

Licensed Residential Care for Adults

Do you require a community care facility licence?

In British Columbia, care to adults is provided along a continuum dependant on a person's needs and vulnerabilities:



➤ **Home Support**

Designed to help adults remain independent in their own home as long as possible. Personal assistance with activities of daily living are provided by health care professionals.

➤ **Supportive Housing**

For adults who need some assistance in order to continue to live independently. Support services include 24-hour response, light housekeeping, meals, and social and recreational activities.

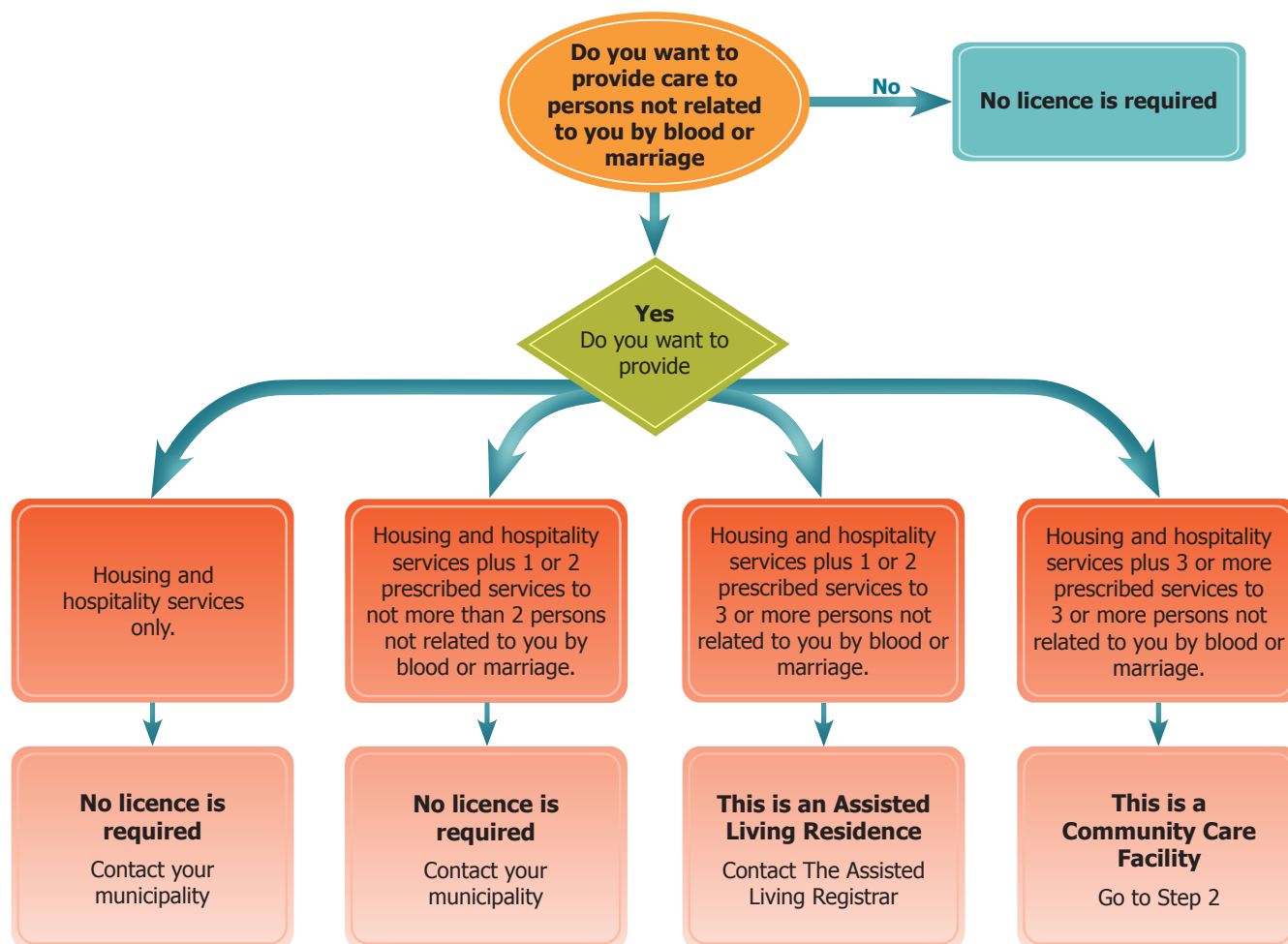
➤ **Assisted Living**

Provide housing, hospitality services and personal care services for adults who can live independently and make decisions on their own behalf but require a supportive environment due to physical and functional health challenges.

➤ **Community Care Facility (Residential Care)**

Services are provided in facilities that provide 24-hour professional care and supervision in a protective, supportive environment for people who have complex care needs and can no longer be cared for in their own homes or in an assisted living residence.

Step 1: Determine if you need a Community Care Facility Licence



Definitions

- ◆ **"care"** means supervision that is provided to an adult who is vulnerable because of family circumstances, age, disability, illness or frailty and dependent on caregivers for continuing assistance or direction in the form of 3 or more prescribed services.
- ◆ **"community care facility"** is a premises or part of a premises in which a person provides care to 3 or more persons who are not related by blood or marriage to the person and includes any other premises or part of a premises that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care.
- ◆ **"assisted living residence"** means a premises or part of a premises, other than a community care facility, in which housing, hospitality services and at least one but not more than 2 prescribed services are provided by or through the operator to 3 or more adults who are not related by blood or marriage to the operator of the premises.
- ◆ **"hospitality services"** means meal services, housekeeping services, laundry services, social and recreational opportunities and a 24 hour emergency response system.
- ◆ **"prescribed services"** are services that fall under these categories:
 - a) regular assistance with activities of daily living, including eating, mobility, dressing, grooming, bathing or personal hygiene;
 - b) central storage of medication, distribution of medication, administering medication or monitoring the taking of medication;
 - c) maintenance or management of the cash resources or other property of a resident or person in care;
 - d) monitoring of food intake or of adherence to therapeutic diets;
 - e) structured behaviour management and intervention;
 - f) psychosocial rehabilitative therapy or intensive physical rehabilitative therapy.

Step 2: You require a community care facilities licence - Now What?

1. Read the *Community Care and Assisted Living Act* and the *Residential Care Regulations* to ensure you can commit to complying with all the requirements.
2. Determine if you require other approvals.
 - Contact your municipality for requirements (fire, building, zoning, business licence).
 - Determine if you can meet the financial commitment to operate a community care facility. Contact the funding agency for requirements and details and to determine if funding is available (see page 4 for funding agency contact information).
 - Contact a Fraser Health, Environmental Health Officer to determine if you can meet the *Public Health Act* requirements.

Applying for a Community Care Facility Licence:

1. Purchase the application package at a Community Care Facilities Licensing Office.
2. Fill out the application package in full.
3. Return the completed application package to your assigned Licensing Officer.
4. Dependent on the complexity and completeness of your application the process for approvals may take at least four to six months.
5. The Licensing Officer will contact you regarding next steps.

Questions & Answers

- ◆ **Can I care for more than 2 people while I go through the application process?** No, you can only care for 2 persons not related by blood or marriage to the operator until a community care facility licence has been issued.
- ◆ **Is a community care facility licence transferable?** No, a community care facility licence is issued for a specific building (address) and a specific Licensee. When there is a change of Licensee or facility address a new application for licence is required.
- ◆ **Do adult day programs require a Licence?** No. Adult day services are community based group programs designed to provide social and some health services to adults who need supervised care in a safe environment during the day. These do not meet the definition of a Community Care Facility.
- ◆ **How do I know if I am providing 'Prescribed Services'?** Using the following worksheets will assist you in making a determination:
<http://www2.gov.bc.ca/assets/gov/health/forms/1621.pdf>
<http://www2.gov.bc.ca/assets/gov/health/forms/1625.pdf>
- ◆ **Can I apply for a Licence even if I don't need one?** No, the care you intend to provide must meet the definition of a community care facility.
- ◆ **Can I purchase a property or commence construction of a community care facility without licensing approval?** It is strongly recommended that you wait for licensing approval of the site and floor plans prior to purchasing a property and/or commencing construction. After approval is granted, it is expected that the facility is built according to the approved plan. Any changes could impact licensing's approval.

Application Packages can be purchased at the following Community Care Facilities Licensing Offices:

To contact the local licensing office by phone, please call
Population Public Health Central Call Centre at:

604-587-3936

and request to be connected to your local area office.

Abbotsford (*Abbotsford, Mission, Chilliwack, Agassiz, Hope*)
Suite 102–34194 Marshall Road
Abbotsford, BC V2S 5E4

Delta (*Delta, Tsawwassen & Ladner*)
Suite 201 – 11245 84th Avenue
Delta, BC V4C 2L9

Surrey (*Surrey, White Rock, City of Langley,
Township of Langley*)
Suite 100 Central City Tower
13450 – 102nd Avenue, Surrey, BC V3T 5X3

Burnaby (*Burnaby & New Westminster*)
Suite 300 – 4946 Canada Way
Burnaby, BC V5G 4H7

Maple Ridge (*Maple Ridge & Pitt Meadows*)
Suite 400 – 22470 Dewdney Trunk Road
Maple Ridge, BC V2X 5Z6

Tri-Cities (*Coquitlam, Port Coquitlam, Port Moody,
Anmore & Belcarra*)
Suite 300 – 205 Newport Drive
Port Moody, BC V3H 5C9

For Fraser Health Funded Long Term Care (LTC) facilities only:

Licensing Development Coordinator
Suite 102–34194 Marshall Road
Abbotsford, BC V2S 5E4

Fraser Health Websites:

Community Care Facilities Licensing - Residential Care: www.fraserhealth.ca/residentialcare

Long Term Care and Acquired Brain Injury: www.fraserhealth.ca/health-info/home-and-community-care/services/

Mental Health and Substance Use: www.fraserhealth.ca/health-info/mental-health-substance-use/

Other Web Resources:

Ministry of Health - Community Care Facilities

Ministry of Health - Assisted Living Registry

BC Laws:

- Community Care and Assisted Living Act
- Community Care and Assisted Living Regulation
- Residential Care Regulation

Community Living BC

Ministry of Child and Family Development