



Ontario Association of Residences Treating Youth

Centre of Excellence for Residential Care in Ontario

Membership Criteria & Eligibility Policy

Approved by the OARTY Board of Directors on
September 11, 2014.

Objective:

To detail the criteria for membership approval, rejection and termination for all member categories in OARTY.

Requirements:

Three categories of membership are available in OARTY – Full Membership, Associate Membership and Honourary Membership. Eligibility requirements for membership within each of these categories are as follows:

1. Full Membership (Voting)

To be eligible for this category the applicant must be an organization providing residential care services for children, youth, or adults in need and be licensed by or otherwise meet the service criteria of the applicable Ministry.

Organizations may not hold multiple memberships in this category; multiple memberships are defined as more than one membership for individual locations within an agency. More than one membership may be given to agencies with two or more program types (i.e. Agency A Group Homes and Agency A Foster Homes), as it is designated by program type and not by individual locations. Conversely, if an applicant is the owner of 50% or more of two or more organizations that would qualify for separate membership, the applicant may either apply for one membership or separate membership for each organization under their ownership.

Applicants must provide a minimum of two positive professional references or one reference from an OARTY member, provided the member given as a reference holds a full membership with the association and is not affiliated through a business relationship with the applicant. In the case of a newly opened agency, two positive professional references must be attained but it is understood that they may not reference the residential care services of the licensee. In this case, further references will be requested upon renewal that directly reference the operation of the program.

A copy of the license to operate their residential program(s) must also be provided where applicable, and dues must be received in full in accordance with the Membership Fees Policy.

Full members must also meet and provide written documentation of meeting the membership standards as outlined in the standards section below.

2. Associate Membership (Non-Voting)

To be eligible for this membership category the applicant may be either a person or organization interested in furthering the objectives of OARTY, but must not be eligible for full membership. The applicant must provide information regarding their professional/personal interest in OARTY, and dues must be received in full in accordance with the Membership Fees Policy.

3. Honourary Membership (Non-Voting)

Entry into this membership category is by recommendation of a Board Director or OARTY Member and must be approved by at least two-thirds (2/3) of the Members present at the next meeting of members (see By-law No. 1 Section 43 (c) for more detail). An Honourary Member shall enjoy the same rights and privileges as an Associate Member and are not required to pay dues or assessments.

OARTY Membership Standards:

Meeting the following standards is a criterion of OARTY membership. All members are expected to report annually as to whether the following standards have been met. If the standards are not met within a membership year, the member agency must submit a detailed statement of why the standard has not been met and a corresponding outline of how the standard will be met.

The standards and reporting details are outlined below.

1. Operations

Member agencies must have the following policies, procedures and plans in place, and have a process in place to review them every three years at a minimum.

- a) Cultural competency plan
- b) Ethical code of conduct and a written procedure to deal with allegations of violations of ethical codes
- c) Strategic plan
- d) A policy on records and record keeping, along with written procedures on records
- e) Risk Management Plan
- f) Policies and procedures that promote the safety of persons served and of personnel
- g) Documentation of training in health and safety for all staff both at the time of hire and annually thereafter
- h) A policy and written procedures related to the verification of personnel background and credentials
- i) Technology and system plan
- j) Accessibility plan
- k) Description of performance measurement and management system
- l) Annual review or audit by an independent, authorized accountant
- m) Performance analysis
- n) Performance improvement action plan

2. Persons Served

Member agencies must have the following policies, procedures and plans in place, and have a process in place to review them every two years at a minimum.

- a) Policies on the rights of persons served
- b) Policy(ies) and written procedure by which persons served may make a formal complaint
- c) Policy that specifies time frames for entries to the records of the person served
- d) Policies regarding information to be transmitted to other individuals or agencies (including but not limited to PIC data)
- e) Documented plan for persons served engagement, including how persons served can inform policies and procedures

3. Program

Member agencies must have the following policies, procedures and plans in place, and have a process in place to review them every three years at a minimum.

- a) Policy that identifies whether medications are used in the program and the process for persons served to obtain medications needed to promote recovery and/or desired treatment/service outcomes
- b) Documented ongoing training and education regarding medications for persons served and personnel
- c) Policy that identifies how the organization will respond to aggressive or assaultive behaviours and whether and under what circumstance seclusion and restraints will be used.
- d) Documented initial and ongoing competency-based training for all direct service or front-line personnel employed by the organization
- e) Documented initial and ongoing competency-based training for personnel involved in the direct administration of seclusion or restraint

4. Specialized or Treatment Foster Care, Foster Family and Kinship Care

- a) Documentation of training provided to foster and kinship families (including a home study process for each foster home)
- b) For specialized or treatment foster care - Documentation of provider training, including the type, length and date of training
- c) Plan to regularly monitor each foster home placement

5. Group Home Care

- a) Policies and procedures relating to quarterly reviews (at a minimum) of each child's/youth's plans of services, goals and progress

6. Medically Complex

- b) Primary assessment for each child/youth served that includes identification of presenting health risks, health goals, and expected health benefits

Procedures:

1. Membership Approval/Rejection/Renewal

- a) Full Membership Category

Upon completing the necessary requirements for consideration in admission into this category, the membership application and supporting documents will be provided to the Membership Recruitment & Retention Committee to review and provide a recommendation to the Board of Directors. Where a recommendation is to reject the application, the Committee must include an explanation for the rejection with their recommendation to the Board. The applicant will either be approved or rejected via Board motion.

Applicants may be rejected where quality and/or safety issues for the clients in care exist or are known to have existed (proof must be obtained before dismissing an applicant on this basis) or if they do not meet the membership standards and do not provide a detailed reason for non-compliance and a plan to bring the program up to the standards. Applicants must be immediately informed of their acceptance/rejection.

Renewing members will be required to provide a copy of their license where applicable, proof of meeting the membership standards as outlined above and dues are to be received in full in accordance with the Membership Fees Policy. The renewal will be accepted based on receipt of the above and barring awareness of quality and/or safety issues for the clients in care.

b) Associate Membership Category

Upon completing the necessary requirements for consideration in admission into this category, applicants are either approved or rejected following review by the Executive Director. Additional information and/or references may be requested of the applicant as part of the decision process at the Executive Director's discretion. The applicant may be rejected should the business/activity of the applicant be deemed harmful to the objectives of the association. Applicants must be immediately informed of their acceptance/rejection.

2. Membership Termination

Membership termination is outlined within OARTY By-Law 1, Section 47, as follows. The interest of a member of the Corporation is not transferable and lapses and ceases to exist:

- (a) Upon death or dissolution of the member;
- (b) When the member's period of membership expires (if any);
- (c) When the member ceases to be a member by resignation or otherwise in accordance with the By-laws;
- (d) If at a special meeting of members, a resolution is passed to remove the member by at least two-thirds (2/3) of the votes cast at the special meeting provided that the member shall be granted the opportunity to be heard at such meeting.
- (e) Upon non-payment of dues, fees or assessments within thirty (30) days of the due date, or such later date as the Board may by resolution determine;
- (f) In the case of a full member, upon cancellation of its license to operate residential care facilities by the appropriate Ministry or to otherwise fail to meet the service criteria set by the appropriate Ministry; or
- (g) In the case of an associate member, upon resolution of the Board of Directors of the Corporation.

Reasons to pass a resolution to terminate Membership include the following:

- (a) quality and/or safety issues (where proof is available).
- (b) the conduct of the member is deemed harmful to the objectives of the association.

3. Membership Category Change

Associate members that become eligible for full membership (and therefore are no longer eligible for associate membership) may apply for full membership with OARTY, and may use their associate membership dues towards their full membership should the change occur within the same membership year. Full members no longer providing residential care may switch their membership to associate membership. As noted in the Privacy and Refund Policy, membership dues are non-refundable.

Responsibilities:

OARTY Staff, Board of Directors and the Membership Recruitment & Retention Committee

References/Attachments:

OARTY By-Law No. 1, Sections 42 through to 49; Membership Fees Policy; Privacy and Refund Policy