



Should I register my residence?

Assisted Living Registrar



The purpose of this booklet is to help you assess whether you are operating or planning to operate an assisted living residence as defined in the *Community Care and Assisted Living Act*. Under the act, all publicly subsidized and private-pay assisted living operators in British Columbia are required to register their residences. If your residence meets the definition of an assisted living residence in accordance with the act, you are required to submit an application to register.

Information about the assisted living registration process, including the application package, is available at www.health.gov.bc.ca/assisted, or by contacting the Assisted Living Registry staff:

Assisted Living Registry

Ministry of Health

6-2, 1515 Blanshard Street

Victoria, BC V8W 3C8

Greater Victoria: 778 974-4887

Toll Free: 1 866 714-3378

Fax: 250-953-0496

Email: hlth.assistedlivingregistry@gov.bc.ca

Website: www.health.gov.bc.ca/assisted

Assisted Living in British Columbia

In British Columbia, assisted living is defined in the *Community Care and Assisted Living Act* as:

A premises or part of a premises in which housing, hospitality, and at least one but no more than two prescribed services are provided by or through the operator to three or more adults who are not related by blood or marriage to the operator.

Assisted living is intended for people who are able to make the range of decisions that will allow them to live safely in the semi-independent environment provided by an assisted living residence. The *Community Care and Assisted Living Act* prohibits assisted living operators from housing people who are unable to make informed decisions on their own behalf, with the exception of residents living with a spouse (in assisted living residences for seniors) or people who are involuntary patients on leave under section 37 of the *Mental Health Act*.

Housing and services in assisted living residences can be adapted to meet the needs of a range of resident populations including seniors, adults with disabilities or acquired brain injuries, and adults with mental health and/or substance use problems.

If your residence meets the definition of an assisted living residence as set out in the *Community Care and Assisted Living Act*, you are required to register your residence. The requirement to register applies equally to publicly subsidized and private pay residences. It is illegal to operate an assisted living residence in B.C. that is not registered.

When is Registration Required?

A residence must be registered if the residence:

- ❑ Offers all three components of assisted living: housing, hospitality services, and one but not more than two prescribed services (see below for descriptions).
- ❑ Provides the three components of assisted living directly or through contractual arrangements with other service providers.
- ❑ Provides the three components of assisted living to three or more adults to whom the operator is not related by blood or marriage.

Housing Services

The *Community Care and Assisted Living Act* does not specify building requirements because designs will vary depending on the resident population. Instead, the Assisted Living Registrar's health and safety standards specify that the residence must:

- ▶ Meet building code and environmental health regulations;
- ▶ Provide appropriate common space;
- ▶ Accommodate the special needs of residents (e.g., be wheelchair-accessible if you choose to house people in wheelchairs); and
- ▶ Ensure residence is physically secure.

Assisted living residences may range in accommodation from communal living, where each resident has a private bedroom¹ and shares the kitchen, dining, living and bathing spaces, to apartments, where each resident has their own bedroom, bathroom, living room and kitchen.

Hospitality Services

Assisted living residences provide the following five hospitality services:

1. Meals
2. Housekeeping
3. Laundry
4. Recreational opportunities
5. 24-hour emergency response

Hospitality services may include providing the space and supplies for resident volunteers to provide and/or participate in providing these services. Some operators may also provide additional hospitality services, such as escorts to doctor's appointments.

Prescribed Services

Six prescribed service areas are set out in the *Community Care and Assisted Living Regulation*:

1. Regular assistance with activities of daily living, including eating, mobility, dressing, grooming, bathing or personal hygiene.
2. Central storage of medication, distribution of medication, administering medication or monitoring the taking of medication.

¹ In short-term substance use recovery residences, it may be appropriate to have more than one person occupy a bedroom. Such situations must conform to all municipal bylaws and other regulatory requirements.

3. Maintenance or management of resident cash resources or other property of a resident.
4. Monitoring of food intake or of adherence to therapeutic diets.
5. Structured behavioural management and intervention.
6. Psychosocial supports or intensive physical rehabilitative therapy.

The *Community Care and Assisted Living Act* limits operators to providing one or two prescribed services. However, operators may provide services at a **support level** rather than at the **prescribed level**. An assisted living operator can offer any number of services at the support level. If services are provided at the support level only, registration will not be required. If more than two services are provided at the prescribed level, the operator is required to apply for a community care licence.

Am I Providing Prescribed Services?

Completing the Prescribed Services Worksheet will help you determine whether your residence is offering services at a prescribed level or not. A worksheet for assisted living residences supporting seniors and adults with physical disabilities, as well as one for mental health and substance use residences can be accessed from the Assisted Living Registry and B.C. government forms websites.

- ▶ **Seniors and/or adults with physical disabilities** assisted living residences:
www.health.gov.bc.ca/exforms/assistedliving/1621.pdf
- ▶ **Mental health and/or substance use** assisted living residences:
www.health.gov.bc.ca/exforms/assistedliving/1625.pdf

When is Registration *Not* Required?

Registration does *not* apply to family care homes.

Operators of family care homes do not need to register their residences if they offer no more than two prescribed services to:

- ▶ Only one or two adults to whom they are not related.
- ▶ Any number of adults to whom they are related by blood or marriage.

Registration does *not* apply to supportive housing.

Supportive housing refers to residences in which the operator provides hospitality services only. No prescribed services are provided by or through the operator.

Registration does *not* apply to licensed community care.

Residences that offer housing, hospitality and three or more prescribed services, including 24-hour supervision and continuous professional care, are required to be licensed. For more information about community care licensing, contact your local health authority community care licensing program: www.health.gov.bc.ca/ccf/contacts.html

Your Registration Decision Chart

The following decision chart will help you determine if you must register your residence. The Prescribed Services Worksheet will assist you in answering the questions in the decision chart.

