

S-485 CLOSURE OF A HOME SHARING RESOURCE



Version 2 effective November 19, 2009

(previously RF-26)

Policy

When home sharers advise us of their intention to close their home sharing resource, Valoris must ensure that their decision is not the result of a misunderstanding with them. If applicable, alternatives must be identified and provided to the home sharers.

Procedure

1. Voluntary closure by the home sharers

Home sharers who wish to end their agreement must advise Valoris as soon as possible, namely 30 days before the closure of the home sharing resource so that arrangements can be made to ensure that the adult continues to receive care. Valoris depends on the cooperation of the home sharers in preparing the adult and in facilitating his move.

The worker and his supervisor shall send a letter to the home sharers confirming the termination of the agreement, except for the provisions concerning the confidentiality of information received regarding the adult(s) lodged in their home. This letter shall thank them for their services and commitment to the adults they accommodated. If the home sharers so request, the worker shall provide them with a letter of recommendation.

At the time of closure, the worker shall ask the home sharers to return their identity cards and any articles, equipment and documents belonging to Valoris or to the adults lodging in their home. The worker shall do any follow-up necessary with home sharers who have not returned the requested items 30 days after confirmation of the closure of the home sharing resource.

2. Closure of a home sharing resource by Valoris

2.1 Reasons that might lead to the closure of a home sharing resource

- Serious breach of confidentiality;
- Serious violation of the policy on the use of subversive methods;
- Drug use or abusive alcohol use by the home sharers or another member of the family residing in the home;
- Physical or sexual abuse of a child or an adult by the home sharers;
- Refusal to comply with physical premises standards;
- Unsatisfactory quality of care below minimum standards (uncleanliness, negligence in medical care, etc.);

- A home sharer is accused of abuse, even if he is not charged criminally, there is sufficient reason to believe that the adult or another adult would be at risk of being abused;
- A home sharer is found guilty of a serious criminal act (fraud, assault, etc.);
- A home sharer is at the center of a dispute that might harm the adult placed there and the agency;
- The home sharers refuse placements for a period of two years, imposing too many limits regarding their availability, the characteristics of the adult, sex, special needs, etc.;
- A home sharer who does not comply with the provisions of the service agreement signed with Valoris;
- Other reasons deemed serious by Valoris.

2.2 Closure

The decision to close a home sharing resource must be approved by the worker and his supervisor.

Arrangements must be made to ensure that the needs of the adult in placement continue to be met and the impact of any unexpected move is minimized. Despite the circumstances, the home sharers shall be asked to cooperate.

The worker shall advise the home sharers of the closure at a meeting with both home sharers and clearly explain the reasons to them. If the home sharers object to Valoris' decision, the worker shall advise them of the procedure for filing complaints. If the home sharers refuse to attend this meeting, their refusal shall be documented in the file.

The worker and his supervisor shall send a letter to the home sharers confirming the termination of the agreement, except for the provisions concerning the confidentiality of information received regarding the adult(s) lodged. This letter shall contain the reasons for the closure of the home sharing resource.

At the time of closure, the worker shall ask the home sharers to return their identity cards and any articles, equipment and documents belonging to Valoris or to adults who were lodged in their home. The worker shall do any follow-up necessary with home sharers who have not returned the requested items 30 days after confirmation of the closure of the home.

3. Documentation of the closure

The worker shall ensure that the file is complete before proceeding to administratively close the file.

Definitions

Home sharers : A family consisting of one or more persons in which a service agency places a person with an intellectual disability who has no relationship with this family, so that this person resides there and receives care, support and supervision for which the home sharers will be paid by the service agency.