

	Peel Cheshire Homes (Brampton) Inc.		OPERATIONAL POLICY # DC1
	Issued: January 10, 2017		Page 1 of 3
	Revised: December 3, 2025	Section: Direct Care	
	Signed: 	Subject: Acceptance into Services	

Purpose:

Peel Cheshire Homes Brampton provides services in their Supportive Housing Program and their Outreach Program. The Supportive Housing Program provides housing in a congregate setting which provides residents with personal support services and essential homemaking. Peel Cheshire Homes Brampton's Outreach Program provides pre-scheduled personal support services and homemaking services on a visitation basis, based on the Consumer's individual requirements, to assist the Consumer in activities of daily living.

Eligibility Criteria for Supportive Housing Program

An applicant 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 Ontario Health atHome complete assessment prior to acceptance to the residential program and for the report to be shared with PCH

Eligibility Criteria for Outreach Program

An applicant 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
- be able to clearly direct their own services (care)
- must reside within the City of Brampton
- be able to have medical health needs met by existing community health network
- not have their needs met through current service providers

At the point the applicant self-determines their eligibility for the Supportive Housing Program:

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.

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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 Risk Assessment and 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.

At the point the applicant is eligible for the Outreach Program:

1. The applicant will be assessed by The Workplace Resource Manager only when there's a potential for availability of service in the foreseeable future.
2. The decision of acceptance into the Outreach Program is at the discretion of the Workplace Resource Manager and may include consultation with the Executive Director. A letter will be sent advising the applicant that they have been accepted to the program and been placed on the Agency's waiting list for availability of service. Should the applicant not meet the Agency's criteria they will be advised in writing.

Application Selection Criteria

The selection of the applicants for placement in either program 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 or has been requested to leave an institutional setting (i.e. hospital) or is considered homeless.

Maintenance of Wait Lists

The length of the waiting period cannot be predicted as it will vary from case to case in either program. The length of the waiting period for the Supportive Housing Program will be an extended period of time, likely measured in years as opposed to months. The wait list for the Supportive Housing Program will be updated on an annual basis and if a response is not received the applicant will be removed from the wait list. The wait lists for both programs will be revised as per the change in the circumstances of an applicant.

Applicants are encouraged to inform the Residential Operations or Workplace Resource 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

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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.