

July 23, 2021

MEMO TO: Long-Term Care Home Licensees

FROM: Erin Hannah
Associate Deputy Minister

SUBJECT: Minister's Directive: Long-Term Care Home COVID-19 Immunization Policy – Data Requirements

First and foremost, I would like to thank you for your concerted efforts in implementing your COVID-19 immunization policies per the Minister's Directive, as well as your continued efforts to increase vaccination rates in homes for residents and staff. As a result of your efforts and the efforts of health system partners, effectively all residents across the province have received both doses of their vaccine, and an estimated 89% of staff have received their second dose (~93% have received their first dose), and ~91% of essential caregivers have received their second dose (~95% have received their first dose).

As you know, the Minister's Directive, which was issued on May 31, 2021 and has been in effect since July 1, 2021, requires all homes to have a COVID-19 immunization policy and all staff, student placements, and volunteers within a home to do one of three things:

1. Provide proof of vaccination against COVID-19; or
2. Provide a documented medical reason for not being vaccinated against COVID-19; or
3. Participate in an educational program approved by the licensee.

Under the Directive, homes are **required to track and report** on the requirements of the Minister's Directive and provide statistical information to MLTC. Please note that per the Directive, the ministry will be sharing this statistical information with public health units. It is **critical** that every home follow the reporting requirements in a timely way.

The purpose of this memo is to provide details on the reporting process for this statistical information.

Immunization Policy Data Requirements – Process

A new form for the collection of this information was designed within the existing [Health Data Collection Services \(HDCS\)](#) platform. Leveraging the existing platform already

used by home staff to report on occupancy and testing data will simplify implementation for your teams.

The form asks homes to ascertain the total number of staff, student placements, and volunteers (as separate data points) that performed duties within the home during the reporting period. For each group, homes are asked to report on:

- Those that were confirmed to be partially vaccinated;
- Those that were confirmed to be fully vaccinated;
- Those that were unvaccinated due to being medically exempt;
- Those that were unvaccinated because they completed a vaccine education program and did not provide proof of vaccination thereafter;
- Those whose vaccination status is unknown because they were within the 30-day grace period or were granted an extension; and
- Those whose vaccination status is unknown due to refusal to provide proof of either vaccination, medical exemption, or completion of an education program.

Unlike the current occupancy and testing data submissions where data is reported weekly, the **reporting period** for immunization policy data will be on a **monthly** basis with the first day of the month and the last day of month serving as the first and last date of the reporting period, respectively. Homes will typically have seven (7) calendar days at the beginning of the month to input their data into HDCS for the previous month. Due to weekends and statutory holidays at the beginning of some months, the form will go live in those months on the first working day. The first data submission will be due no later than **August 7, 2021**.

We are also aware that the Staffing Data Quarterly Collection will be launching at the same time as the Immunization Policy Data Collection, using the same HDCS platform. As such, to streamline your staff's participation, both program areas of MLTC along with data and IT colleagues will offer joint training sessions where staff will be able to ask technical and policy questions regarding the data and its submission process. Each session will cover identical content. These joint training sessions will be offered:

- Tuesday, July 27, 2021 from 2:00pm to 3:30pm
- Thursday, July 29, 2021 from 10:00am to 11:30am
- Friday, July 30, 2021 from 2:00pm to 3:30pm
- Thursday, August 5, 2021 from 2:00pm to 3:30pm

The sessions are targeted towards data personnel who will be collating and submitting data on behalf of their home. To register for the joint information sessions, relevant staff should click on the link <https://www.surveymonkey.com/r/LTCCollection> and input their contact details and date and time preference for the session they will attend. Prior to the session, they will receive an email with the link to access the virtual session on the date and time they have registered for. Given that the first joint training session is on July 27, 2021, we ask all homes to register for one of these sessions as soon as possible and **no later than July 26, 2021**.

Technical and policy support will be provided by MLTC to homes should any further issues or questions arise.

- For technical support, homes should contact askhealthdata@ontario.ca.

- For policy questions, homes should contact MLTCPandemicResponse@ontario.ca.

More detailed information regarding the immunization policy data submission and process can be found in the attached materials.

Importance of Data Collection

Currently, MLTC collects data from homes on many mission-critical initiatives underway as part of our joint and ongoing response to the COVID-19 pandemic and the subsequent recovery pathway, including occupancy and surveillance testing data (which are collected weekly on Wednesdays), and, as of August, immunization data.

The data collected is used both internally for continued monitoring of key trends within the sector, as well as with health system partners for outbreak management and targeted interventions (e.g., vaccination clinics). It is imperative that all homes report all required data sets to the MLTC to enhance our collective response and recovery decision-making, and to ensure accountability and transparency.

As always, thank you for your continued dedication to serving the health and wellbeing of Ontario's long-term care residents, including the work you are all doing to ensure vaccination rates further increase within homes.

Sincerely,

original signed by

Erin Hannah

Attachments (4):

- Decision Tree
- Data Definitions (policy)
- Frequently Asked Questions (technical)
- Resource guide

C: Nancy Matthews, Deputy Minister, Ministry of Long-Term Care (MLTC)
Helen Angus, Deputy Minister, Ministry of Health (MOH)
Dr. Kieran Moore, Chief Medical Officer of Health
Dr. Barbara Yaffe, Associate Chief Medical Officer of Health
Alison Blair, Associate Deputy Minister, Pandemic Response and Recovery Division, MOH
Michael Hillmer, Assistant Deputy Minister, Capacity Planning and Analytics Division, MOH/MLTC
Karen McKibbin, Chief Information Officer, Health Services Information and Information Technology Cluster Division, MOH/MLTC
Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association
Monika Turner, Association of Municipalities of Ontario
Michael Jacek, Association of Municipalities of Ontario
Colleen Geiger, President and CEO (Acting), Public Health Ontario
Jeff Butler, Assistant Deputy Minister, LTC Pandemic Response, MLTC
Sheila Bristo, Assistant Deputy Minister, Operations, MLTC
Janet Hope, Assistant Deputy Minister, Policy, MLTC
Adriana Ibarguchi, Director, Policy Division, MLTC