

# **S-482 ANNUAL RE-ASSESSMENT OF HOME SHARING RESOURCES**



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**Version 2 effective November 19, 2009**

(previously RF-12)

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## **Policy**

The worker must meet with all individuals over seven years of age living in the home sharing resource in order to complete an annual assessment.

During the assessment, the worker reviews the agreement for services between the agency and the home sharer and makes any necessary modifications; this agreement may also be reviewed at the request of the home sharer or agency worker at any other time during the year.

The SAFE (Structured Analysis Family Evaluation) model, which is a method to conduct home assessment, will be used to do the annual reassessment.

## **Procedure**

### **1. Process and Objectives**

The annual assessment of home sharers is a mutual process that allows both parties to review and update elements that were considered in the initial assessment and determine the need to continue a contractual agreement with the home sharer. The worker will cover the following:

- Any modifications to the residence or in the family's health, constellation or important events, etc.;
- Any matching issues over the past year;
- The ability of the home sharer to meet the needs of the adult and to implement his plan of care;
- The attitude of the home sharer toward the adult's natural network;
- The level of cooperation and relationship between the home sharer and agency personnel, and other professionals;
- The home sharer's level of satisfaction with the services and support received from the agency;
- Any frustrations or need for additional support expressed by the home sharer;
- Strengths and opportunities for improvement;
- The availability of the home sharer;
- Comments and recommendations from the home sharer and his worker;
- Appreciation and gratitude from Valoris for the home sharer's services.

Prior to the annual assessment, the worker will obtain comments and recommendations from workers involved with the adult in care during that year; the worker will consider contacts with the home sharer over the course of the year concerning any shortcomings or complaints. The assessment will also take into account comments made by the adult in care, as obtained through a private meeting.

**2. Classification**

All home sharers will be assessed on an annual basis, regardless of whether they have adults in their care.

The annual assessment is an ideal opportunity to discuss the availability or intentions of home sharers who have received few or no adults into their care over the course of the past year.

**3. Documentation**

A written copy of the annual assessment of the home sharer must be completed and signed by the supervisor within six weeks of completion.

The annual assessment and renewal of the service agreement with the home sharer must be signed by the home sharer, worker and his supervisor. There is space reserved on the form to allow home sharers to record their comments. A copy of the annual assessment is provided to the home sharer.

**4. Other assessments required during the course of the year**

Changes to the family constellation – The agency must receive a criminal record verification of all adults living in the residence.

Relocation/major modifications to the residence - Once a family-type resource has been approved, the worker must advise home sharers of their obligation to inform Valoris immediately of a relocation or major modification to their residence (renovations, pool, etc.) At this time, the worker will complete the physical inspection and obtain the signatures of the home sharers.

The worker must visit the residence within 30 days of a relocation to ensure that it meets requirements. At this time, the worker will complete the physical inspection and obtain the signatures of home sharers.

**5. Updating Medical References**

Valoris will require home sharers to provide updated medical references every five years; the worker may request that home sharers provide a medical examination at any time if their health is of concern to the agency. Home sharers are responsible for the cost of medical references, if any.

**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.