



Long-Term Care Homes (LTCH) COVID-19 Immunization Policy Data Collection

Data Definitions

Ministry of Long-Term Care
Capacity Planning and Analytics Division

August 03, 2021

Terminologies

Individuals are grouped in the following categories for reporting:

Categories	Description
Staff	Total number of unique staff actively working in the home/organization regardless of their employment classification (RN, RPN, PSW, supporting staff, management etc.) or employment status (FT, PT, casual, Purchased Services). Do not include staff who are not actively working in the home as a result of ministry directive, staff on maternity leave, staff that are on vacation during the entire reporting period, staff who are in Long Term Disability Benefit (LTDB) and employees terminated or on salary continuance.
Student placements	Total number of paid and unpaid student placements actively receiving training or providing services in the home.
Volunteers	Total number of volunteers actively providing volunteer services in the home.

Please Note: Homes are required to submit data by all categories, i.e., for staff, student placements, and volunteers. Homes should select or enter, Not Applicable (NA) if there are no Students or Volunteers, actively coming to the home.

Number	Data Element	Definition
1.	How many staff, student placements and volunteers in total have performed duties within the home during the last reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home within the reporting period, regardless of:</p> <ul style="list-style-type: none"> • The amount of time they were within the home (i.e., it is irrelevant if they are a volunteer who comes once every month for a few hours or a management member who works full-time); • When they were performing their duties within the home (i.e., if the reporting period is from July 1 to July 31, the total number should include everyone who performed duties within the home during that timeframe) • Their job role (i.e., include all staff at all levels, including management, all student placements, and all volunteers); and • Their job classification (i.e., full-time, part-time, contract, agency, other).
2a.	Of the total number of staff, student placements and volunteers in question 1, how many were partially vaccinated (i.e., received first-dose of a two-dose vaccine regimen) by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and that provided proof that they have received the first dose of a two-dose vaccine regimen but have not yet received a second dose and are thus considered partially vaccinated.</p> <ul style="list-style-type: none"> • Proof of partial vaccination does not need to be provided for every reporting period. Homes should consider proof valid until the staff / student placement / volunteer is due for their second dose. • Do not include those that received the one and only dose of a single-dose vaccine regimen as they would be considered fully vaccinated. • Do not include those that have received both doses of a two-dose vaccine regimen.

Number	Data Element	Definition
		<ul style="list-style-type: none"> As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example: <ul style="list-style-type: none"> If a staff member was unvaccinated and/or completed the education program at beginning of the reporting period but had received their first dose during the reporting period, they should be counted in this data category. For purposes of this Minister's Directive and the data collection regarding it, a person is to be considered as partially vaccinated as soon as they have received their first dose, i.e., the 14-day period post-dose is not relevant.
2b.	Of the total number of staff, student placements and volunteers, in question 1, how many were fully vaccinated (i.e., received both doses of a two-dose vaccine regimen OR the first and only dose of a single-dose vaccine regimen) by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and that provided proof that they have received the second dose of a two-dose vaccine regimen OR the first and only dose of a single-dose regimen and are thus considered fully vaccinated.</p> <ul style="list-style-type: none"> Proof of full vaccination does not need to be provided for every reporting period. Homes should consider the staff / student placement / volunteer as fully vaccinated after having received the initial proof. Do include those that received the one and only dose of a single-dose vaccine regimen as they are considered fully vaccinated. As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a staff member was partially vaccinated at beginning of the reporting period but had received their second dose during the reporting period, they should be counted in this data category.

Number	Data Element	Definition
		<ul style="list-style-type: none"> For purposes of this Minister's Directive and the data collection regarding it, a person is to be considered as fully vaccinated as soon as they have received their second dose of a two-dose regimen or their first and only dose of a single-dose regimen, i.e., the 14-day period post-dose is not relevant.
3a.	Of the total number of staff, student placements and volunteers, in question 1, how many were deemed unvaccinated due to being medically exempt by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and who are deemed unvaccinated because they showed proof that they are medically exempt and their medical exemption is still valid.</p> <ul style="list-style-type: none"> As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a person showed proof of medical exemption at the beginning of the period but showed proof of vaccination before the end of the period, they should be captured in the partially or fully vaccinated data category.
3b.	Of the total number of staff, student placements and volunteers, in question 1, how many completed a vaccine education program and did not provide proof of vaccination by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and who are deemed unvaccinated because they showed proof that they have participated in a vaccine education program and did not show proof of vaccination thereafter.</p> <ul style="list-style-type: none"> Do not include those who provided proof of vaccination in this category. As vaccination status may change during course of the reporting period, it is the person's status at the end of the reporting period that is most recent and should be recorded as such in the appropriate data category. For example, if a person attended a vaccine education program at the beginning of the period, but then showed proof of vaccination before the end of the reporting period, they should not be captured in this category, but rather in the partially or fully vaccinated data category.

Number	Data Element	Definition
		<ul style="list-style-type: none"> Proof of completion of a vaccine education program does not need to be provided for every reporting period. Homes should consider the staff / student placement / volunteer as having met the requirement through completion of a vaccine program after having received the initial proof.
4a.	Of the total number of staff, student placements and volunteers, in question 1, how many have an unknown vaccination status and are within the 30-day grace period of providing their proofs or were granted an extension to this period by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and whose vaccination status was unknown at the end of the reporting period because they were either within the 30-day grace period of providing their proof or were granted an extension to this period.</p> <ul style="list-style-type: none"> Do not include those who refused to show proof of vaccination status, medical exemption or completion of an education program. See 4b for how to capture this quantum.
4b.	Of the total number of staff, student placements and volunteers, in question 1, how many have an unknown vaccination status due to refusal to provide either proof of vaccination status, medical exemption, or completion of an education program by the last date of the reporting period?	<p>As of midnight on the last reporting date, the total number of staff / student placements / volunteers that performed duties within the home during the reporting period and whose vaccination status was unknown at the end of the reporting period because they refused to comply with the home's immunization policy and did not provide proof of vaccination status, medical exemption, or completion of the education program by the end of reporting period.</p> <ul style="list-style-type: none"> Do not include those who vaccination was unknown at the end of the reporting period because they were either within the 30-day grace period of providing their proof or were granted an extension to this period.