

Indigenous Services Canada (ISC)

Policy and Procedures Handbook

BC Region

Volume 2: Assisted Living Program (Homemakers)

Homemaking Application process

For those community members who may be wondering about Homemaking services, the application process is a 7 step procedure:

1. Contact your Social Development “worker” to begin the application process. Shawna Riley (250) 256-4118 Ext 229 or via Email [socialdev@titqet.org](mailto:socialdev@titqet.org).
2. The worker will inform you that you must complete an INAC **Application for Homemaker Services** form and advise the applicant that they must complete **Section A** of that form or have the Worker help complete that section for you before a case file is opened. **NOTE:** The Application is only good for **six (6) months** and must be completed again prior to Homemaker services to continue.
3. Once this section is complete, the worker will arrange for an assessor; currently T’it’q’et Community Nurse, Lindy Watkinson, to determine the care requirements of the applicant. **NOTE:** the T’it’q’et Community Nurse would be better equipped to determine your needs within our community compared to an outside assessor. Additionally, many outside assessors will not do a **Homemaking Services Evaluation**, when that community already has an Assessor available, because they do not know what services are available within the community.
4. The assessor will contact the Applicant and make arrangements to conduct an in home assessment on the client, using the ISC **Homemaker Services Evaluation** form and determine the level of care needed.
5. The Assessor will meet with the Social Development worker to discuss the situation in the home and make an appropriate recommendation and decisions, than provide a copy of the Evaluation to the worker.
6. Than Social Development worker will complete Section B, C & D of the Application for Homemaker Services and the Worker will than contact the client afterword and ensure that the applicant receives a copy of both the Application and Evaluation for their records.
7. Finally, the Worker will contact a Homemaker for the client; provide them with copies of the Application and Evaluation; who in turn, will contact the Applicant to arrange a Homemaking service schedule that suits both the Applicant and the Homemaker.

## **Homemaker Policy regarding family in the home.**

Services range from housekeeping, meal preparation and attendant care to community supports such as; meals on wheels, psycho-social programs (visiting with Elders), short-term respite care for caregivers (*Family members living in the home*) and non-health transportation. Services do not include major home repairs.

The objective of the Homemaker Services program is to support and enhance the dignity and independence of physically disabled, mentally disabled or elderly adults, and to assist them to remain in their own communities with family and friends, and avoid institutionalization.

The program recognizes the right and responsibility of the individual to remain at home for as long as it is reasonable, safe, and practical to receive support services in the home setting. Individuals are encouraged to participate, to the fullest degree possible, in the development and implementation of a plan of service delivery structured to meet their assessed care needs.

It is the responsibility of the **Administering Authority** (T'it'q'et Administration Social Development program) to determine the nature, amount, cost and duration of the services to be provided. **The provision of service is based on available funding.**

### **Chapter 2.1. page 5 Eligibility: Family Members Providing In-home Care Services**

"Family Members Providing In-home Care Services Within the limits of their means and capacity, ***individuals and their relatives have primary responsibility for home management and supports.*** Payments may not be issued, therefore, when there is another person in the home, or a family member in the community who may reasonably be expected to provide the assistance required by the disabled or elderly person. Services shall be withdrawn when a family member becomes available to provide assistance." This means that if an Elder or PWD client has a family member or friend living in their home with them or nearby in the community, then those individuals are expected to look after the client's Homemaking tasks and therefore; are not eligible for Homemaking services. However, they may be eligible for short-term **respite services** based on need.

If you have any questions about the Homemaking process, please feel free to contact Shawna Riley at the office (250) 256-4118 ext. 229 or via Email [socialdev@titqet.org](mailto:socialdev@titqet.org).