

Health and Safety Checklist



HEALTH AND SAFETY CHECKLIST FOR HOMESHARE

Name of individual: _____ Date of assessment: _____

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INSTRUCTIONS

The *Health and Safety Checklist* identifies specific requirements upon which Homeshare providers must report. The checklist covers the following four areas of health and safety:

-  health care planning
-  individual care and support
-  safety and security
-  home atmosphere

Each standard includes service outcome expectations with a number of indicators. As the monitor, you must determine whether expectations in each area are being met or whether improvement is required. The checklist allows you to comment upon key findings for each standard.

The checklist is consistent with standards for home sharing that were endorsed by Community Living BC in April 2007. This checklist can be used as a self-assessment or by an external reviewer. The *Health and Safety Checklist for Home Sharing* is to be used in conjunction with the *Monitoring Tool for Homeshare* according to endorsed monitoring policies.

In reviewing home sharing services, Clements Centre Society (CCS) staff are to be guided by applicable monitoring policies. It is important to note that this checklist is intended to strengthen and complement existing methods of ensuring health and safety, not to duplicate or replace them. It is critical that the review process is used as a catalyst for change and improvement.

DETAILS OF REVIEW

Homeshare provider: _____

Name of reviewer: _____

Position/title: _____

Copies of the completed checklist should be provided to the Homeshare provider and individual served (and / or legal representative, if appropriate). The original should be maintained by CCS.

Health and Safety Checklist

HEALTH CARE PLANNING

Standard: Homeshare providers ensure that each individual with significant health care issues is supported by planning that identifies critical health care needs.

<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
	health care plan covers areas where the individuals require planned medical / therapeutic support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	qualified health professionals are involved in the development of the health care plan and approve the plan in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals, their families, or other supporters are involved in the development of the health care plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	assistants, including respite assistants, are familiar with protocols outlined and receive training as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare provider ensures health care is provided according to the health care plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	the health care plan is monitored for its effectiveness in directing health care and changes are made to the plan as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare provider and assistants are clear on who has the legal authority to make health care decisions, emergency versus ongoing care, and role of the family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare providers have been informed regarding representation agreements and are aware of their purpose and the role of a committee if one has been appointed for an individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				

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INDIVIDUAL CARE AND SUPPORT

Standard: The home provides an environment that encourages the physical and emotional health and well-being of each individual. Medical and dental needs are attended to for each individual and special care needs are met for individuals with physical disabilities.

service outcome expectation	indicators	meets expectations		
		yes	no	N/A
individuals live in a healthy home environment	individuals are supported to maintain good personal and oral hygiene and to care for health aids such as glasses and dentures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals' meals and snacks are nutritious, appetizing, and meet special dietary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a healthy balance of physical activity and rest is supported / encouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	clothing suits the weather and activity in which individuals are engaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	support is provided respectfully and self-reliance is encouraged in maintaining a healthy lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	where individuals require assistance to manage their funds, an accounting system is in place for the individuals' income, expenditures, and bank balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
illness and other health concerns are remedied promptly	individuals have a physician, dentist, and required specialists (e.g. physiotherapist, neurologist) and see them regularly and as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	symptoms of illness, significant changes in ongoing conditions (e.g. diabetes, weight loss / gain) are monitored and medical attention is sought promptly when indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare provider, assistants, and individuals have necessary knowledge of health conditions, whether temporary or ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	related directives (e.g. physiotherapy) are approved by medical professionals and implemented by the homeshare provider and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	pertinent aspects of medical visits, dental appointments, and health care information are recorded and accessible to those who need to know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
special and physical care needs are met	written seizure and other specialized protocols (e.g. bathing guidelines) have been developed in consultation with health professionals and, as appropriate, family members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare provider and assistants are aware of techniques for support (e.g. lifting, positioning, feeding) and are sensitive to the individuals' needs and rights when performing these tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	devices such as wheelchairs are in good repair and used according to care manuals (e.g. seating is addressed regularly to ensure comfort and support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	all guidelines and protocols are consistently followed by those assisting the individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
individuals who have chronic emotional / behavioural difficulties receive treatment and support	to foster mental and psychiatric health, appropriate treatment and support is provided to individuals with chronic emotional and / or behavioural difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	diagnostic and / or other professional support is obtained as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	treatment / support plans, such as prescribed medication and specific behavioural approaches, are followed and monitored appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				

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SAFETY AND SECURITY

Standard: The home guidelines and procedures are designed for the safety and security of all individuals with particular attention to the special needs of individuals with physical disabilities and those who are unaware of danger.

<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
fire safety and emergency preparation measures are in place	individuals are supported to learn and practice what to do in the event of a fire and other emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	emergency kits are in place to use in the event of an emergency (e.g. earthquake, natural disaster)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare provider and assistants are aware of how to respond to an emergency situation, including ways to support individuals to evacuate the home under different circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	the evacuation plan establishes a meeting place outside the home (e.g. a neighbour's home, significant landmark in the immediate neighbourhood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	fire extinguishers are conveniently accessible in the home and smoke detectors are installed as advised by the fire department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	smoke detectors are tested annually, and serviced as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
medications and hazardous household products are stored and used safely	where individuals require supervision near hazardous products, materials such as cleaning agents, gasoline, and matches are stored out of their reach or in a locked area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	as appropriate, individuals are supervised when using these products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	the proper storage and use of medications is understood and practiced by the Homeshare provider and assistants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	information about medications is kept on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	wherever possible, medications are not physically handled by anyone not taking them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	historical information on medications is available and includes purpose of medication and guidelines for when a dosage is missed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
environmental hazards are minimized for individuals who have physical disabilities, allergies, visual or hearing impairments, and / or epilepsy	furnishings are arranged to allow for easy access by individuals with visual impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	changes to the environment are minimized and individuals are supported to become familiar with new arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	specialized systems and adaptations, such as lights, are used for alarms and doorbells for individuals with hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	if an individual has mobility challenges, handgrips and railings are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	allergies are noted in a prominent place among the individuals' support information and on identification individuals carry in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	supervision is provided for individuals with a seizure disorder while he or she is involved in activities that put safety at risk (e.g. bathing, swimming, using steep stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
precautions are taken to ensure individuals' safety	first aid supplies are kept on hand at the home and in vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vehicles are well maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	wheelchairs and other equipment are kept in good condition and are approved by an occupational therapist or other professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	techniques used to lift and transfer individuals are approved for the safety of the individual and assistants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals carry identification while away from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals are taught how to be safe as a pedestrian (aware of traffic, crosswalks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals are taught assertiveness skills, such as learning to deal with strangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	when involved in high-risk activities, such as boating or hunting, individuals are taught and supported to use safety precautions, all regulations are followed, and appropriate people (i.e. family members and home sharing staff) are informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	adults providing support and / or living in the home have completed a criminal record search and a copy is kept at the home or the CCS office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
Homeshare provider and assistants are trained to respond to medical emergencies	Homeshare providers, assistants, respite providers, and volunteers, have current first aid certification and CPR training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Homeshare providers, assistants, respite assistants, and volunteers have training related to additional conditions such as severe seizures, respiratory ailments, allergies, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				

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HOME ATMOSPHERE

Standard: Homeshare providers provide a home-like environment that allows individuals to live a personally rewarding life.

<i>service outcome expectation</i>	<i>indicators</i>	<i>meets expectations</i>		
		yes	no	N/A
house and yard are safe and promote family style living	accommodation complements the needs and wishes of individuals and allows access to household items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	individuals' right to and wish for privacy is respected (e.g. have the opportunity to have private telephone conversations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
each individual is supported to achieve goals related to the home	individuals are encouraged to develop a sense of ownership and belonging within the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a comfortable home environment is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	each individual has the opportunity to personalize his or her room including pictures and mementoes of his or her history and culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
house and yard accommodate each individual's use of mobility aids	home has been adapted to accommodate individuals' use of mobility aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	outdoor area is accessible by individuals using mobility aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal inventory	Individual's inventory is updated yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

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Annual Resource Review

Providers name(s): _____

Have there been any changes in the following areas since your last home study or review?

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| Family composition | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Physical and mental health | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Interests, community involvement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Change of address/phone number | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other significant changes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

For those areas you have indicated 'Yes' please describe the changes.

Please list all persons currently living in the home and their relationship to you:

Please list all training events attended in the past 12 months. _____

In what topics would you like to receive information or training? _____

Questions/comments? _____

Service provider signature: _____

Coordinator signature: _____ Date reviewed: _____

Health and Safety Assessment Actionable Items

This is a companion to the Health and Safety Assessment and notes details of items not meeting requirements which must be addressed in order to meet contractual obligations with Clements Centre Society (CCS). Upon completion of outstanding requirements, the provider signs and dates this form and returns it to CCS. The original is kept on file at CCS and a copy is given to the Homeshare provider.

Date of assessment: _____

Homeshare provider: _____

Homeshare coordinator: _____

Outstanding requirements to be met	Date to complete
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Completion date of all actionable items: _____

Signature of Homeshare coordinator: _____

