

May 27, 2021

Dear Long-Term Care Home Licensees:

**Re: 2020-21 Final COVID-19 Prevention and Containment Expenditure Report & LTCH In-Year Occupancy Report for the period August 1, 2020 to March 31, 2021 (In-Year Occupancy Report)**

Thank you for your ongoing efforts to ensure our long-term care (LTC) residents receive the best care possible during this unprecedented time.

As previously communicated by the Ministry of Long-Term Care (ministry), eligible LTC homes that received COVID-19 Prevention and Containment funding during the 2020-21 fiscal year are required to submit financial reports to the ministry.

LTC homes are required to complete the 2020-21 Final COVID-19 Prevention and Containment Incremental Expenditure Report to specify incremental prevention and containment expenses incurred between January 2021 and March 2021, as well as to make any updates to expenses incurred between April 2020 and December 2020. The information reported may be used to inform future disbursements of prevention and containment funding. LTC homes are required to maintain detailed financial records as the costs reported may be subject to an audit. Subsequent quarterly reporting may be required, and more information will be shared with the sector in the future.

LTC homes will also be required to complete the In-year Occupancy Report to specify resident days and copayment revenue for the period of August 1, 2020 to March 31, 2021. This will be used to inform potential adjustments to the monthly cash flow (payment notices) due to recent changes in occupancy rates.

LTC home licensees are required to complete and submit both reports through the designated website: <https://HSIMI.ca/LTCHome> by June 18, 2021. To access the reporting templates, please log into the website and click on the Final Prevention and Containment Expenditure Report and the In-Year Occupancy Report.

**Reporting Requirements:**

**2020-21 Final Prevention and Containment Expenditure Report:**

1. LTC homes are to input Outbreak Status information for the following periods: i) April 1, 2020 to June 30, 2020, ii) July 1, 2020 to September 30, 2020, iii) October 1, 2020 to December 31, 2020 and iv) January 1, 2021 to March 31, 2021.

2. LTC homes are to input all incremental costs incurred up to March 31, 2021 as a direct result of prevention and containment activities for COVID-19. Incremental costs reported should **exclude** eligible expenditures that have been funded or are

eligible to be funded through other policies and programs (e.g. Minor Capital, Infection Prevention and Control (IPAC) Minor Capital, Pandemic Pay, PSW Temporary Wage Enhancements, Occupancy support, etc.). Please note that your incremental costs may be greater than the emergency funding provided by the ministry to support operational costs to help maintain the health and safety of residents and staff. Expenses that would have been incurred for regular operations not directly related to the pandemic should not be included.

Eligible expenses may include the following:

- Providing immediate 24/7 health screening to ensure staff and visitors are not ill when entering the building, and to screen residents on an ongoing basis to provide early containment of any new infections.
  - Prevention and containment activities, through hiring new staff to carry-out the added workload for essential services and/or replacing workers who are sick or in isolation.
  - Staffing recruitment and retention strategies (e.g. over-time pay, additional costs of converting part-time staff to full-time, costs of back-filling staff on sick leave).
  - Cleaning, equipment, and operating supplies beyond typical levels for the LTC home.
  - Implementing infection control measures based on clinical evidence, advice from a physician or other regulated health practitioner with expertise in infection control.
  - Supporting virtual care and services for residents and staff.
  - Providing hotel or other accommodation to some staff to assist them in reducing travel or exposure to their families.
  - Any other incremental expenditures required for the rapid response to prevent and contain COVID-19 in the LTC home.
3. LTC homes are to report any revisions to incremental costs incurred from April 1, 2020 to December 31, 2020. Revised incremental costs reported for the period of April 1, 2020 to December 31, 2020 should exclude eligible expenditures that are funded through other policies and programs (e.g. Minor Capital, Infection Prevention and Control (IPAC) Minor Capital, Pandemic Pay, PSW Temporary Wage Enhancements, etc.)
  4. LTC homes are to indicate the number of incremental paid hours associated with the incremental costs reported for each staffing expense category from: i) April 1 to June 30, 2020, ii) July 1 to September 30, 2020, iii) October 1 to December 31, 2020 and iv) January 1, 2021 to March 31, 2021.

## In-Year Occupancy Report

### Section A:

LTC homes are to report on Actual Resident Days and Resident Revenues from

August 1, 2020 to March 31, 2021 by bed type to inform the adjustments to the monthly cash flows applicable to the same period. Adjustment to the home's estimated basic resident revenue per diem as reflected in the monthly payment notice starting April 1, 2021 will be based on the basic revenue reported for the period January 1, 2021 to March 31, 2021.

The preferred fees reported in column 3a will be used to estimate the amount of reimbursement related to the recent deferral of co-payment increases from August 1, 2020 to December 31, 2020. Preferred fees reported in column 3b will be used to estimate the amount of reimbursement until June 30, 2021.

### Section B:

LTC homes will report on actual resident days for preferred accommodation consistent with section 3.2 of the COVID-19 Emergency Measures Funding Policy (COVID-19 Policy), as well as, capturing resident days for the period where the fees for preferred accommodation are waived if a resident on medical leave is unable to return to their long-term care home before their medical leave expires because the home is experiencing a COVID-19 outbreak.

Please follow the detailed reporting requirements outlined in the templates and submit the reports to the ministry by the timeline noted above.

An individual(s) who is authorized to bind the licensee must complete the Attestation for Recipients/Certification by Home section of the applicable report. The attestation/certification does not need to be mailed to the ministry.

### Tips on Completing Template

- LTC homes can edit, save and print the report on the website as often as necessary prior to submission.
- Avoid clicking on "Submit" until the home is certain that the report is complete. After "Submit" has been selected, LTC homes will not be able to edit the report.
- LTC homes are not required to mail a hard copy of the report to the ministry.
- If possible, please use the Google chrome browser to complete the report.

Please note, Prevention and Containment funding provided during the 2020-21 fiscal year (i.e. from April 2020 to March 2021) that has not been spent by March 31, 2021 will be recovered as part of 2021-22 Prevention and Containment disbursements and the subsequent 2021 annual reconciliation process. Specifically, funding will be reconciled through a separate entry in Section I, Part A of the Long-Term Care Homes Annual Reconciliation Report (LTCH Annual Report) at the end of the 2020-2021 fiscal year, in


accordance with the terms and conditions set out in this letter, including the *Long-Term Care Homes Annual Report Technical Instructions and Guidelines* and as outlined below:

- The total cost for all eligible goods and services, purchased between April 1, 2020 and December 31, 2020, and received by December 31, 2020 will need to be reported in a separate section, Section I, Part A of the 2020 LTCH Annual Report.
- The total cost for all eligible goods and services, purchased between January 1, 2021 and March 31, 2021, and received by March 31, 2021 will need to be reported in a separate section, Section I, Part A of the 2021 LTCH Annual Report.
- The costs shall NOT be reported in Sections C through F and Section I, Part B of the 2020 LTCH Annual Report.
- The ministry will add the costs reported in Section I, Part A of the 2020 LTCH Annual Report to eligible costs reported in Section I, Part A of the 2021 LTCH Annual Report for all eligible goods and services purchased between January 1, 2021 and March 31, 2021 and received by March 31, 2021.
- The sum of the costs reported in both the 2020 and 2021 LTCH Annual Reports will be reconciled against the 2020-21 funding and any unspent funds will be recovered as part of the 2021 reconciliation.

If you have any questions or require further information about the 2020-21 Final COVID-19 Prevention and Containment Expenditure Report please contact [LTC.info@ontario.ca](mailto:LTC.info@ontario.ca). For questions related to the 2021 In-Year Occupancy Report, please contact Richard Lee at [Richard.G.Lee@ontario.ca](mailto:Richard.G.Lee@ontario.ca).

Thank you for your continued service and dedication in support of our government's commitment to transform long-term care in Ontario.

Sincerely,



Sheila Bristo  
Assistant Deputy Minister  
Long-Term Care Operations Division

c:

Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Peter Kaftarian, Assistant Deputy Minister and Chief Administrative Officer, Corporate Services Division  
Brian Pollard, Assistant Deputy Minister, Long-Term Care Capital Development Division  
Janet Hope, Assistant Deputy Minister, Long-Term Care Policy Division  
Jim Yuill, Director, Financial Management Branch, Corporate Services Division  
Abby Dwosh, Director, Funding and Programs Branch, Long-Term Care Operations Division  
Bill Hatanaka, Board Chair, Ontario Health  
Matthew Anderson, President and Chief Executive Officer, Ontario Health  
Stephanie Lockert, Interim Lead Corporate Planning, Ontario Health

Elham Roushani, Chief Financial Officer, Ontario Health  
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association  
Lisa Levin, Chief Executive Officer, AdvantAge Ontario  
Monika Turner, Director of Policy, Association of Municipalities Ontario