

Life Sharing - Supporting Successful Placements: Our Monitoring and Review Process

Overview

Our monitoring and reviews are an important way we support you to have a successful life sharing experience. It is also our way of making sure the person you have welcomed in your home is healthy and safe and that you are meeting the standards and expectations of our agreement with you.

BACI's Life Sharing Managers are responsible for regularly monitoring the service you provide as well as for completing an annual evaluation. This is a great way for us to keep in regular contact with you to:

- offer you support and update one another;
- make sure that all is well with the health, safety and well-being of the person(s) you are supporting;
- ensure you are following through in meeting your contractual obligations;
- ensure we are following through in meeting our contractual obligations;
- provide an opportunity to connect and resolve any concerns.

Our monitoring will involve

- Meeting with you at regular intervals (times and frequency established with you) but include a minimum of 1 monitoring visit every 3 months after the first year. When we begin a new Life Sharing arrangement BACI will monitor weekly for the first month. LSN manager and LSN provider are expected to participate in completion of annual monitoring tool
- Arranging on-site visits to observe and provide support as needed;
- Consulting with others providing supports to the person living with you such as day program staff, employment support services staff
- Consulting with the person and his/her family or team;
- Checking to be sure required training/certifications have been completed and any new training needs are identified and addressed;
- Reviewing any documentation, you have provided to us including required reports, any incident reports or other information/records.

Contractors Responsibilities

- Provide access to documents;
- Provide access to the person supported, any persons residing at the house;
- Provide explanations requested by BACI or CLBC.
- Participate in annual formal monitoring tool

If there are concerns that you have or that we have about the services you are providing, we will work with you to try to address them and make changes as needed.

Considerations about agreement renewal will be based on our monitoring and evaluation. Your participation in these processes is important. The safety and well-being of the person(s) served always guides our decisions.

We will provide you with copies of the monitoring checklists we use.