



FAMILY HOME PROGRAM Information Package

2016

Community Living North Bay Vision:

We envision a community where all citizens thrive, are respected and valued.

Community Living North Bay Mission:

"To provide quality services to citizens with an intellectual disability and their families. We are committed to our role in creating a supportive and accepting community".

Community Living North Bay Values:

Choice - Courtesy - Respect - Dignity - Consideration for all people

Community Living North Bay Guiding Principles:

Our services will:

- Ensure basic needs are met in a safe and secure environment;
- Be adaptable and promote community inclusion;
- Be self determined and empowering;
- Educate and support the community to share the vision.

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The Host Family Program

What is the Family Home/Host Family Program?

The Host Family Program aims to support persons with an intellectual disability in a natural family environment.

Through a unique partnership with the Natural Family and the Host Family Program, our goal is to provide supports that empower people to take their place as members of their community; by creating an environment where people are perceived to be ready for the life they choose to live. We believe people no longer have to meet different goals or criteria than other citizens to move forward with their life plans.

Family Home Providers will believe that people have the capacity to choose their own lifestyle. They will offer support to help a person make these decisions and honour their choice. They will believe that everyone has a gift to offer and it is their role to help find these gifts and provide the support to this person to recognize and nurture them.

If you chose to open your home to a person with an intellectual disability your life will be enriched as the rewards in empowering a fellow community member are numerous. You will have the opportunity to learn new skills, and be part of a team working towards inclusion and public awareness.

The key goals of the Host Family program are:

- To provide a safe and secure place to live in a family home setting;
- To promote a high quality of life; and
- To support community inclusion, individual choice, independence and rights.

The Development of the Family Home/Host Family Philosophy

The objective of inclusion is to have persons with an intellectual disability live, work, and play in their communities, as would any community member.

Host Family homes are a logical part of the inclusion philosophy. A person, who because of circumstances cannot live with his/her Natural Family, may live in a Host Family Home. A family environment can best provide the safe, nurturing and emotional support that is necessary for people to grow and have happy meaningful lives.

For some people, a Host Family serves as a stepping-stone to a more independent life in the community. Within a Host Family, a person can form a support network and learn the skills they require to obtain an independent life in the community.

How to Get Involved

Becoming a Family Home Provider

To become a Family Home Provider you must complete an application ,screening and training such as but not limited to:

1. An interview, personal reference checks, criminal reference check with vulnerable sector for each person over 18 years of age who is living in the home, Home Fire Inspection, Completion of a Home Study (this may involve several meetings in your home) Children's Aid Society background check , Home Inspection, Medical Declaration ,Proof of financial stability
2. Completion of First Aid, CPR and all Family Home Program training

*All aspiring Family Home Providers must undergo the screening process to be considered 'suitable' for the program. **You will not be matched with a program participant until these are completed.***

After these screening and training items are complete the Family Home Program will match your strengths, lifestyle, experience other important factors to a person in the program. When a match has been made you will gradually begin to introduce the person into your family through a series of pre-placement visits. These pre-placement visits will continue until all parties are confident the match is successful. This can be anywhere from one month, 6 months or longer, depending on you and the person. Note that it is typical for there to be a period of adjustment to occur after a placement has been finalized. All parties are asked to be patient during this period as you learn to live with one another.

To assist you with your new role, you will receive remuneration, respite support, and monitoring of the placement . You will also receive ongoing training, guidance, and support to assist you in the role of a Family Home Provider.

Roles, Rights, & Responsibilities

It is important to understand your role in the Family Home Program as well as the roles of the other parties you will be working with. The following sections will provide you with an understanding of each party's role and who is responsible for what tasks.

The Family Home Program

Role:

The Family Home Program aids in the facilitation and coordination of Family Home Placements between the person, the Natural Families and Families in the community.

Rights & Responsibilities:

- Matching people to an appropriate family within the community based on interests, skills, strengths, and what is important to and for the person and the family.
- Provide support with problem solving to Family Home Families
- Complete regular home visits, which occur at a minimum of once a calendar month
- Provide 1:1 visits with the Home Sharer at least every second month
- Provide Host Families with an emergency on call contact
- Monitor medical appointments to ensure they are completed within the allotted time frame and ensure follow up has been completed
- Manage necessary documentation for the Ministry of Community and Social Services and the Ministry of Children's Services.
- Schedule team meetings and coordinate family participation.
- Provide Case Management to ensure services are effective
- Assist Host Families to connect with Respite Providers to ensure you receive relief
- Assist Host Families in supporting persons to achieve their outcomes based goals
- The Family Home Program staff has the right to deny program candidates who they feel are not suitable to become Family Home Providers
- The Family Home Program staff has the right to be treated in a respectful manner.

The Family Home/Host Family Provider

Role:

The role of a Family Home/Host Family Provider is to provide a safe and supportive home within the community.

Rights & Responsibilities:

- All Family Home Provider applicants must complete the screening procedures and training sessions prior to participation in the program and must be willing to complete ongoing training as required.
- Agree to ongoing maintenance by the Family Home Program, including home visits at least once every calendar month and unannounced home visits, reassessment, re-approval of placement including requests for proof of financial stability.
- Foster the Home sharer's independence, dignity, self-determination, social inclusion and community participation.
- Family Home Providers are responsible for providing emotional support and guidance to the person through the creation of a warm, loving, and relaxed home atmosphere.
- Provide basic needs including nutritious meals, snacks and beverages.
- Implement components of the Individuals' support plan according to the terms of placement.
- Family Home Providers are responsible for assisting with the development of necessary life skills and encouraging personal growth, as identified by the person, and/ or their support network.
- As a Family Home Provider you will be responsible to arrange and attend all medical appointments as required, and to provide documentation to the identified contact.
- As a Family Home Provider you will be responsible for financial documentation. Training will be provided by the Family Home Staff.
- Family Home Providers must respect and maintain the confidentiality of their relationship with the person and their family in accordance to the COMMUNITY LIVING NORTH BAY Privacy Policy. Personal information regarding the family or the person you support should "not be discussed unless the person is present and has given their consent to specific information being discussed".
- Family Home Providers may be required to assist with daily living skills such as bathing, feeding, dressing, and dispensing medication. They must also participate in the necessary physical, medical or behavioural supports in cooperation with COMMUNITY LIVING NORTH BAY programs or other community service providers.
- When Transporting supported persons, you are responsible to ensure the usage of proper vehicle restraints (seatbelt, booster seat, or car seat) and proper vehicle insurance in accordance with Ontario laws.

- Family Home Providers must treat the persons they support with the dignity and respect they deserve. This includes treating the person you support in an age appropriate manner, providing them with choices, and respecting their preferences. Note that most persons have reached the age of majority and therefore should be provided the right to govern their own lives.
- As a Family Home Provider it is not unusual for you to encounter situations where you will need to advocate for the person you support. An 'Advocate' is any person who stands up for the rights of others. You may need to stand up for the person's rights to ensure they are treated fairly and have access to all opportunities as a member of our community.
- Family Home Providers shall not use physical force or the threat of physical force at anytime.
- Family Home Providers are responsible for reporting to the police or CAS (when concerning children) where any concern of abuse or suspected abuse has occurred. Providers should also contact a Family Home Staff as soon as possible to inform them of the situation.
- Family Home providers are responsible to participate in team meetings for Individual Support Plans ,school, employment and clinical .
- As a Family Home Provider, it is your responsibility to ensure that the person you support receives their medication as directed. Ensure that you are well informed and properly trained prior to dispensing any medication, prescription or non-prescription, i.e. Tylenol or cough medicine, to the child/adult
- As a member of the person's network of support, you will be a part of a regular outcomes and rights review to ensure the person's choices are respected.
- Note that as a Family Home Provider you do not have guardianship or rights over the person who is sharing your home.
- Family Home Providers have the right to be treated with respect.

If you have concerns regarding your role, responsibilities, or rights please contact a Family Home Staff for clarification.

The Natural Family Members

Role:

The role of the Natural Family is to be supportive to their family member and to the Family Home Provider. This role is crucial to the success of the Family Home Placement. Family Home placements are volunteer based, Community Living North Bay does not take guardianship of adults/children placed in a Host Family.

Rights & Responsibilities:

- Natural families are expected to nurture a positive and supportive relationship with the Family Home
- Provide consistent communication with the Family Home
- Provide relief and assistance when necessary.
- Be willing support in your home your child (0-18 yrs) should the placement breakdown or your child no longer wishes to reside in a Host Family Placement.
- Support their loved one's goals and wishes even if they have a difference of opinion
- Maintain a respectful and supportive relationship with the Host Family
- Respect the Host Family's home
- Encourage opportunities for their family member to build relationships in the community and develop new skills
- Continue to provide a positive relationship with their family member (through home visits, outings, phone calls, etc.)
- Natural Family members have the right to be treated with respect
- Provide financial assistance for the child's needs, activities and medical expenses.

Managing the Family-Family Relationship

The quality of the relationship between a person's Natural Family and their Family Home Family can have a substantial impact on the quality of their daily life.

To provide appropriate support it is essential that you maintain a positive relationship with the person's Natural Family.

Tips for Maintaining a Positive Relationship

Remember that your involvement with the person's family is a unique relationship that requires special care to sustain. Maintaining a positive working relationship with the family is necessary to supporting the person in their new home environment.

Consciously make an effort to be respectful, honest, communicate clearly & regularly, honor your commitments, and treat them fairly & with kindness. If you behave this way in your routine interactions with the family it will serve to build a trusting relationship. If you behave this way during times of tension it will serve to diffuse situations and ensure the care for the person you support is not compromised.

Also keep in mind that you both have the same goal: to provide the person you support with the best experience possible.

Difficult Situations

During your involvement with Natural Families as a Family Home Provider difficult situations may arise. During these difficult situations or others which may arise, contact a Family Home Staff as they can provide assistance, insight, and mediation to resolve tensions. Please contact the Family Home Program regarding minor tension or situations as keeping them involved will provide the support necessary to maintain a positive relationship between the Natural Family and Family Home Provider.

Providing an Environment of Dignity

As a Family Home Provider you may need to assist the person whom you support with the tasks of daily living. This is called providing 'personal care' and may include: feeding, lifting, bathing, toileting, dressing and dispensing medication for the person you support. The most important part of providing personal care is to consciously respect the dignity of the person whom you are supporting. Personal care often requires the Family Home Provider to enter into personal space and private routines.

Remember all tasks should be flexible enough to give the person you support choices in when and how the task is performed. The person should also be given a level of privacy and autonomy to perform self-care tasks as this is respectful.

Provide the person with time to relax and a space in the home where they can choose to be alone. This quiet time is necessary for each of us to maintain our wellbeing.

Caring for Yourself

As a Family Home Provider it is important to regularly practice self care to combat against stress and illness. It is recommended that you foster a strong relationship with your Family Home Staff as they may be able to provide guidance regarding respite service, additional training, community programs in addition to their informal support and caring.

Stress & Burnout

The effects of stress and burnout can affect your ability to properly care for the person you support and will likely decrease your enjoyment in providing family home support.

You may be experiencing stress if you notice: fatigue or insomnia, restlessness, changes in appetite, changes in your behaviour (such as reduced patience or withdrawal from usual activities), dwelling on problems, feeling of being 'stuck' or illness.

Fortunately there are a number of things that you can do to care for yourself if you are experiencing stress. The following are a few ideas which can help you combat stress:

- Identify the source(s) of your stress
- Get organized, disorganization breeds stress
- Learn to say "No" to extra demands on your time
- Allow breathing space in your daily schedule
- Take a vacation or break
- Remember you are not a magician or miracle worker
- Eat a balanced diet
- Get enough sleep
- Spend time with friends
- Exercise
- Talk to someone about your feelings
- Laugh

Medical & Immunizations

Your physical health is important in your role as a Family Home Provider. To ensure that you are aware of your own physical health and able to perform your duties it is required that you have an annual physical . Also, it is strongly recommended that you protect yourself with up-to-date Hepatitis B vaccinations and the Influenza Vaccine (flu shot). at 474-1400.

