

Ministry of Long-Term Care

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Ministère des Soins de longue durée

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September 2, 2020

eApprove: 179-2020-45

Dear Long-Term Care Home Licensees:

Re: Interim Financial Reporting on Incremental Costs related to the Prevention and Containment of COVID-19

Thank you for your ongoing efforts to ensure our long-term care residents and dedicated staff receive the best care possible care during this unprecedented time. As you know, since March 2020, the government has committed to provide up to \$138M to fund the extraordinary costs related to the rapid response required to prevent and contain the spread of COVID-19 across the province.

We have heard from long-term care home licensees (“homes”) and from the long-term care associations that some homes are experiencing both financial and cash flow pressures due to ongoing efforts to prevent and contain the spread of COVID-19. Emergency measures such as the suspension of occupancy targets in 2020, deferral of co-payment increases till January 2021, and the related reimbursements for preferred accommodation premiums provide financial relief and support operators in managing changes in occupancy levels during the pandemic.

To provide further cash flow relief the ministry is also deferring all recoveries related to prior years that were scheduled between July and December 2020 and accelerating the annual revenue occupancy adjustment in 2020 using the interim reporting process outlined in this memo.

As part of the Ministry of Long-Term Care’s efforts to support homes in gathering information on incremental costs related to COVID-19 and occupancy rates during the pandemic, homes are requested to submit to the following reporting requirements by **September 25, 2020**. This exercise replaces the In-Year Revenue/Occupancy Report for the 2020 year (January 1 – September 30) and will:

- Assess the effectiveness of the emergency funding provided to date
- Obtain information on the types and amounts of expenses homes are continuing to incur
- Inform potential adjustments to the monthly cash flow (payment notices) due to changes in occupancy rates and co-pay top up

Reporting Requirements:

Please refer to the attached template “Incremental Cost and Occupancy Reporting Template”.

1. Report on all **incremental COVID-19 related expenses** incurred by the home. 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 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 home.
2. Report on **resident days and co-payment revenue**. This report will replace the In-Year Revenue/Occupancy report for the 2020 year and will be used to collect information on resident days and related revenue to inform potential adjustments to the monthly cash flow (payment notices) due to recent changes in occupancy rates. Any future adjustment to the home's estimated basic resident revenue per diem as reflected in the monthly payment notice will be based on the basic revenue reported for the period April 1 to July 31. The report includes the following elements:
- Actual Resident Days and Resident Revenues from January to July 2020.
 - 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.
 - Resident Days to estimate the amount of reimbursement related to the recent deferral of co-payment increases till December 31, 2020.

This report also includes an attestation to confirm that the individual(s) completing the survey are authorized to provide the response on behalf of the Licensee and have made all necessary inquiries to ensure that the response, on behalf of the Licensee, is accurate and complete. Instructions on how to submit the report is included in the '**Submission Instructions**' tab in the Excel template.

Emergency funding provided to homes for the prevention and containment of COVID-19 and long-term care occupancy will continue be reconciled through the Long-Term Care Home Annual Reconciliation Report at the end of the applicable year in accordance with the terms and conditions set out in Long-Term Care Homes Level-of-Care Per Diem, Occupancy and Acuity-Adjustment Funding Policy and the Long-Term Care Home Annual Report Technical Instructions and Guidelines.

If you have any questions or require further information about the incremental expense reporting, please contact Taslima Nasid at Taslima.Nasid@ontario.ca. For questions related to the occupancy reporting, please contact Richard Lee at 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:

Ms. Donna Duncan, Chief Executive Officer, Ontario Long-Term Care Home Association
Ms. Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Mr. Bill Hatanaka, LHIN Board Chair
Mr. Matthew Anderson, CEO, Ontario Health
Mr. Mike Nader, Chief Transformation Officer (CTO), Ontario Health
Mr. Elham Roushani, Interim Finance Lead, Ontario Health
Mr. Bruce Lauckner, Chief Executive Officer, Erie St. Clair, South West, Waterloo Wellington,
and Hamilton Niagara Haldimand Brant LHINs
Ms. Donna Cripps, Acting Chief Executive Officer, Central West, Mississauga Halton, Central,
and North Simcoe Muskoka LHINs
Ms. Tess Romain, Chief Executive Officer, Toronto Central LHIN
Mr. Renato Discenza, Chief Executive Officer, Central East, South East, and Champlain LHINs
Dr. Rhonda Crocker Ellacott, Chief Executive Officer, North East and North West LHINs
Mr. Richard Steele, Deputy Minister, Ministry of Long-Term Care
Mr. Brian Pollard, Assistant Deputy Minister, Capital Development Division
Ms. Kelci Gershon, Director, Policy and Modernization Branch
Ms. Abby Dwosh, Director, Programs and Funding Branch
Mr. Jim Yuill, Director, Financial Management Branch
Mr. Jeffery Graham, Director, Fiscal Oversight & Performance Branch