



HomePlace

LIFESTYLE SUPPORT
FOR INDIVIDUALS WITH A DISABILITY



This booklet offers guidance for families considering the HomePlace Host program, and gives you information about how the service may work for your loved one.

**HOMEPLACE HOST
FAMILY HANDBOOK**



HomePlace

L I F E S T Y L E S U P P O R T
FOR INDIVIDUALS WITH A DISABILITY

1. How does the service work?
2. Where will the participant stay?
3. What security checks will HomePlace put in place to ensure the participant is safe?
4. What training does the Host have?
5. How does the Participant get matched?
6. Participant drop off/pick up?
7. What does the participant need to take with them?
8. How much does it cost and what does this cover?
9. Cancellations
10. Support Care Plan
11. Incidents
12. Complaints

H O M E P L A C E H O S T
F A M I L Y H A N D B O O K

1. How does the HomePlace Host service work?

HomePlace Host is a service provided by HomePlace, to enable participants to have time away from their families in a homely environment. This is a short term stay in a paid employee's (Host) own home.

2. Where will the participant stay?

Participants will stay in a HomePlace Host's own home for their short term stay. All Hosts have been recruited specifically for this role and have had the appropriate disability screening checks (so have anyone aged 18 or over living in the home) and training. HomePlace has advertised for Hosts in the community sector, this way the worker will have experience in this sector and of people who are living with a disability and their needs.

3. How long can the participant stay?

Most stays are scheduled from a Friday evening to a Sunday evening as this is the time of highest demand. Depending on the Host's availability, stays may be able to be arranged for a longer duration. Ideally, the participant will stay with the same Host each stay. This allows both parties to build a relationship.

4. What security checks will HomePlace put in place to ensure the participant is safe?

- HomePlace will ensure all Hosts will have had their disability screening checks.
- HomePlace ensures all Hosts will have their First Aid/CPR qualification and medication training.
- HomePlace will ensure Hosts have any other training required for the individual participant.
- HomePlace will ensure all Host homes are checked before the participant stays there. This is done using a comprehensive checklist where the HomePlace Coordinator checks that the home is clean, safe and the risks to the participant are minimised.
- All people aged 18 years and over who live at the Host's home will also need to have a current disability screening check.
- The HomePlace Host Coordinator will contact the Host before every stay to ensure nothing has changed since the initial home safety check.
- The HomePlace Host Coordinator will contact the Host after every stay to receive feedback on the homestay.

5. What training does the Host have?

The Host will have First Aid, CPR and Medication training. Bearing in mind that most support workers are already employed by the disability sector, they will likely also have additional training. However, if a HomePlace Host worker requires further training specifically to support the participant, such as epilepsy training, they will receive the training prior to the service commencing.

6. How does the Participant get matched?

- The HomePlace Host Coordinator will come out to meet the participant and their family, to find out what kind of support they need/want during their stay. The HomePlace Host Coordinator will use this information to create a Support Care Plan for the participant. It is important to give the Coordinator as much information as possible about the participant.
- We will note down what physical support they will need, what training the Host will need to have had, as well as what interests and hobbies they have.
- Once we have this information, we will match the participant to a suitable Host.
- We have a pool of Host workers and the participant will be matched to an individual by shared interests, location and the Host's experience and training.
- Once we have a match, the HomePlace Coordinator will discuss the match with the participant and their family. If they are happy to progress, we will arrange a meet and greet at the Host's home before the stay. This helps the participant know who they are going to stay with and prepares them for the visit.

7. Participant drop off/pick up?

- The HomePlace Host Coordinator will organise future dates / times for stays in conjunction with the participant, their family and the Host.
- If you can't get to drop off or pick up at the scheduled times, you must contact the Host and let them know when you will be there.
- The Host Coordinator may be able to organise the participant's pick up and drop off, but this is likely to incur an additional cost.

8. What does the participant need to take with them?

When the participant is dropped off at the Host's home, they need to have

- Clean clothes, including nightwear for the duration of the stay (ideally with a list or photo of what's been taken so the Host knows what is to be returned)
- Any toiletries needed for the stay
- Medication must be taken in a webster pack. If this presents a difficulty, please contact the HomePlace Host Coordinator.
- Spending money for outings and activities
- Companion Card
- Any special item that is a comfort to the participant and will assist them with their stay, such as a special pillow.
- Participants are advised not to take any valuables with them in case they get lost or broken.

9 How will the Host communicate with the family?

The Host will produce a summary of the stay and report on the progress of any goals the participant may be working towards. Each report will be individualised to report on the participant's activity during the stay and will include photos taken.

10 How much does it cost and what does this cover?

The cost of the Home Stay will be quoted to you before the commencement of service. This price will include:

- All of the participant's meals
- Accommodation for the whole period
- Transport to any activities within the metropolitan area
- An average cost for a stay from Friday 5pm to Sunday 5pm is \$1,663.60. This compares favourably to a stay in a Respite House with one staff member to two participants with the NDIS Price Guide cost of \$2,290.60

It doesn't include

- Spending money for any purchases the participant makes during the stay
- Spending money for activities like the movies, food and meals out.

11 Cancellations

- If you need to cancel a scheduled Host stay, you are to contact your HomePlace Host Coordinator, where possible, with as much notice as possible.
- If your Host has to cancel the stay, we will try to find another suitable Host for the scheduled stay. If not, the stay will have to be cancelled, and re-scheduled for another time.

12 Support Care Plan

All participants will have a Support Care Plan created by the HomePlace Host Coordinator for their Host to implement. The Support Care Plan will have all of the participant's contact information, emergency contact details, allergies, what they need support with, and their NDIS goals. It will also have information on any behaviours of concern, triggers, etc.

13 Incidents

While the participant is staying with the Host, the Host is responsible for the participant's wellbeing. They will ensure they are safe at all times. If an incident such as an accident or a fall occurs, the Host will complete an incident report. The incident report goes to the HomePlace Host Coordinator who will review the incident and assess if anything needs to be changed or adjusted in the support in the future.

14 Complaints

- If the participant, their family or the Host have any concerns or complaints about the service, they are encouraged to speak to the HomePlace Host Coordinator.
- If there are irretrievable breakdowns in the relationship between Host and Participant, the HomePlace Host Coordinator will endeavour to find a new, suitable Host for future scheduled stays.
- There is a Complaints process that the HomePlace Host Coordinator will give all new participants and their families, outlining the process for making a complaint.



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Enquiries are welcome from individuals, families and professionals. Please contact HomePlace for further information about the HomePlace Host program.

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