

Ministry of Long-Term Care

Assistant Deputy Minister
Long-Term Care Operations

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Ministère des Soins de longue durée

Sous-ministre adjointe Opérations relatives
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January 7, 2021

Dear Long-Term Care Home Licensees:

Re: Interim COVID-19 Prevention and Containment Expenditure Report

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

LTC homes are required to complete the COVID-19 Prevention and Containment Incremental Expenditure Report to specify incremental prevention and containment expenses incurred between July 2020 and December 2020, as well as to make any required updates to expenses incurred between April 2020 and June 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 home licensees are required to complete the Prevention and Containment Expenditure Report through the designated website: <https://HSIMI.ca/LTChome> by February 5, 2020. To access this report, please log into the website and click on the Prevention and Containment Expenditure Report.

Reporting Requirements

1. LTC homes are to input Outbreak Status information for the periods of April 1, 2020 to June 30, 2020, July 1, 2020 to September 30, 2020 and October 1, 2020 to December 31, 2020.
2. LTC homes are to input all incremental costs incurred up to December 31, 2020 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.). 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:

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- 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.
3. LTC homes are to report any revisions to incremental costs incurred from April 1, 2020 to June 30, 2020. If there are no revisions to be made, please copy and paste the information from the previous incremental report. Revised incremental costs reported for the period of April 1, 2020 to June 30, 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 paid hours by staffing category from April 1 to June 30, 2020, July 1 to September 30, 2020 and October 1 to December 31, 2020.

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

An individual(s) who is authorized to bind the licensee must complete the Attestation for Recipients section of the report. The attestation 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, 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, emergency funding provided to LTC homes for the prevention and containment of COVID-19 will continue to 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 COVID-19 Prevention and Containment Expenditure Report, please contact LTC.info@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, Board Chair, Ontario Health
- Mr. Matthew Anderson, CEO, Ontario Health
- Mr. Elham Roushani, Chief Financial Officer, Ontario Health
- Mr. Mark Walton, Transitional Regional Lead (West), Ontario Health
- Ms. Donna Cripps, Transitional Regional Lead (Central), Ontario Health
- Ms. Tess Romain, Transitional Regional Lead (Toronto), Ontario Health
- Ms. Cynthia Martineau, Transitional Regional Lead (East), Ontario Health
- Mr. Brian Kytlor, Transitional Regional Lead (North), Ontario Health
- Mr. Richard Steele, Deputy Minister, Ministry of Long-Term Care
- Mr. Brian Pollard, Assistant Deputy Minister, Capital Development Division, Ministry of Long-Term Care
- Ms. Kelci Gershon, Director, Policy and Modernization Branch, Long-Term Care Policy Division, Ministry of Long-Term Care
- Ms. Abby Dwosh, Director, Programs and Funding Branch, Long-Term Care Operations Division, Ministry of Long-Term Care
- Mr. Jim Yuill, Director, Financial Management Branch, Ministry of Health
- Mr. Jeffery Graham, Director, Fiscal Oversight & Performance Branch, Ministry of Health