

S-486 CONTENTS OF HOME SHARING RESOURCE FILE



Version 2 effective November 19, 2009

(previously RF-28)

Policy

The worker must keep a complete and up-to-date file on each home sharing resource, which shall include all the information necessary to ensure adequate supervision of the care provided by the home sharer.

Procedure

1. Contents

The worker and his supervisor must review the contents of home sharing resource files at least once a year.

In addition to documents related to the assessment and reassessment of the home sharer resource, other information shall be kept in the file:

- Records of discussions of cases held with the home sharers concerning their role and/or their application;
- The worker's intervention notes (contacts and dates);
- Copies of training diplomas, certificates and statements;
- Photos of the home sharers and their family;
- Other correspondence related to the home sharing resource;
- Breach of the agency's policy or conduct guidelines forms;
- Consent forms for divulging information concerning the home sharing resource, if applicable.

2. Security

Authorized personnel must ensure that home sharing resource files remain safe and confidential when they consult them.

3. Access to files

When a home sharer asks to access his file, the following procedure must be observed:

- The home sharer must ask for an appointment with the assigned worker or his substitute at least one week in advance and explain the reasons for looking at his file;
- Before the meeting, the worker shall review the home sharing resource's file and remove any confidential documents and references;
- While reviewing the file, the worker must remove all names and/or information that might identify any third parties or persons who have asked to remain

anonymous (example: person who has filed a complaint against a home sharer). In case of doubt, the worker must consult with a supervisor during this process;

- The home sharer shall look at his file in the presence of the worker. The worker shall inform the home sharer of any documents that have been removed from the file and the reason for doing so. The worker shall be available to answer the home sharer's questions and to provide him, if needed, with copies of certain non-confidential documents included in his file (diplomas, annual assessment, etc.).

Valoris may not divulge any information contained in a home sharing resource's file to other agencies, professionals or persons without the written consent of the home sharer.

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.