
	Peel Cheshire Homes (Brampton) Inc.		OPERATIONAL POLICY # DC1
	Issued: January 10, 2017		Page 1 of 2
	Revised: October 17, 2023	Section: Direct Care	
	Signed: 	Subject: Acceptance to the Residential Program	

Purpose:

The Peel Cheshire Homes Brampton’s Supportive Housing Program provides housing in a congregate setting which provides residents with personal support services and essential homemaking.



Eligibility Criteria for Supportive Housing

A Resident must:

- have a valid Ontario Health Card
- be at least 16 years of age
- have a permanent physical disability and require physical assistance with activities of daily living such as: bathing, dressing, transferring and toileting
- be able to clearly direct their own services (care)
- be able to have medical health needs met by existing community health providers on a visitation basis
- agree that their primary health care provider will be the Physician associated with the Nurse Practitioner who provides medical support to residents on-site (if available)
- agree that their medication will be supplied by the Agency’s pharmacy provider
- OT Assessment is required to be arranged by the new resident for move-in day and if not arranged the resident will not be allowed to occupy the unit
- New resident may be requested to have Home and Community Care complete assessment prior to acceptance to the residential program and for the report to be shared with PCH

At the point the applicant self-determines their eligibility for supportive housing:

1. The applicant must complete a Supportive Housing Waitlist Application Form and forward it to the Residential Operations Manager. The purpose of completion of this application is for Peel Cheshire Homes Brampton to determine preliminary eligibility and to be added to the wait list for supportive housing unless there is a room available and the wait list is zero (see wait list section below).
2. In the event an opening becomes available, the applicant will be contacted to complete the Supportive Housing Application Form to determine level of care needs and suitability for supportive housing services.
3. The Application Form will be reviewed by the Screening Committee which will consist of the: Executive Director, Residential Operations Manager and the Residential Supervisor
4. Applicant interview process: Managers will ask questions to determine the level of care needed
5. Second interview with a committee of current residential clients to determine personality fit
6. When the decision has been made the applicant will be advised of the decision. If the decision is for acceptance the applicant will be required to sign a Tenancy Agreement and Service Agreement, as well as complete a Care Plan prior to moving into Peel Cheshire Homes Brampton. If the decision is against admission, reasons for the decision will be included in the denial letter.

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Application Selection Criteria

The selection of the applicant for placement is not on a first come, first serve basis. Applicants who are living in particularly difficult circumstances will receive priority for placement.

High priority will be given to applicants who are in the circumstances, such as:

1. The imminence of institutional or facility placement if the applicant does not receive personal support and homemaking services in a supportive housing setting. For example, the applicant's caregivers are no longer able to provide appropriate levels of personal support at home.
2. The applicant is in, attempting to leave, or has left an abusive situation.
3. The applicant is being discharged from hospital or is considered homeless.

Maintenance of Wait List

The wait list will be updated on an annual basis and if a response is not received the applicant will be removed from the wait list.

Applicants are encouraged to inform the Manager in cases of any change in circumstances such as, but not limited to:

- Change in the applicant's status (medical or general); or
- The applicant's needs are being met through another agency; or
- The applicant wishes to withdraw their application

The length of the waiting period cannot be predicted as it will vary from case to case but will be an extended period of time likely measured in years as opposed to months.

Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.