

# Understanding Residential Care and the Home Study Process

**General Information About Becoming a Private Home Share  
Provider with Community Living disABILITY Services**



## General terms

**Residential Care** is defined as care, supervision, and accommodation provided to an adult living with an intellectual disability.

Residential care is provided to an individual in a home setting that is licensed through Residential Care Licensing. This home reflects a type of supportive housing arrangement for individuals who receive services from specific programs and who require assistance to live in the community.

Persons who are approved to provide residential care in their homes without the oversight of an agency are referred to as **private home share providers**. As indicated by the name, these persons 'share' their homes with individuals who become active and respected members of their family. It is also the reason why these types of residential care homes are known as **home shares**.

When an applicant is approved to provide residential care in their home, they are issued a **Letter of Approval (LOA)** by Residential Care Licensing. If RCL does not issue a LOA, the applicant is not permitted to provide residential care in their home.

**Residential Care Licensing (RCL)** promotes the right of adults living with an intellectual disability to receive quality care and supervision in residential care licensed homes. Case managers screen applications of persons applying to become private home share providers to ensure they can provide a safe home environment for individuals and that their homes meet specific licensing standards.

Private home share providers receive support to deliver residential care from case managers in RCL and case workers in specific programs.

## Eligibility for residential care

Individuals who can receive residential care must be eligible for services from Community Living Disability Services (CLDS), a program under the Department of Families. The CLDS program coordinates services for adults living with an intellectual disability. CLDS case workers are called Community Service Workers (CSW). For more information, visit [CLDS website](#).

## Number of individuals in home shares

Current trends indicate smaller homes with single room accommodations promote better support for individuals. As a result, RCL is seeking to approve single family homes that blend into neighborhoods with recreational resources.

Important information for applicants:

- Private home share providers must live in the **same home** as the individuals; the private home share providers are not permitted to own and live in a separate home away from the individuals.
- CLDS will consider a maximum of two individuals residing in the home share arrangement. Exceptions can be considered by CLDS on a case-by-case basis. Exceptions will consider sibling placements, compatibility and complexity of needs as factors to consider in the approval of additional individuals residing in the home.
- Private home share providers cannot provide residential care to individuals who are related to them (i.e., individuals cannot be members of your family).

## **Responsibilities of the private home share provider**

Private home share providers play an important role in the life of the individual. They ensure the safety and well-being of the individuals and support their rights to make decisions. Private home share providers assist individuals with activities of daily life to the extent needed and in ways that respect their privacy and dignity.

The responsibilities of private home share providers will vary according to the needs of the individuals. However, in general, the responsibilities include:

- 24-hour on-site supervision
- being available to respond to emergency situations
- prepare balanced and nutritional meals following the Canada Food Guide
- maintaining acceptable housekeeping standards
- scheduling and taking individuals to medical appointments
- assisting with activities of daily life, personal care; can include reminders, teaching, or hands-on assistance. Assistance is provided in least intrusive manner possible
- medication administration
- managing an individual's finances
- promoting physical/emotional/mental/spiritual development
- providing opportunities for social and recreational activities at home and in the community
- supporting individual(s) to attain personal goals
- following individual care plans or protocols
- communicating with the individual's care plan team
- keeping records in accordance with licensing standards

## **General qualifications of private home share providers**

Applicants must have certain qualifications to be a private home share provider. These include:

- The ability to demonstrate a working knowledge of the populations they want to support in their homes. It is desired that applicants have direct, recent and relevant experience working with adults living with an intellectual disability and/or mental illness, and/or education and experience in a human services field.
- Applicants should be medically/physically fit and of good character; they should have patience for individuals living with psychological, intellectual and/or physical limitations.
- Applicants must be able to read, write, speak, and understand English at an intermediate level to fulfill private home share provider responsibilities such as following individual care plans, administering medications, maintaining records and completing incident reports.
- An applicant must have a valid First Aid certificate - Emergency Level, as well as a clear Adult Abuse Registry Check (AAR) and satisfactory Criminal Record Check (CRC). Please note the CRC must include the Vulnerable Sector Search. Certification in First Aid, CRCs, and AARs must be obtained for any persons who will provide care and supervision to the individual.

## **Residential care payment**

Payment for providing residential care is generally managed by the supervising program responsible for the individual's care. In the CLDS program, Community Service Workers coordinate with other department programs including Employment and Income Assistance (EIA), Manitoba Supports for Persons with Disabilities, and Disability and Health Supports Unit (DHSU) to cover costs associated with room and board (e.g., utilities, food, etc.) care and supervision.

RCL is not responsible any funding approval or arrangements. This is the responsibility of the CLDS program.

## **Applying to become a private home share provider: The Home Study Process**

Anyone applying to become a private home share provider will need to participate in a home study. During the home study, the case manager will collect information on you and your family to learn about interests and motivation to provide care, as well as to identify strengths and areas for growth. All information gathered will be summarized in a final report that includes the case manager's recommendation whether to issue a Letter of Approval (LOA).

The home study consists of different stages completed by case manager to assess your capacity to provide care and supervision to individuals. The general stages of a home study are:

- A. Application (includes personal history profile)
- B. Skills-based Interview
- C. Home Visit and Inspection
- D. Training and Orientation
- E. Completion of Home Study Report
- F. Issuance of LOA

### **A. Application**

Once RCL has consulted with the CLDS to determine that there is a potential need for your home, RCL will send out an application. Applicants must complete the application form, Physical Structure Report, and Personal History Profile. Please note the Personal History Profile must be completed separately by the applicant and co-applicant. Once completed, documents are submitted to RCL for review. An applicant will be contacted for an interview if they meet minimum qualifications.

### **B. Skills-based Interview**

The applicant and co-applicant (if applicable) participate in an in-person interview. Interview questions are related to skills and on the management of situations. Responses to questions are assessed according to specific criteria and the results are shared with the applicant(s).

### **C. Home Visit and Inspection**

A case manager with RCL visits the applicant's home to learn more about their family life, motivation to provide care, financial stability, marriage or relationships, etc. During the visit, the case manager will also inspect the home to determine if any changes to the physical environment are needed as per licensing standards and applicable building/fire codes. Please note the applicant is responsible for costs associated with becoming a private home share provider.

### **D. Completion of Home Study Report**

The case manager summarizes all information gathered and identifies any outstanding licensing requirements for completion. The report includes a recommendation on whether the applicant(s) should become a private home share provider based on the case manager's assessment of the applicant's skills, qualifications, motivation, personal history, and home environment.

### **E. Training & Orientation**

All applicants receive an orientation to residential care and must complete any required training. RCL offers basic training on different topics relevant to residential care, including policies and procedures,

medication administration, recordkeeping, etc. Applicants must attend and successfully complete modules of the course.

### **F. Issuance of LOA**

If a home study report includes the recommendation that an applicant be approved to provide residential care, they will be issued a LOA. The LOA will specify the number of individuals to be accommodated in the home. RCL will also list on the LOA any terms or conditions that apply. Please note the issuance of a LOA does not guarantee the placement of individuals in an approved home.

### **Placement**

Once you have been approved to become a private home share provider, the CLDS program will review your home to identify an individual whose needs and preferences are matched with the skills, qualifications and home environment you are providing.

### **Annual Review**

A review of all residential care facilities occurs on an annual basis to ensure continued compliance with licensing standards and program expectations. Case managers can also schedule visits with private home share providers as needed to address any incidents or concerns, and to ensure proper record-keeping.

Failure to comply with licensing standards can result in the cancellation of your LOA.