What is Self Managed Care?
Self Managed Care (SMC) is a program in which eligible Home Care clients, and/or their legal representative enter into a legal agreement with Alberta Health Services (AHS). This agreement provides a Home Care client resources to directly pay for and managed their personal care and home support services. The funding will be based on your assessed unmet health care needs and will be re-assessed annually (or sooner if your health status changes).

Who is eligible for Self Managed Care in Alberta?
- Clients must be eligible to receive Home Care services in Alberta (i.e. valid Alberta Health Care Card and live in a community setting).
- A client eligible for Self Managed Care, as determined by an AHS case manager, must:
  - have assessed unmet health care needs
  - have stable health and predictable care needs
  - have ongoing needs for personal care and home support services (e.g. longer term needs)
  - be willing and able to assume the responsibilities and risks associated with contracting services for their own personal or home support services. A legal representative may do this on behalf of a client

Who can be hired?
It is the responsibility of the Agreement Holder to ensure that each employee is legally allowed to work in Canada. The Self Managed Care program does not allow family members to be hired as paid care providers. Family is defined as: parents or grandparents, spouse (or partners living together in a spousal relationship), children (by birth or adoption), in-laws and other relatives living in the same household.

How can I get Home Care?
For more information on Home Care programs and services, contact your local Home Care Office. Family, friends, neighbours or health professionals can also call on your behalf.

North Zone: 1-855-371-4122
Edmonton Zone: 780-496-1300
Central Zone: 1-855-371-4122
Calgary Zone: 403-943-1920
South Zone: 1-866-388-6380

Which Zone Do You Live In?
www.albertahealthservices.ca/zones.asp

Online at:
www.albertahealthservices.ca/homecare

HEALTHLINK ALBERTA
Health advice 24 hours a day
1.866.408.LINK (5465)
What are the expectations of Self Managed Care Agreement Holder?

The client, and/or their legal representative, who are approved for Self Managed Care are referred to as the “Agreement Holder”. The Agreement Holder shall:

- Recruit, interview, hire, train, supervise, schedule employee(s) and direct the employee(s) 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 employee(s) performance, and, when necessary, terminate the employee(s)
- Manage salary and payroll
- Complete and submit to AHS financial reports that reconcile the Self Managed Care funds provided by AHS and those actually 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 employee(s) wages)

- Meet Alberta Employment Standards for all employee(s)
- Notify the AHS Home Care Case Manager within 72 hours if there is any change in client’s health status, care needs or living arrangements, such as being admitted to hospital
- Ensure the proper legal documentation is signed and in place if the Agreement Holder is the client’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)
- The Agreement holder may also choose to hire a private Home Care agency, in that case the employee works directly for the agency

What services are provided?

Services provided are based on your Home Care assessment and identified unmet needs, services may include: personal care, home support services and respite care.

- Personal Care includes assistance with personal hygiene, dressing, toileting, mobilization and transferring, eating, oral care and with medication management
- Home Support Services includes services that support activities needed to live independently in the community, 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 (e.g. nursing, social work, or therapy services) cannot be purchased with Self Managed Care funds but will be arranged by the AHS Home Care Case Manager, based on the client’s assessed unmet need.

What is a Self Managed Care Agreement?

The Self Managed Care agreement is a legal contract signed between AHS 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.