator, and reviewed by the Funding Services Directorate.

Following approval of the home and the service provider agreement, DIAND may initiate a comprehensive funding agreement with the appropriate administering authority to provide for the payment of the per diem reimbursements, subject to availability of funding. The contribution funding agreement may be renewed annually, based on client needs and the availability of funding.

Family Care Home Approval Checklist

An Adult Family Care Home Approval Checklist (DK02-02) will be used on a pass-or-fail basis when first considering the home for approval. In most instances, the approval checklist will be completed by the band social development worker.

*The checklist must be validated annually. When all relevant areas in the home have achieved a *pass* rating, both the operator and the band social development worker are to sign the document.*

The home must meet acceptable standards in each of the following areas:

- fire safety
- outdoor environment
- general safety
- general cleanliness
- living space
- basic nutrition, food preparation, and meal planning
- washing and toilet facilities
- bedrooms
- furnishings
- insurance

Fire Safety

The local fire authority must be consulted to determine specific local requirements concerning fire safety.

The band social development worker must ensure that the home complies with these regulations with respect to smoke alarms, fire extinguishers, etc.

The band social development worker must also ensure that the prospective operator has a suitable fire evacuation plan. Whenever possible, this should be done in consultation with local fire authorities.

Outdoor Environment

The band social development worker must also ensure that the operator's yard will be safe for the client.

Particular attention must be paid to uneven surfaces and potential hazards such as ditches and wells.

The safety of the client who wanders needs to be a prime consideration.

General Safety

The band social development worker must approve the general safety of the home. This will include a check of floor surfaces, lighting, and stairs.

General Cleanliness

The band social development worker must approve the general cleanliness of the home, with particular attention to the kitchen and bathroom. Hygiene, rather than tidiness, should be the goal.

Living Space

The band social development worker must ensure that there is adequate space in the major living areas of the home to accommodate the client.

Particular attention must be paid to space factors if the client being considered uses mechanical assistance to walk, or needs special equipment such as a wheelchair.

Basic Nutrition, Food Preparation, and Meal Planning

The band social development worker will ensure that the prospective operator practices basic nutrition and standards set by the Canada Food Guide, or the Native Food Guide. Discussion with the prospective operators regarding meal planning will assist in evaluating their general knowledge and ability.

Washing and Toilet Facilities

There must be clean and safe bathing and toilet facilities, preferably on the same floor as the client's bedroom, and which allow safe and easy access by the client.

Bedroom

Each client shall be provided with a comfortably furnished single room, preferably on the main floor. The room will have a window and shall be warm, dry, well ventilated, and in a good state of repair.

Rooms in basements and those which are more than two stories above the ground must not be used for sleeping accommodation if such an arrangement could constitute a hazard in the event of an emergency.

Furnishings

The family care home shall provide a well furnished room with a comfortable bed, and adequate storage space for the exclusive use of each client.

If a locked drawer is not provided for the client, the operator must provide the client with alternative arrangements for safekeeping of valuables.

Where feasible, clients shall be given the option of using their own furniture if this does not constitute a hazard.

Insurance

The operator must hold valid personal liability, fire, and automobile insurance.