

# **LIFE and the CSW**

## **A Unique Partnership!**

# ABC's of Life

*Accept difference **B**e Kind **C**ount your blessings  
**D**ream **E**xpress thanks **F**orgive **G**ive freely  
**H**arm no one **I**magine more **J**ettison anger **K**ep  
confidences **L**ove truly **M**aster something  
**N**urture hope **O**pen your mind **P**ack lightly  
**Q**uell rumours **R**eciprocate **S**eek wisdom  
**T**ouch hearts **U**nderstand **V**alue truth  
**W**in graciously **X**eriscape **Y**earn for peace  
**Z**ealously support a worthy cause*

*❖ -R. Stewart*

## **Introduction**

The Innovative LIFE Options Inc. (LIFE) team and the CSW work together to create a unique partnership! This partnership benefits each individual who chooses In the Company of Friends (ICOF). This package is designed to help clarify these unique roles and responsibilities, and promote open communication. We believe communication is a critical aspect in the smooth partnership between LIFE, the CSW, and Family Services in general. Everyone involved must have a strong commitment to working together effectively. For these reasons, LIFE offers you a snapshot of this partnership.

## **ICOF and LIFE**

Before we get started, let's dispel a few common myths between LIFE and ICOF.

- ❖ ICOF is a funding model offered by the Department of Family Services. ICOF is designed to enhance each individual's ability to self - manage his/her life with support. It is based on relationships.
- ❖ LIFE is a non - profit agency contracted by your department to provide guidance, training, information, and resources, as well as case management to each individual who chooses ICOF.
- ❖ It is the mission of Innovative LIFE Options, Inc. to provide each participant of In the Company of Friends and his/her Support Network with high quality resources, information and guidance that will assist each participant in creating the life that he/she desires within the framework of valued and meaningful relationships.

ICOF provides you with an alternative to offer individuals and families in your region. It gives individuals an opportunity to be contributing members of society in a whole new way. It encourages self - respect and offers new ways to grow, learn, work and play. Most of all, each individual makes his/her own choices and decisions; takes risks and has opportunities to learn. Each individual becomes an employer, providing a whole new world of choice and responsibility.

## Dispelling ICOF and LIFE Myths!

❖ **Myth: In the Company of Friends has changed its name to LIFE.**

- ✓ **Fact:** In the Company of Friends (ICOF) and LIFE are two very different things. ICOF is a funding model offered through the Community Living disABILITY Services of the Department of Family Services. Individuals receive money directly from the Department, make their own decisions, hire their own staff and work towards living each day the way THEY want to. LIFE is an organization that provides resources, information and guidance while ensuring that each individual has a strong and healthy Support Network.

❖ **Myth: Individuals funded through ICOF still have a Community Services Worker.**

- ✓ **Fact:** Yes, each individual will still have a Community Services Worker (CSW) who is available to assist as needed. However, the role of the CSW changes when an individual receives ICOF funding. The assigning of a CSW maintains the individual's connection to your department. However, many CSWs find that their ICOF files move into a type of hibernation for the majority of the time as LIFE relieves regional staff of their usual 'CSW' related functions. The amount of time you will spend on each individual is minimal, freeing up your resources for other people receiving services through Community Living disABILITY Services.

❖ **Myth: Individuals have to come to ICOF with a Support Network.**

- ✓ **Fact:** No. LIFE will help any interested individual build and create a Support Network. Support Networks are an integral feature of ICOF, and critical to the success of the individual. Support Networks are the structure that is in place to help the individual self - manage his/her day to day life.

❖ **Myth: Individuals have to have a family.**

- ✓ **Fact:** No. The Support Network, with or without family members, provides a stable structure for each individual. As relationships grow, many friends become "family". This is the nature of the ties that bind. Family involvement is only important if the individual asks for their involvement. Sometimes friends are a better choice to participate in a helpful way, even if the individual has family members.

❖ **Myth: ICOF is an expensive funding model!**

- ✓ **Fact:** Sometimes it is and sometimes it isn't. This is the case whether an individual is placed in a group home or funded through ICOF. There are cases where the ICOF funding model has proven to be more cost effective. There are no layers of administrative support; budgets reflect the individual's lifestyle versus the culture, layers and requirements of other models, and the cost of meeting and maintaining licensing requirements is not an issue.

❖ **Myth: LIFE will step in if an individual receiving ICOF funding is making bad decisions.**

- ✓ **Fact:** LIFE has no power to take away an individual's right to make his/her own decisions. We all make bad decisions sometimes, especially when we are learning to make decisions. The philosophy of the ICOF model is based on "*supported decision making*". Supported decision making is a term that is well defined in the Vulnerable Persons' Living with a Mental Disability Act. It means that the Support Network and even the LIFE Resource Coordinator may provide guidance and information to the individual, but it is ultimately his/her right to make the decision. In fact, it is LIFE's responsibility to ensure that the individual is making the decision or minimally participating in the decision making process. Many individuals have not had the opportunity to make their own life decisions before and it is a learning curve. LIFE is responsible for ensuring that each ICOF participant has a Support Network in place to assist in that process.

❖ **Myth: ICOF living arrangements are only one to one.**

- ✓ **Fact:** The possibilities are endless! ICOF funding provides the flexibility to facilitate individual choice! There is no design, only the opportunity to create something designed and suited to the individual. What this looks like, well, the sky's the limit! Each individual will want something different! ICOF has the flexibility to respond!

Hopefully we have dispelled some of the common myths about ICOF and LIFE. If you have other questions or need more clarification, you can refer to our website, additional publications, or call LIFE. We are happy to help!

## What should you expect from LIFE? What would LIFE ask of you?

The following charts outline the responsibilities of this unique relationship, focusing on five important areas:

- ❖ Program Inquiries
- ❖ Referrals
- ❖ Funding Approvals
- ❖ Reporting
- ❖ Finances and Budgets

<b><u>PROGRAM INQUIRIES</u></b>	
<b>You can expect that:</b>	<b>We ask that:</b>
<ul style="list-style-type: none"> <li>❖ LIFE is available to provide any information to you or a family who may be exploring ICOF. You can call LIFE's main office for information and guidance on how to proceed.</li> <li>❖ LIFE has designated someone in each region to respond to program inquiries. This person will connect with the individual, send out ICOF program information, and follow up with a personal meeting as needed. You are welcome to join in this portion of the process. If this is not possible LIFE will keep you in the loop.</li> </ul>	<ul style="list-style-type: none"> <li>❖ You promote the ICOF option within your region.</li> <li>❖ You connect with LIFE if you have any questions.</li> </ul>

## REFERRALS

<b>You can expect that:</b>	<b>We ask that:</b>
<ul style="list-style-type: none"> <li>❖ LIFE has designed an informative process to guide interested parties through approval, acceptance and ongoing participation in ICOF. This is our <i>entrance process</i>. This process includes developing the Support Network, designing an ICOF budget, planning sessions, and reviewing the “functional” and “relationship” responsibilities of ICOF.</li> </ul>	<ul style="list-style-type: none"> <li>❖ You have an understanding of the ICOF Entrance and First Steps checklists as outlined in the entrance process. Although the LIFE team works through these pieces with each referral, it is important that the CSW be knowledgeable of the content and material covered.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE has created a policy with respect to referrals (see Appendix A: Approval, Acceptance and Ongoing Participation).</li> </ul>	<ul style="list-style-type: none"> <li>❖ You familiarize yourself with LIFE policies.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE will provide you with an ICOF Referral Form (Appendix B).</li> </ul>	<ul style="list-style-type: none"> <li>❖ You complete and submit the ICOF Referral Form to LIFE’s Senior Coordinator. Please ensure the referral form contains all of the information requested.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE will meet with any individual and his/her family to review and discuss the ICOF entrance process. In this meeting the steps will be reviewed to ensure all involved are prepared for the journey ahead. (Appendix C).</li> <li>❖ LIFE will work through the ICOF entrance process with the individual while they await funding approval.</li> </ul>	
<ul style="list-style-type: none"> <li>❖ LIFE will help in preparing a budget based on the individual and his/her plans for the future. This budget, accompanying proposal and a request for LIFE administrative support will be submitted to you. The budget is based on FSCA/ICOF Budget Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>❖ You meet with LIFE staff once an individual’s ICOF budget is submitted. This is the time to discuss the budget, review the plan, re - confirm roles, and any other outstanding items.</li> <li>❖ Your department approves the budget and a letter of approval be sent to the individual, and LIFE.</li> </ul>

## ICOF FUNDING APPROVALS

<b>You can expect that:</b>	<b>We ask that:</b>
<ul style="list-style-type: none"> <li>❖ A LIFE Resource Coordinator is assigned to the individual for ongoing support, guidance and resources, as well as overall monitoring.</li> <li>❖ The Resource Coordinator will assist the individual and his/her Support Network to complete the ICOF First Steps Checklist (Appendix D). This checklist ensures any new employer responsibilities are complete, items such as payroll, Business Registration, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>❖ You complete the transfer of funding from Employment and Income Assistance to In the Company of Friends.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE will provide each individual with <i>FSCA Vendor Request for Direct Deposit</i> form. The individual will forward the completed form to Manitoba Finance Accounts Payable.</li> </ul>	<ul style="list-style-type: none"> <li>❖ You ensure the process for the direct deposit of the individual's ICOF funding is complete.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE will ensure each individual sets up a health care plan to cover off any medical expenses (Blue Cross or an alternate provider) within the first 90 days of funding approval.</li> <li>❖ Some individuals may require ongoing assistance through the health/HEX card portion of EIA coverage when more extensive health and medical care is required.</li> </ul>	<ul style="list-style-type: none"> <li>❖ You maintain EIA health benefits for the individual for a period of not more than 90 days. This ensures that he/she has health care benefits while awaiting approval of the new health plan.</li> <li>❖ In these special circumstances, you ensure this process is complete and the individual's EIA health care benefits are uninterrupted.</li> </ul>
<ul style="list-style-type: none"> <li>❖ LIFE will provide you with revised individual contact information for your INFAC system.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Once you receive the revised individual contact information you update Family Services INFAC system.</li> </ul>

## **REPORTING**

<b>You can expect that:</b>	<b>We ask that:</b>
❖ A Semi - Annual Report will be sent to you in May and November of each year. This report is prepared by LIFE, providing highlights with respect to each individual and his/her financial status.	❖ You contact LIFE if you have any questions about the Semi-Annual Report.
❖ You will receive written notice from LIFE if there is a change in Resource Staff.	❖ When there is a change in CSW that you provide written notice of this change to the individual receiving funding and LIFE.
❖ Should an incident or allegation of abuse or neglect occur, LIFE will ensure you receive an incident report within 24 hours of the incident, so that you can proceed with your investigation.	❖ You acknowledge that you have received the incident report within the 24 hour period.
❖ LIFE has reviewed with each individual and his/her Support Network the VPA and reporting requirements with respect to abuse.	
❖ LIFE will provide each individual with a template form, guidance and information on reporting incidents (Appendix E).	
❖ LIFE is committed to clear communication.	❖ You ensure that the LIFE team be copied on any correspondence related to individuals receiving ICOF funding to ensure clear and open communication.

<b><u>FINANCES AND REQUESTS</u></b>	
<b>You can expect that:</b>	<b>We ask that:</b>
❖ LIFE will receive and monitor each individual's quarterly financial report.	
❖ LIFE will request a holdback of funds when an individual has accumulated more than three months of funding. In order to ensure individual can meet their daily living and employer expenses, your department has approved this minimal accumulation of assets.	❖ You will initiate a holdback of monthly funding as requested by LIFE to ensure the individual's funding falls within your department's ICOF guidelines.
❖ If an individual requires an adjustment to his/her budget, additional funding or is in need of a crisis request, you will receive a request/proposal from LIFE which outlines the particulars associated with the request.	❖ You acknowledge that the request was received, and follow up initiated.  ❖ You copy LIFE on confirmation of funding requests, funding changes, or correspondence related to funding.

For additional information, please refer to the Family Services document **Procedural Guidelines for the Regional Delivery of In The Company of Friends** - updated spring 2010.

**Summary**

We hope that we have offered some clarification on the roles and expectations of LIFE. We look forward to connecting with you, and those within your region to explore the ICOF funding option for interested individuals and families.

This journey will be one of creativity and growth. Our intention is to provide resources within this unique partnership which are based on open communication, the spirit of community, and the value of relationships. Working together will ensure success!

**In Partnership!**

## **Where To Find Us?**

**Innovative LIFE Options Inc.**  
**4-120 Maryland Street**  
**Winnipeg, Manitoba R3G 1L1**  
**Phone: (204) 772-3557 Fax: (204) 784-4816**  
**Toll Free Outside of Winnipeg 1-866-516-5445**  
**Email: [info@icof-life.ca](mailto:info@icof-life.ca)**  
**Website: [www.innovativelifeoptions.ca](http://www.innovativelifeoptions.ca)**

## **Other Publications:**

*An Introduction to LIFE*  
*ICOF Entrance Process and First Steps*  
*ICOF Guidebook - Tips For the Individual and Support Network*  
*ICOF Protection Book – A Guide to Reporting Abuse and Neglect*  
*ICOF Support Network Planning*  
*Thinking About Your Future? What life will look like after Graduation?*  
*What Every Family, Friend and Community Member Should Know!*  
*What You Should Know - A Guide for the Individual*

**Please note – in the process of updating this booklet, two specific acronyms have changed, specifically:**

- **FSH (Family Services and Housing) is now referred to as the Department of Family Services.**
- **Supported Living is now known as Community Living disABILITY Services.**

## **Listing of Appendices**

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For the purposes of this document all appendices are copies of original documents.  
If you require original documents, please call the LIFE office.

## **Preamble: LIFE Policies for ICOF**

Over the years individuals receiving funding through ICOF have engaged in many celebrations and successes, some struggles and challenges. In response to a few common themes that have created barriers to success, the LIFE Board of Directors has developed two policies. The hope is to help provide guidance based on lessons learned.

LIFE does not create or write policies for those funded through ICOF. The whole funding model is based on the notion that each individual and his/her Support Network provide that level of self - managed leadership. It is up to each individual and those who care about him/her to decide if and when policies are necessary.

There are two areas only that require some focus and direction to ensure the integrity and essence of the ICOF funding model remain pure, strong, and relationship based. The following information is offered for your information. If you have questions about the policies listed below, please discuss them with LIFE staff during the entrance process.

## **Appendix A**

### **Approval, Acceptance and Ongoing Participation in ICOF**

#### **A. Preamble**

In the Company of Friends (ICOF) was established in the mid 90's to provide another program service option for men and women with disabilities in Manitoba. It is based on the principle that all participants are competent and able to self - direct their own lives with support. That support comes first and foremost from a Support Network comprised of family, friends and others *chosen* and/or approved by the participant. Healthy, caring, non - paid adult relationships are at the core of the functioning Support Network. The success of participants in the ICOF funding model is based on a thorough and comprehensive understanding and acceptance of this philosophy and these principles.

#### **B. Purpose**

The ICOF model is not for everyone. It is a narrowly defined model that is based solely on the principles stated in the preamble. This Approval and Ongoing Participation Policy is intended to provide information to those individuals who are presently participants or those individuals who might be interested in exploring this funding model.

#### **C. Definitions**

Participant: An adult man or woman with an intellectual disability who has been approved and funded to self - direct and manage his/her life as part of ICOF.

Support Network: These are non - paid people, including family members, who the participant has chosen (and/or approved) to provide assistance as they self - direct and manage day to day life. Having a functioning Support Network is a prerequisite for acceptance in ICOF.

Entrance Process: A lengthy process where the individual exploring the ICOF funding model and his/her family, friends, etc. work closely with a member of the LIFE Resource Team in two distinct steps. First the group will explore whether or not this funding model is appropriate and 'a fit' for the individual. Second, the group may choose to enter into a process of building a Support Network, providing training and information, and finally a budget is prepared for submission to Family Services and Housing (FSH).

Innovative LIFE Options Inc. (LIFE): The organization contracted by Family Services and Housing (FSH) to provide support, resources, training and monitoring of participants to ensure that the principles of the ICOF model are upheld.

#### **D. The Policy**

LIFE accepts applications from any individual who is defined within the Department of Family Services and Housing Supported Living Program definition. The individual and his/her family and friends enter into a formal Entrance Process. Often it is decided early in the process by either or both parties that the ICOF funding model will not be workable. This is an important decision making time for both the LIFE staff and the participant. The crucial and deciding factor in this process is the participant's (and his/her family and friends) understanding of the philosophy and principles of the ICOF model and the acceptance of expectations related to participating. At anytime during the Entrance Process, either party (the individual or LIFE staff) can terminate activities.

At the conclusion of a successful Entrance Process and the approval by FSH of the request for funding, the individual will be accepted into ICOF. (An Entrance Process is deemed successful when each step is completed and approved by both the participant and LIFE staff, funding has been approved and when a functioning Support Network is in place). A LIFE Resource Staff will be assigned to work with the participant and his/her Support Network to provide ongoing resources, training, information, counselling, and referral to other resources. In addition, the LIFE Staff will monitor the activities of the Support Network and the participant's budget on behalf of FSH. Every effort will be made to assist participants in whatever way is needed to maintain healthy functioning Support Networks, focused on protecting the participant's rights to manage their own lives with support.

There may be times that a participant and/or his/her Support Network run into difficulties that severely inhibit the participant's ability to live his/her life. LIFE staff will make every effort possible to facilitate, support, and provide information, training, and mediation services to assist in any challenging or potentially vulnerable situations. If and when a situation becomes irreparably damaged, it may be in the best interest of the participant to pursue another service model. LIFE will assist in the facilitation of this transition.

#### **E. Appeal**

An individual or approved participant being asked to pursue other service options may submit a letter of appeal to the Executive Director of LIFE. This will be presented to a special Committee of the Board of Directors of LIFE to review and provide opinion and final judgment.

### **Service Provision by Family Members**

#### **A. Preamble**

Families are a crucial part of each participant who self - manages his/her own daily life as part of In the Company of Friends (ICOF). They provide the history, the consistency, and the unconditional love that only a loving family can provide. They are often the foundation of the Support Network that is the infrastructure that ensures each participant's support as he/she lives each day. As part of each participant's Support Network they assist in the hiring and supervision of direct paid staff. They provide advocacy as needed. The role of the family in ICOF is clear within this context.

## **B. Purpose**

ICOF protects each participant's right to make individual choices in the selection of paid supports. It is critical that each participant is supported in his/her day to day life as a competent, independent adult. Hiring objective, external non - related service providers who have no conflict of interest or conflict of roles is integral to the ICOF philosophy.

Immediate family members are therefore excluded from the menu of options that are available for staffing positions. This policy outlines the terms relating to service provision by family members.

## **C. Definitions**

Immediate Family Member: Parent, step - parent, child, spouse, partner, or sibling of ICOF participant.

Family Member: Anyone else who is related by blood, marriage, or adoption.

ICOF Participant: An individual who has been approved and funded to participate as a part of In The Company of Friends.

Support Network: The non - paid people, including family members, who the participant has chosen and/or approved to provide assistance, as they self - direct and manage day to day life. Having a functioning Support Network is a prerequisite for approval in ICOF.

Innovative LIFE Options Inc (LIFE): The organization contracted by Family Services and Housing (FSH) to provide support, resources, training and monitoring of participants to ensure that the principles of the ICOF model are upheld.

## **D. The Policy**

LIFE supports each ICOF participant in the contracting of service providers who assist in his/her daily living functions as independent, competent adults living in their chosen communities. Immediate family members may not be paid to provide these services as this is seen as a direct conflict of interest in both practice and theory. All family members are strongly encouraged to maintain an involvement in each participant's ICOF life as either a family member and/or more formal Support Network member. A family member (not immediate family) may be paid in the following circumstances:

- ❖ ICOF Participant consents to this plan, LIFE Resource Staff is aware of the arrangement and the Resource Staff confirms the participant's consent.

It is understood that some families and participants may not agree with this policy. In those situations the LIFE Resource Staff will work with the FSH Community Service Worker to assist in whatever way possible to redirect the individual to another service option in the community of their choice.

## Appendix B

## REFERRAL FORM

Application for eligible individuals to participate in the program In the Company of Friends (ICOF)

Resources provided by Innovative LIFE Options (LIFE)

### PART 1 – REFERRED BY:

Name:	
Office/Agency:	
Complete Address:	
Telephone No:	E-mail:
Relation to Individual (if any):	Fax:

### PART 2 – INDIVIDUAL/PERSONAL INFORMATION

Name:	Sex:
DOB:	Age:
Complete Address:	Contact Person:
Current Living Situation:	Current daytime activity:
<b>Does the individual have a Community Services Worker or Social Services Staff assigned?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Part 3 – FUNDING

This section identifies funds that the Department has previously committed to the individual:

Employment & Income Assistance	\$	Respite	\$
<b>Day Program</b>	<b>Basic \$</b>	Residential	\$
XXXXXXXXXXXXXXXXXX	<b>Special Rate \$</b>	Other (Admin, etc.)	\$

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

The Regional Office or Social Service Department should forward all application forms to:

**Innovative LIFE Options Inc.**  
 4-120 Maryland Street Winnipeg, MB R3G 1L1  
 Fax # 1-204-784-4816

## Appendix C

<b><u>ICOF Entrance Checklist (all steps with Individual and their Network)</u></b>	<b>LIFE Signature</b>	<b>Date Complete</b>
1. Referral Form submitted by CSW to LIFE		
2. Bring together initial Support Network - (Identify and Recruit)		
3. Review ICOF and LIFE information with individual and his/her Support Network		
4. Review ICOF and YOU - with the individual		
5. Provide ICOF Starter Kit to individual and Support Network; review checklist		
6. Review ICOF Acceptance Policy (see booklet Page 10-11-12)		
7. Review the Vulnerable Persons Act		
8. Review ICOF Protection Booklet, Incident Reporting procedure and provide Incident Reporting template		
9. Design "My Expectations Statement" and Policy around abuse for employees.		
10. Planning Evening for Individual - PATH, POM or other celebration! Dream!		
11. Review Policy of Service provision by Family Members (see page 12-13)		
12. Planning session for Support Network		
13. Complete ICOF Budget based on planning sessions. Include Start up Funding * Refer to FSCA Budget guidelines		
14. ICOF Budget Proposal, Covering Letter and LIFE Admin Letter submitted to FSCA		
15. Create a plan to ensure Supported Decision Making happens (refer to ICOF Supported Decision Making Handbook)		
16. Develop initial Staffing Profile & complete Employee Job Descriptions		
17. Have individual complete Release of Information & Photo Consent form if needed		
18. Provide and review the ICOF Guidebook		
19. Meeting between CSW and LIFE (Provide LIFE and the CSW booklet)		
20. Receive Letter of Approval		
21. Provide FSCA Form-Vendor Direct Deposit Form. Confirm receipt with FSCA		
22. Request Letter of Confirmation for Housing Search FSH – as needed		
23. Entrance Process Completed! LIFE Coordinator Signature and Date. Forward all completed Documentation to LIFE Office		

## Appendix D

ICOF First Steps	Date Complete
<b>LIFE Resource Coordinator To:</b>	
1. Complete Letter of Introduction for CSW	
2. Complete INFACT Form and submit form to CSW	
3. Complete Participant Profile and submit to LIFE administration office for filing	
4. Confirm with CSW Direct Deposit is complete	
5. Offer Photo Consent Form for completion	
6. Confirm with CSW EIA Health Benefits will continue for 3 months - to ensure arrangements for new provider – as needed.	
7. Call CSW to Cancel EIA Health Benefits –once Health Benefits are in place	
<b>Individual and Support Network To:</b>	
1. Apply for Health Coverage - Blue Cross or other provider	
2. Open Bank Account – obtain Survivorship clause as needed	
3. Apply for Revenue Canada Business Number	
4. Apply for Workers Compensation Coverage	
5. Review Manitoba Employment Standards	
6. Set Up Payroll	
7. Design Process for ICOF Quarterly Report Submissions - Designate someone to do the accounting or better yet consider hiring an Accountant or Bookkeeper	
8. Design Job Descriptions and Hire staff	
9. Review Protection Booklet with ICOF staff and create guidelines	
10. Design Individualized Guidelines and Procedures for ICOF Staff - if needed	
11. Work with LIFE Resource Coordinator to complete application to FSCA for Pension and Benefit Funding for full time staff	
12. Discuss Succession Planning	

# Appendix E

## Incident Report - TEMPLATE

<b>NAME of INDIVIDUAL FUNDED THROUGH ICOF:</b> _____
<b>DATE</b> _____
<b>NAME(S) OF INDIVIDUALS INVOLVED:</b> 1) _____ 2) _____

**1. DESCRIBE WHAT HAPPENED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. DESCRIBE WHAT HAPPENED BEFORE THE INCIDENT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. DESCRIBE WHAT HAPPENED AFTER THE INCIDENT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. FOLLOW UP: INCLUDE MEASURES TAKEN OR PLANNED TO PREVENT SIMILAR INCIDENTS IN THE FUTURE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PERSON WRITING REPORT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **Is the Support Network Aware of this report?**    **Yes**    **No**

**Please submit this report to your LIFE Resource Coordinator as soon as possible. The LIFE Fax # (204) 784-4816 or connect with your Resource Coordinator for alternate forwarding information. Your Resource Coordinator will ensure the CSW receives the information within 24 hours.**



**[www.innovativelifeoptions.ca](http://www.innovativelifeoptions.ca)**

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