

July 22, 2021

MEMORANDUM TO: Long-Term Care (LTC) Home Licensees and Ontario Health

FROM: Janet Hope, Assistant Deputy Minister

RE: Staffing Related Data Collection

As you are likely aware, the government released “A better place to live, a better place to work: Ontario’s long-term care staffing plan” (Staffing Plan) in December 2020, with commitments to increase the average hours of daily direct care provided by nurses and personal support workers (PSWs) to four hours per resident, per day over the next four years. To support this plan, the 2021 Ontario Budget included an investment of \$4.9 billion over this same time period, with \$500 million being allocated to the 2021-22 funding year. This funding will support more than 27,000 new positions in long-term care, including personal support workers and nurses, as well as a 20 per cent increase in direct care time administered by allied health professionals (AHPs) such as physiotherapists and social workers.

To support the staffing increase targets for Q4 of the current fiscal year, the Ministry of Long-Term Care anticipates additional details on specific allocations and funding terms will be provided in the coming weeks, with funding distributed to LTC homes beginning in early fall.

Staffing Data Survey

To support ongoing planning and implementation of the Staffing Plan and related progress tracking, the ministry will implement mandatory **quarterly reporting of LTC home staffing data**. The quarterly collection will streamline existing reporting requirements collected through the previous annual Staffing Report, and will introduce two new reporting indicators: bridging/laddering and staffing vacancies (see appendix for a summary of the data that will be collected for the initial period).

- Data will be collected through a new form available via the **Health Data Collection Service (HDCS) website**.
- Data will be collected quarterly, with the form for the first collection to cover a reporting period of **April 1, 2021 – June 30, 2021**.
- The form will be available on **Friday August 6, 2021** with a **submission due date of Friday August 27, 2021**.
- The ministry is also currently undertaking a review of the reporting requirements associated with the previous annual Staffing Report collected via LTCHomes.net. Further details on annual staffing reporting requirements will be communicated at a later date.

The ministry is providing information sessions, guidance document(s) and frequently asked questions (FAQs) to facilitate the transition and support the sector to enable reporting activities.

We are also aware that the LTC COVID-19 Immunization Policy Data Collection will be launching the same week, using the HDCS website. To streamline participation, the ministry will be hosting joint information sessions related to both data collection initiatives. Each session will cover identical content. These joint training sessions will be offered:

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

Sessions are targeted towards data personnel who will be collating and submitting data on behalf of their home. To register for an information session, please click on the link <https://www.surveymonkey.com/r/LTCCollection> and input your contact details and your date/time preference for the session you would like to attend. Prior to the session, you will receive an email with the link to access the virtual session on the date/time you have registered for. We ask all participants interested in attending a session to register as soon as possible.

For any questions related to the Staffing Data Survey, please contact AskHealthData@ontario.ca with the subject line of "LTCH Staffing Report".

Clinical Placement Survey

In addition to the above data requests, and to support the implementation of the Staffing Plan, we are requesting homes complete a survey to support enhancements to clinical placement opportunities in LTC homes. The survey asks about current capacity to offer clinical placements, enablers to increase capacity for student placements as well as enablers to increase preceptor capacity.

Survey responses will directly inform the priorities of the Ministry's Clinical Education Working Group which provides guidance and advice on solutions to current clinical placement issues and helps ensure that clinical placement opportunities will be available with required supports. The government has also recently announced supports for preceptor training and backfilling. This investment will help long-term care homes ensure quality clinical placements in long-term care at a time when homes are facing staffing challenges. It will also provide staff already in the long-term-care sector an opportunity to grow their careers by working as clinical experts and supervising new students.

The information provided through the survey will inform the development of solutions to increase clinical placement capacity and ensure a positive, supportive and high-quality experience for students and staff that are critical to meet the complex and diverse needs of long-term care residents. It will also support the Ministry's continued work to support recruitment and retention of qualified staff in long-term care homes and achievement of our targets outlined in the Staffing Plan.

I would kindly request that LTC homes have their Director of Care complete this survey using the link below by **August 4, 2021**. If you have any questions about the Clinical Placement Survey, please do not hesitate to contact Rachael Manson-Smith at rachael.manson-smith@ontario.ca.

Link to Clinical Education Survey: <https://forms.office.com/r/kHacMDYqnV>

I greatly appreciate and value your feedback on both the Staffing Survey and the Clinical Placement Survey and would like to thank you in advance for your participation. We remain dedicated to working with sector partners and know that your input on the various data collections will help foster positive change within the LTC sector. We look forward to our continued collaboration as we work together toward a stronger LTC sector.

Sincerely,



Janet Hope
Assistant Deputy Minister
Long-Term Care Policy Division

Enclosures:

- Frequently Asked Questions
- Data Definitions

c: Matthew Anderson, President and Chief Executive Officer, Ontario Health
Donna Duncan, Chief Executive Officer, OLTCA
Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Michael Hillmer, Assistant Deputy Minister, Capacity Planning and Analytics Division, MLTC
Adriana Ibarguchi, Director, Strategic Initiatives Branch, MLTC
Carol Strachan, Director, Staffing Supply Branch, MLTC
Aileen Chan, Director, Health Data Branch, MLTC
Erin Hannah, Associate Deputy Minister, LTC Pandemic Response, MLTC
Jeff Butler, Assistant Deputy Minister, LTC Pandemic Response, MLTC
Christine Loureiro, Director, LTC Pandemic Response, MLTC
Sheila Bristo, Assistant Deputy Minister, Long-Term Care Operations Division, MLTC
Abby Dwosh, Director, Funding and Programs Branch, MLTC

Appendix A: An Overview of Required Data Elements to be Collected through the Staffing Data Survey in the Immediate Term (April 1, 2021 – June 30, 2021 Reporting Period)

<p>Home details Home Name, Home ID#, Actual Resident Days for Period, Opening Date (for new homes)</p>	
<p>Number of Staff (Headcount) For Personal Support Workers (PSWs), Registered Practical Nurses (RPNs), Registered Nurses (RNs), Nurse Practitioners (NPs), Attending Nurse Practitioners (ANPs), Allied Health + certain other staffing roles</p>	
<p>Nursing and Personal Care Staffing Data - RN, RPN, PSW, NP and ANP</p> <ul style="list-style-type: none"> • Employment Type (Full Time, Part Time, Casual, Purchased Service) • Total Worked Hours • Total Paid Hours • The ministry will calculate the average hours of direct care per resident per day using the collected data. • The ministry will calculate full-time equivalent numbers for the above job classifications using the collected data. 	<p>For the immediate data collection, this data will be collected by the two overarching funding envelopes:</p> <ol style="list-style-type: none"> 1. Ministry and Ontario Health Funded Positions and 2. Non-Ministry Funded Positions.
<p>Allied Health and Other Staffing Data</p> <ul style="list-style-type: none"> • Total Worked Hours • Total Paid Hours • The ministry will calculate the average hours of direct care per resident per day provided by the above job classifications using the collected data. • The ministry will calculate full-time equivalent numbers for the above job classifications using the collected data. 	
<p>Bridging and Laddering Number of staff with workplace accommodation (e.g., an alternative schedule, release time for school commitment, clinical placement in the home) to support their enrolment in a college or university course/ program while employed.</p>	
<p>Vacancies – PSWs, RNs, RPNs, NPs, ANPs and “Other” staff</p> <ul style="list-style-type: none"> • Total number of job vacancies for each of the above job classifications. • Total number of job vacancies that are “systemic” for each of the above job classifications (i.e. position has been vacant for 90 days or more). • The main reasons for systemic job vacancies. 	