

# Self-Managed Care

## HOME CARE

### What is self-managed care?

Self-managed care is an alternate method of service provision. It provides resources to directly pay for and manage personal care and home care support services.

### What is a self-managed care agreement?

The self-managed care agreement is a legal contract between Alberta Health Services and the client or their legal representative. The agreement governs the terms and conditions of the self-managed care funding. Agreements are signed for a one-year term.

### Who is eligible for self-managed care in Alberta?

Anyone living in Alberta with a healthcare card and living in a community setting is eligible for self-managed care and must

- have assessed unmet health care needs within AHS Provincial Home Care Service Guidelines;
- have stable health and predictable care needs;
- need ongoing personal care and home care support services (e.g., longer-term needs);
- be willing and able to assume the responsibilities and risks associated with contracting services for their own or a loved one's personal or home care support services (a legal representative may do this on behalf of a client).



## What services are provided?

Services include personal care, home support services and respite care. Services are based on your home care assessment.

- Personal care includes assistance with personal hygiene, dressing, toileting, mobilization and transferring, eating, oral care and medication management.
- Home support services include services, such as assistance with preparing meals, homemaking, and recreation activities.
- Respite care includes day, evening or night care to give unpaid caregivers (generally family) a break from caregiving.

Self-managed care funds cannot be used for any other purposes. Professional services, such as nursing, social work or therapy services cannot be purchased with self-managed care funds but will be arranged by the home care case manager, if needed.



## What are the expectations of self-managed care recipients?

You, your loved one and/or their legal representative are responsible to:

- recruit, interview, hire, train, supervise, schedule employees and direct the employees in the provision of care;
- develop a back-up plan to ensure that care can be provided at short notice if the regular employee is unavailable;
- evaluate employees' performance, and, when necessary, terminate the employees
- manage salary and payroll;
- complete and submit reports to AHS that confirm the self-managed care funds spent each quarter;
- meet Canada Revenue Agency (CRA) federal tax regulations (e.g., register for a business number; withhold income tax, Canada Pension Plan and Employment Insurance contributions from employees' wages);
- meet Alberta employment standards for all employees;
- notify the AHS home care case manager within 72 hours if there is any change in your loved one's health status, care needs or living arrangements, such as hospitalization;
- ensure the proper documentation is in place if the person responsible is your or your loved one's legal representative (e.g., guardian under the Adult Guardianship and Trusteeship Act, agent under the Personal Directive Act, trustee under the Adult Guardianship and Trustee Act or attorney under the Powers of Attorney Act).

You may also choose to hire a private home care agency, if the employee works directly for the agency.

## Who can be hired?

You or your loved ones are responsible to ensure that each employee is legally allowed to work in Canada as per your agreement. Family members, friends and informal caregivers are not allowed to be hired as paid care providers.

## How can I get home care?

For more information on home care programs and services, contact Health Link at 811. Family, friends, neighbours or health professionals can also call on your behalf.

**For further information:**



[ahs.ca/homecare](https://ahs.ca/homecare)

