

PATHWAYS TO INDEPENDENCE

September 30th, 2020, 1:30pm to 3:30pm

Zoom Virtual Conferencing Meeting Notes

Hosted By:

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Individualized Funding Resource Centre Society

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Technology For Living

More than ever, people with disabilities must come together as a unified group in society. How we support and help each other through crisis will strengthen us as a community and as individuals. Living independently is a choice and comes with additional challenges. Through unification people with disabilities make a difference; each voice is important.

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The goal of this meeting was for Peers to come together and share information and updates on current issues facing people with disabilities. The meeting was attended by approximately 69 people.

The 2021 Simon Cox Student Design Competition – Ean Price, TFL

<http://simoncoxcompetition.com>

Technology for Living is proud to announce that the 6th annual Simon Cox Student Design Competition will be held May 2, 2021.

The competition encourages British Columbian students to become involved in the assistive technology and home automation fields, benefiting people living with disabilities. Within the timeframe of the competition, students can expect to make substantial contributions in these fields.

The Design Competition Details

This is an exciting opportunity for people with disabilities to actually participate in the development of assistive equipment! Your ideas could very well benefit many people living with physical challenges!

- The Simon Cox Student Design Competition allow people with physical disabilities to share their ideas with students from different colleges and universities throughout BC about what kind of devices are needed, or existing devices that could be improved on.
 - This feedback enables students to have a good understanding of what sort of technical issues people with disabilities face
 - Opens up the students to what the creative possibilities are
- BCIT and Capilano College added the competition to their curriculum this year
- The Emily Carr University of Art and Design, and education institutions throughout the province are also participating
- Technology For Living will be hosting the event at the Wosk Centre for Dialogue at the Simon Fraser University
 - May 2nd, 2021 Live
 - In-person and by Zoom
- Nancy Lear, of TFL, related her experience of a successful participation in the competition in the past. She came up with several ideas, one of which being the “Blanket Mover”.
 - The idea came to Nancy due the very limited mobility she has
 - The device is voice activated and very user friendly
 - Simply instruct the device by saying “I’m hot”, or “I’m cold”.
 - The device will move the blanket to accommodate the user
 - Thanks to Nancy’s idea, people with disabilities no longer need to call on caregivers to assist in moving her blankets on and off
 - This device is highly recommended and available to TIL and PROP members
- More ideas have been put forward by Nancy, and are in the development stage, which are a Book Reader and a Straw Extender
 - When faced with the issues of being alone she will be able to have a drink by herself
- Peers are encouraged to think about their daily lives and what they would like a device to assist them with which would provide further independence.

Peer Ideas for Technology Contribution

Technology For Living is requesting peer contribution. Help students understand what projects they should focus their attention on.

To participate in this important competition, follow the link for the peers:

<https://simoncoxcompetition.com/peers/>

- Fill in the form detailing;
 - Who you are
 - Where you are from
 - What ideas you have
- Also please state if you are interested in communicating with students to give them a strong grasp of the idea and how they can help you!
- If the student's project has great potential for people with disabilities, the Biomedical Engineers at Technology For Living can step in and aid the students with their design.

Peers on Pages (POP) Workshops – Nancy Lear, TFL

<https://technologyforliving.org/how-we-help/peers-on-pages/>

How the Workshops Operate

Peers on Pages (POP) is an online co-facilitated workshop that provides an opportunity to share writing and to receive peer feedback, writing tips and guidance. The facilitators will encourage, support and assist participants when requested.

What It's All About!

This is the 2nd writing workshop series. There will be options for editorial consideration to publish through Technology For Living (TFL) communication resources.

- TFL members must fill out the application to apply for a spot in the workshop
 - Only 8 participants will be admitted for intake to allow meeting time;
 - Share stories,
 - Have discussions,
 - Writing Exercises
 - Applications can be completed online; <https://technologyforliving.org/how-we-help/peers-on-pages/>
- All writers are welcomed, whether you are a beginner or a published author;
 - Fiction
 - Non-fiction
 - Memoirs
 - Poetry etc.
- The POP Workshop is co-facilitated virtually via Zoom by Nancy Lear; writer and TFL Peer Support Facilitator and Jackie Haywood; published author.
 - There will be 6 Zoom meetings in total, 2 hours each, once every 3 week
- Writing Workshop Schedule (1:00pm-3:00pm)
 - First Meeting: Tuesday, November 10, 2020.
 - Future meetings every 3 weeks: Dec 1, Jan 5, Jan 26, Feb 16, and Mar 9, 2021.

More information

For more information on this workshop series, email nlear@technologyforliving.org

How to Become a TIL Member

Become a member by signing up for TIL services!

Link to join TIL: <https://technologyforliving.org/wp-content/uploads/2020/09/TIL-APPLICATION.pdf>

- If a member needs application support email Susan Dessa at sdessa@technologyforliving.org

Questions and Answers

Q. Do guest speakers attend the POP Workshops?

A. We are currently looking into that as an option. Anyone interested in being a guest speaker can contact Nancy Lear at nlear@technologyforliving.org

Q. Does anyone know of any assistance in helping to get a book published?

A. Responded suggestions included E-Publishing, Self-publishing, Self-Binded, Self-Funding, Go Fund me pages

Q. There was a request for peer networking on Vancouver Island

A. Local peers spoke up to make connection

* Paul Gauthier will send an email to peers on the Vancouver Island to explore a connection group

Temporary Pandemic Pay Updates and Peer Discussion – Kim Ho, IFRC

This discussion is for the Temporary Pandemic Pay updates for people with disabilities who use individualized funding for their employees.

Period of eligibility: March 15th to July 4th, 2020.

Correction: On the first documents sent by the Health Authorities and posted on the Ministry website, the wrong email address was provided.

Correct email for the Temporary Pandemic Pay Claim: bcpandemicpayclaim@sp2016.sp.gov.bc.ca

If you submitted your claim to the incorrect email, you will need to resubmit your claim to the correct email.

Questions and Answers

Q. What (additional) documentation do we have to provide?

A. None. Send in their completed forms only

- Complete the templates
- Send in Excel form
 - You can also print, sign, scan and include a scanned copy of your signature
 - You can also use an electronic signature

Q. What about our record keeping for employee names and back up documents?

A. Prepare and keep your own records in case there is an audit performed, but you only need to send in your claim on the templates provided to you.

- Keep your back up documentation
 - Employee names, hours worked
 - You DO NOT send this information in with your claim
- All claims are subject to audit, and employers will need to produce their documentation to verify the claim information if requested

Q. What is the end date to make the claims?

A. Claims are to be sent in by October 31st, 2020

Q. Can casual workers get the pandemic pay?

A. Yes, for the hours they actually worked during the 16 weeks

- On call workers would not be eligible, because they are not there actually working. (stand by to work, usually this is with unions)
 - Back up workers or casual workers are there working and therefore would be eligible for those hours.
 - If they came in to fill a shift, then they are eligible.

Q. For the Pandemic Pay Claim form, it asks for “Total Organization Funding”; is this for the time period during March 15th to July 4th?

A. The total organizations funding is for the whole fiscal year April 1st 2020 to March 31st 2021.

- i.e. if you receive funding for 200 hours per month, multiple the rate of \$32.74 and your total will be \$6,548 per month.
- Multiply that by 12 months and put the total in the field for the Total Organization Funding (= \$78,576 in this example)
- If you are not clear on how many hours you receive each month, you can multiple your last Health Authority bank deposit by 12

Retro Pay, Client Contribution Fee & Top Up Amount

- Retro Pay:
 - In April, May and June of 2020, CSIL Employers received retro pay
 - Do not include the retro pay in your calculations
 - As explained above
 - As a way to determine your annual funding after retro pay, you can just use September 2020’s deposit which would avoid confusion about the retro pay.
- Overtime hours:
 - Overtime hours are included in the calculation of the pandemic Pay
 - If the employee worked overtime hours, you put in the actual number of hours they worked
- Top Up Amount:
 - Some clients spend more than the amount funded by the Health Authority. In order to meet the expenses, they voluntarily put in a certain amount of money from their own savings to the CSIL bank as needed
 - Because this is not predictable funding and cannot be estimated, you do not need to include it in the claim

Post-Meeting Update for Client Contribution:

- If you pay a consistent client contribution such as \$300 per month, this needs to be included in your organizational funding as a second entry.

Q. Is the Pandemic Pay subject to vacation Pay?

A. You do not include pandemic pay in your calculation for vacation pay

Q. My accounting software doesn't allow me to NOT include vacation pay, what do I do?

A. Recommend that you open a second account within your accounting software to manage the pandemic payouts

- Some software programs make it easy by simply unclicking the vacation pay so it doesn't calculate into vacation pay owing
 - It could also depends on your personal software set up for payroll
 - Quickbooks etc., have a customer service line which may provide you with assistance
- When vacation pay is accrued, it accumulates based on the amount of pay.
 - Do not include the pandemic amount in the calculation of vacation pay for employees because Pandemic Pay is a lump sum payment
- CPP, EI, Income tax and WorkSafeBC are all part of deductions that still need to be applied for regular wages.

Q. Are immediate family members, who can be paid during the pandemic, eligible for pandemic pay?

A. Yes, because they are considered an employee. By law, they are entitled to the pay.

Sub Contractors

- In the last letter sent out to give updates on the use of sub-contractors for your backup like Nurse Next Door or any other agency.
- If you use a sub-contractor you need to coordinate with them directly.
 - If their invoice to you did not break employee numbers down, contact them for the total number of employees they sent during the time of service provided and each person's individual hours
 - The sub-contractor must provide you with their names and hours, which you will log in your backup documents
 - **Enter sub-contractor information on a separate line on the claim form to the Minister of Finance**
 - When the claim is validated, and you receive the money you are responsible to disperse the money to the sub-contractors so that they can pay their employees

Q. What if the agency I used are not paying their employees?

A. By law they must

- They must provide you with the names, the number of employees and their hours
- When you send the pay to them, if they do not give it to their employees, they are held responsible

Flat Rate Wages for 24 hour live-in or Overnight Shifts

- Employees working these shifts are not expected to actively perform their duties during the full hours.
 - You need to know, approximately how many hours they are expected to perform their duties in their flat rate shift
 - They are typically paid based by calculation of hours the employee is expected to work in the shift
 - The pay pandemic pay should be calculated on the same basis

- I.e., A live in employee gets paid 13 hours for each full 24 hours live in period and the 13 hours are used for the calculations of a full 24 hours
- The recommendation is to complete the claim for the employee on the number of hours you have determined they have performed their duties within the flat rate shift.
 - In a 24-hour shift if the employee gets to sleep for 6/8 hours, with interruptions, the balance would be the hours they worked
 - Also factor in the time off during the day when they are not needed
 - Only put down for 24 hours worked, if the employee really is working actively for 24 hours for the entire shift
 - You need to think through what is considered reasonable
 - You also must take into consideration that CSIL is giving you 10 hours of CSIL Funding and you are using it for a flat 24 hours;
 - They are expecting the 10 hours worked in a 24-hour shift or you have stretched it out further to a 13 or 14 hours in a 24 hour period
 - If you can defend it, they will review it and look at it for the purposes of validation.
 - They're generally expecting that people will be submitting about 37 to 40 hours per week, per employee
 - These are typical hours worked in a week
 - Our employees are not typical employees, they do a lot more than the 8 hours
 - The claim will be submitted for validation
 - The government will notify you once they determine what the approved amount will be.
 - At that point you will know what each employee is entitled to
 - We recommend that you not confirm the number of hours with your employees until you have received the government notification

Q. During my accident, I paid a flat rate for overnight shift work. Am I supposed to put in the hours they are expected to work, not the full hours of the shift?

A. That is correct.

Q. I pay my night attendant on an hourly wage because the length of the shift can change. How does that effect how I calculate my claim?

A. If you pay hourly, there is no problem at all. Just enter the hours you pay; it's not considered a flat rate.

Deceased Employers

- Employees who worked during the 16 weeks are still entitled to receive the pandemic pay
- The Executor or the accountant of the deceased employer must do the claim

Q. What if the CSIL Account has been closed?

A. Kim Ho has been in contact with the Ministry of Finance to determine the procedures. The IFRC will facilitate the payment on behalf of the individual who passed away and we can distribute the pay to the employees from the IFRC.

- If you, or anyone you know, require assistance on this, please contact me and we will try to assist

Claim Errors

What happens if you complete your forms, submit them and have to make a correction or add new information?

- Contact the government immediately with the new claim

- Resubmit as soon as possible (hopefully) before they validate the original claim
- You must clearly identify your previously submitted claim so they can pull it out of the queue and replace it
 - Give them clear identifiers on how to find your claim
 - Original invoice number used
 - Your name
 - On the amended form put the reason for the amended file so when they retrieve the email, they will have the original file and the amended file in order to compare and calculate
 - Keep your correspondence clear
 - Use bullet points for clarity
 - Save your updated back up documents under a new file name so you can compare them if you are audited
- IFRC Payroll Department will handle this for their payroll clients

Employer Costs

Employer costs remain a concern for Employers receiving individualized funding. Not all have enough surplus to cover employer costs of E.I., CPP and WorkSafeBC.

- Employer costs average 9% on top of the \$4 per hour Pandemic Pay
- The concern is not knowing the government's position on employer costs for people receiving individualized funding
 - According to the government officials consulted with to date, there are additional costs, but they have not yet made a decision on how to deal with it for individualized funding
 - They will communicate to each employer once they reach a decision
 - They have recognized the issue, but as of this date, there is no guarantee of a favourable decision for us.
 - Be prepared for a decision that the 9% will need to come out of your surplus
 - If you are in a deficit and the government makes the decision not to provide extra funding to cover employers costs, the suggestion will be to contact your Health Authority and request funding assistance
 - If you are in this circumstance, you can contact Paul Gauthier via email and he will bring it to the ACE Executive to address with the Ministry of Health.

Q. On the first page of the form it says XY Community living; do we leave that as is?

A. Kim Ho replied that on the invoice, just change this to the employer's name.

Q. What do I put in the GST field?

A. Employers receiving individualized funding do not collect GST, so make sure it is at 0

Q. I am my sister's legal representative; do I just put my name as employer and what do I use as my position?

A. Since you are the legal representative and if the Health Authority made you the employer, the account would be under your name. Submit it as if you are the employer

- If you are the legal representative, but not the employer, you would put the employer's name in, not yours

Q. What is the Vendor ID number? Is that our business number?

A. Leave it blank. It is not your CRA business number.

Comment: For me there are three elements of funding; CSIL Funding, Client Contribution and the Top up. I only top up the amount I need each month so it's variable. Some months I need less and some months I get some extra hours. It is hard to calculate the total organization funding.

A. Government has confirmed that top up funding which is not predictable each month does not need to go into the organizational funding.

Q. Where is the check box for the GST Box?

A. By default it is checked on the form

- Employers receiving individualized funding do not pay GST
- People receiving Individualized funding need to uncheck the GST box

Q. How do we get the Pandemic money from the government?

A. You will receive the funds through your individualized funding account; money will be automatically deposited to your bank account.

Q. Can you discuss what to select under the "Role" on the form? I have CLBC funding as well and they said to select "Social Service Direct". Which should I use? I get an amount from CLBC and I get an amount from CSIL, I have two separate payrolls.

A. "Social Service Direct" is correct for CLBC funding.

- Put 2 line entries so that they show separately
 - Use the 2nd line to show your other funding as "Other Health Professionals"

Q. Is there a cap of \$2400 on how much one can collect?

A. They say to submit everything, and they will validate and determine what they will provide.

- If your employee does more than 40 hours in a week, they will decide whether they will pay it or not.
 - Strongly recommend that you do not inform your employees that they will get full hours of pay,
 - do inform them that all hours will be submitted and if they cap it at \$2400, then there is no choice in the matter
- We don't know how it will be calculated until they validate.
- Submit the actual numbers of hours you expect the employees to work, and they will validate it
 - Hopefully more information will be coming

Peer Comment and Response: *I received some information from the office of Minister Shayne Simpson to a question submitted about TPP. Since I work for a social service agency, we have several people that are on PWD status and would be considered frontline workers so they would be eligible for TPP. The question asked was would the \$12,000 be exempt from the allowable income for PWD?*

The answer was no; it is considered earned income. If we get TPP and we get PWD we must claim it. It would be part of the \$12,000 and that is unfortunate. Another question put forth was in regard to the \$600 coming for the disability tax credit and the response was that it does have to be claimed on the monthly income report, but it is exempt.

Q. When we receive the funds, do we explain to our employees the hours we came up with? Do we give the guidelines we received?

A. Keep it simple, i.e. *“this is the amount we received for the hours that you were working”*.

- The guidelines clearly demonstrate what hourly rate is and for flat rate.
 - The Guidelines are on the government website
- Some employees will not understand the difficult position the CSIL employers are put in, in making the determination of the amount of hours for the flat rate
- It is up to your discretion on how much information you provide

Open Discussion on CSIL

Due to the TPP Deadlines for employers, we ran out of time to discuss CSIL at any length.

Peers requested to talk about how to request more home support hours and present the case to the Health Authorities. Therefore, the October Pathways meeting will address that topic.

Q. I am about to have a hip replacement surgery and I approached a case manager to get additional support throughout the healing period and I was given a definitive “No” for more hours.

A. There are different cases where people with disabilities do get emergency funding on a temporary basis and there are people who successively present their cases for more support on a regular basis.

Closing Remarks – Peer Presentations

- A big thank you to Ean Price and Nancy Lear, from Technology For Living for participating in the meeting. Their presentations were interesting and really enjoyable for everyone!
- If any other peers are involved in outreach projects and/or activities for individuals with disabilities and would like to announce them to the group, or do a presentation, please contact Hilary Currie at hilary@ifrcsociety.org

Pathways To Independence Meeting October Topics

- Ean Price: WE Talk Tech
- Georis: PPE Update
- How to prepare to request more Home Support Hours
 - Preparing for your case manager meeting
 - Developing a supported lifestyle plan
- How to Appeal Health Authority Decisions
- Open discussion
- Peers are reminded that if they have a topic idea for a future meeting, to please send an email to pathways@ifrcsociety.org

Pathways To Independence Meetings Dates

- A Doodle poll was sent out to determine the next meeting dates for October, November and January
 - The poll included weekday and weekend options
 - Please remember that the dates and times are determined by the peer majority
- As a result of the Doodle poll majority selection, the next three sessions are;
 - Tuesday, October 27th, 1:30pm to 3:30pm
 - Thursday, November 26th, 1:30pm to 3:30pm
 - Wednesday, January 27th, 1:30pm to 3:30pm

- The organizers are working to see if there is a way to accommodate additional group meetings;
- October Poll Results:
 - 62 people participated in the poll:
 1. **Tuesday October 27, 1:30 to 3:30** @ 36
 2. Wednesday October 28, 1:30 to 3:30 @ 32
 3. Tuesday October 27, 5:30 to 7:30 @ 21
 4. Saturday October 24, 5:30 to 7:30 @ 19
 5. Tuesday October 27, 10:30 to 12:30 @ 19
 6. Saturday October 24, 1:30 to 3:30 @ 18
 7. Wednesday October 28, 5:30 to 7:30 @ 17
 8. Wednesday October 28, 10:30 to 12:30 @ 16
 9. Saturday October 24, 10:30 to 12:30 @ 10
- November Poll Results:
 1. **Thursday November 26, 1:30 to 3:30** @ 34
 2. Tuesday November 24, 1:30 to 3:30 @ 33
 3. Saturday November 28, 1:30 to 3:30 @ 22
 4. Tuesday November 24, 5:30 to 7:30 @ 21
 5. Saturday November 28, 5:30 to 7:30 @ 20
 6. Tuesday November 24, 10:30 to 12:30 @ 19
 7. Thursday November 26, 5:30 to 7:30 @ 19
 8. Thursday November 26, 10:30 to 12:30 @ 17
 9. Saturday, November 28, 10:30 to 12:30 @ 10
- January Poll Results:
 1. **Wednesday January 27, 1:30 to 3:30** @ 39
 2. Thursday January 28, 1:30 to 3:30 @ 32
 3. Saturday January 30, 1:30 to 3:30 @ 21
 4. Saturday January 30, 5:30 to 7:30 @ 20
 5. Wednesday January 27, 5:30 to 7:30 @ 20
 6. Thursday January 28, 5:30 to 7:30 @ 19
 7. Thursday January 28, 10:30 to 12:30 @ 17
 8. Wednesday January 27, 10:30 to 12:30 @ 16
 9. Saturday January 30, 10:30 to 12:30 @ 10

Pathways To Independence Peer Group Meeting Notes and pertinent documents are uploaded to <https://www.ifrcsociety.org/pathways>

This was a virtual Pathways To Independence Meeting via Zoom technology. In partnership with Technology for Living, whose Technical Team, headed by Ean Price, successfully ensured that peers could connect to the meeting from across the province.

Thank you everyone, for your attendance and contribution to the meeting!