

**Home-related – Inspector-Initiated**

Home Name: \_\_\_\_\_ Inspection Number: \_\_\_\_\_ (hard copy use only)  
 Date: \_\_\_\_\_  
 Inspector ID: \_\_\_\_\_

Definition / Description	
<b>Admission:</b>	A licensee of a LTC home shall not admit a person unless the person’s admission to the home is authorized by the placement co-ordinator for the geographic area where the home is located. (LTCHA)
<b>Discharge:</b>	A licensee of a LTC home shall not discharge a resident from the long-term care home unless permitted or required to do so by the LTCHA.
<b>Admission Process:</b>	When a resident is admitted to a LTC home, the licensee is responsible for providing a package of required information in writing to the resident and SDM, including: accommodation fees and agreements; care and services; safety and security (such as fire and evacuation information); Residents’ Council and Family Council information; complaint procedures for the home and Ministry, etc.  Required information is to be posted in a conspicuous and easily accessible location in the home and communicated to residents who are unable to read the information.
<b>High Acuity Priority Access Bed:</b>	A designated private accommodation long-stay bed intended for residents with high acuity needs and is likely to benefit from, i) ongoing nursing and other personal care given by or under the supervision of a registered nurse or registered practical nurse who has relevant expertise, whether as the result of experience or training, or ii) ongoing technology-based care that requires the support of a member of a college as defined under the <i>Regulated Health Professions Act, 1991</i> .
<b>Reunification Priority Access Bed:</b>	A designated bed intended for spouses/partners with care needs who meet the requirements to be placed in waiting list Category 1 (crisis) and wish to be reunited with their spouse/partner.
<b>Specialized Unit:</b>	Any unit designated by or in accordance with the regulations to provide or offer certain types of accommodation, care, services, programs and goods to residents.
<b>Technology-based care:</b>	Care requiring any specialized medical device, instrument, apparatus, appliance, software application, implant or other article intended by the manufacturer to be used, alone or in combination, for the prevention, monitoring, treatment or alleviation of complex disease, disability, injury or disorder.

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<b>Use</b>
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The inspector-initiated IP is used to inspect concerns related to the home’s admission and discharge process during any type of inspection.

The inspection focuses on the licensee’s obligations to meet the requirements of the *Long-Term Care Homes Act, 2007 and Ontario Regulation 79/10* in the following areas:

LTCHA s. 39	Transfer
LTCHA s. 49	Controls on licensee
LTCHA s. 78, O. Reg. 79/10 s. 224	Information for residents
LTCHA s. 79, O. Reg. 79/10 s. 225	Posting of Information
LTCHA s. 83	Coercion prohibited
O. Reg. 79/10 s. 144	Restriction on discharge
O. Reg. 79/10 s. 148	Requirements on licensee before discharging a resident
O. Reg. 79/10 s. 150	Licensee to assist with alternatives to long-term care home
O. Reg. 79/10 s. 204. (1)	Reassessment (Specialized Unit)
O. Reg. 79/10 s. 206.1	Designation of beds (Reunification Priority Access Beds)
O. Reg. 79/10 s. 206.3	Admission to reunification priority access beds
O. Reg. 79/10 s. 206.4	Designation of beds (High Acuity Priority Access Beds)
O. Reg. 79/10 s. 206.8 (1)	Reassessment

<b>Procedure</b>
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Each section within this IP contains statements that provide guidance to the inspector in the collection of information during an inspection and may not be applicable in every situation. The information collected will be used to determine whether a home is in compliance with the LTCHA.

This IP contains four (4) parts:

Part A - Admission process

Part B - Posting of required information

Part C - Discharge of a Resident

Part D - Designation of beds

During the Resident Quality Inspection:

1. This IP will be inspector-initiated if concerns are raised about the LTC Home’s Admission Process following the home’s completion of the Admission Process Confirmation Checklist or at any time during the inspection.
2. If inspector-initiated, the assigned inspector will:

- Access the Admission Process Confirmation Checklist and use the relevant information to further inspect the areas of concern.
  - Request access to the written agreements of three (3) residents currently living in the home (the residents may be selected from the census sample, but it is not required).
  - Complete the applicable questions in Part A and Part B.
3. The inspector must document evidence to support non-compliance in the 'Notes' section when answering 'No'.

**PART A: Admission Process**

**Resident / Substitute Decision-Maker Interviews**

Interview the resident / SDM or designate to determine if the home's admission process ensures provision of the following requirements:

1. Participation of residents / SDM in the admission process
2. Provision of written admission information package along with verbal explanation about:
  - The Residents' Bill of Rights
  - Residents' Council and Family Council (if any)
  - Accommodation fees including how to apply for a rate reduction
  - Non-chargeable care and services provided by the home
  - Other allowed and available services for fee and with consent
  - Trust fund availability
  - Absences allowable without penalty including casual, vacation, medical and psychiatric leaves
  - Bed-holding fee criteria
  - Policies related to zero tolerance of abuse and neglect; minimizing of restraints, whistle-blowing protection, safety and security operations, e.g. fire, evacuation, etc.
  - Complaint procedures and contact information for licensee and Ministry
  - Understanding that not signing a document or voiding an agreement would not result in the home refusing admission to a prospective resident or discharging a resident
  - Who the Residents' Council President or representative is, how to access the meeting minutes and Council meeting times
  - The right to revoke consent as appropriate
  - Who to contact about care and/or service concerns and where the procedures are posted in the home.

**Information Gathering**

**Notes**

**Written Agreements – Resident / SDM Interview**

No.	Yes	No	N/A	Question	Act/Reg.
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you decided not to sign a document with the home, were you able to	<b>s. 83 (1) (a)</b>

				do so without fear that the licensee would refuse your admission or have you discharged from the home?	
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you wanted to cancel any agreement, other than agreement to pay basic accommodation were you able to do so without fear that you would be refused admission or discharged from the home?	<b>s. 83 (1) (b)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you free to withdraw or revoke your consent to treatment of care without fear that you would be refused admission or discharged from the home?	<b>s. 83 (1) (c)</b>
<b>Notes</b>					

<b>Staff Interview / Record Review</b>					
<p>Determine through interview and record review whether the resident admission process was conducted as required. Interview the person who coordinates admissions and request a copy of the admission package to review the following information:</p> <ul style="list-style-type: none"> <li>• Home operations</li> <li>• Safety and security measures in case of fire, evacuation, etc.</li> <li>• Residents' Rights</li> <li>• Residents' Council and Family Council</li> <li>• Home's and Ministry complaint procedures and applicable contact information</li> <li>• Policies related to minimizing restraint use, mandatory reporting of abuse and neglect, and whistle-blowing protection</li> <li>• Rate reduction application for accommodation fees</li> <li>• Care and service provision including non-allowable and allowable charges</li> <li>• Trust fund availability.</li> </ul> <p>Record Review:</p> <p>Request access to the resident's written agreement with the home and written authorization for admission to determine evidence of:</p> <ul style="list-style-type: none"> <li>• Written consent by resident / SDM or designate for accommodation fees and other fee for services provided to the resident</li> <li>• Authorization from Placement Co-ordinator for admission to LTC home</li> <li>• Accommodation type and charge, from the following options:</li> </ul>					

- long-stay, short-stay (respite) program, convalescent care, or interim (long-stay)
- basic, semi-private, or private accommodation.

**Information Gathering**

<b>Notes</b>	
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**Authorized Admission**

No.	Yes	No	N/A	Question	Act/Reg.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the resident admitted only after the admission was authorized by the placement co-ordinator?	<b>s. 49</b>
<b>Notes</b>					

**Admission Package of Information**

No.	Yes	No	N/A	Question	Act/Reg.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the admission package given to the resident and SDM (if any) at the time of admission?	<b>s.78 (1) (a)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the admission package made available to family members and other persons important to the resident?	<b>s. 78 (1) (b)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were the contents of the admission package and any revisions made, explained to the person(s) receiving them?	<b>s. 78 (1) e</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the Residents' Bill of Rights?	<b>s. 78 (2) (a)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the home's mission statement?	<b>s. 78 (2) (b)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the home's policy to promote zero tolerance of abuse and neglect of residents?	<b>s. 78 (2) (c)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include an explanation of the duty to make mandatory reports related to incidents resulting in harm or risk of harm to a resident such as: <ul style="list-style-type: none"> <li>• improper or incompetent treatment or care of a resident</li> <li>• abuse by anyone or neglect by the licensee or staff</li> <li>• unlawful conduct</li> <li>• misuse or misappropriation of a resident's money</li> <li>• misuse or misappropriation of funding provided to the licensee?</li> </ul>	<b>s. 78 (2) (d)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the home's procedure for initiating complaints to the licensee?	<b>s. 78 (2) (e)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the name and telephone number of the licensee?	<b>s. 78 (2) (h)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the Ministry's toll-free telephone number for making complaints about the home and its hours of service?	<b>r. 224 (1) 8</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include notification of the LTC home's policy on minimizing the restraining of residents and how to obtain a copy of the policy?	<b>s. 78 (2) (g)</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include a statement of the maximum amount that a resident can be charged for each type of accommodation offered in the home?	<b>s. 78 (2) (i)</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include information about: <ul style="list-style-type: none"> <li>• what is paid for by Ministry funding, and</li> <li>• accommodation payment by resident?</li> </ul>	<b>s. 78 (2) (k)</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the resident's obligation to pay for the basic accommodation charge?	<b>r. 224 (1) 2</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include how to apply for a reduction in the charge for basic accommodation, and the supporting documentation required, e.g. the most recent Notice of Assessment issued under the <i>Income Tax Act</i> (Canada)?	<b>r. 224 (1) 4</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the resident's obligation to pay accommodation charges during a medical, psychiatric, vacation or casual absence from the home?	<b>r. 224 (1) 3</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include what the licensee should not be charging a resident for?	<b>r. 224 (1) 5</b>

<b>Notes</b>
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No.	Yes	No	N/A	Question	Act/Reg.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include the list of goods and services that a resident may purchase from the licensee and the charges for those goods and services?	<b>r. 224 (1) 6</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include a statement that residents are not required to purchase care, services, programs or goods from the licensee, and may purchase such things from other providers, subject to any restrictions by the licensee, with respect to the supply of drugs?	<b>s. 78 (2) (m)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include trust account information?	<b>r. 224 (1) 7</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include a disclosure of any non-arm's length relationships that exist between the licensee and other providers who offer care, services, programs or goods to residents?	<b>s. 78 (2) (n)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include information on the ability to retain a physician or RN (EC) to perform the required services?	<b>r. 224 (1) 1</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include information about the Residents' Council?	<b>s. 78 (2) (o)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include information about the Family Council, if any?	<b>s. 78 (2) (p)</b>



<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the admission package include an explanation of whistle-blowing protections related to retaliation?	<b>s. 78 (2) (q)</b>

<b>Notes</b>	
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**PART B: Posting of Required Information**

**Resident / SDM and Staff Interviews and Observation**

Interview resident/SDM and the person responsible for posting required information in the home and determine how the information is communicated to residents who are unable to read.

Observe during walk-through whether the following required information is posted in a conspicuous and easily accessible location:

- Residents' Bill of Rights (in English & French)
- Home fundamental principle (Section 1 of the LTCHA)
- Mission statement
- The following policies and procedures, and how to obtain a copy:
  - zero tolerance of abuse and neglect of residents
  - notification of minimizing of restraining
  - whistle-blowing protections
  - initiating complaints to the licensee and to the Ministry toll-free number
  - mandatory reporting of incompetent care of a resident, abuse, neglect etc. resulting in harm or risk of harm
- Measures to take in case of fire, evacuation, and other emergencies
- Copy of inspection reports for past two years
- Decisions of Appeal Board or Divisional Court made under the LTCHA for past two years where applicable
- Most recent minutes of Residents' Council and Family Council, if any.
- Copy of the service accountability agreement entered into between the licensee and the LHIN

**Information Gathering**

<b>Notes</b>	
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**Posting and communication of required information**

No.	Yes	No	N/A	Question	Act/Reg.
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all required information posted in a conspicuous and easily accessible location?	<b>s. 79 (1)</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all posted information communicated to residents who cannot read the information?	<b>s. 79 (2)</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Is the fundamental principle (Section 1 of the LTCHA) posted and communicating:</p> <ul style="list-style-type: none"> <li>• that a long-term care home is primarily the home of its residents and is to be operated so that it is a place where they may live with dignity and in security, safety and comfort and have their physical, psychological, social, spiritual and cultural needs adequately met?</li> </ul>	<b>r. 225 (1) 1</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Is the home's license or approval, including any conditions or amendments, posted and communicated?</p> <p><i>Note: municipal homes, joint homes and First Nations homes are approved under Part VIII of the LTCHA and may not have an approval letter signed by the Minister of Health since July 1, 2010. Previous approvals provided under the Homes for the Aged and Rest Homes Act are deemed to continue.</i></p>	<b>r. 225 (1) 2</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the most recent audited reconciliation report posted and communicated?	<b>r. 225 (1) 3</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Ministry's toll-free telephone number for making complaints about the home, and the telephone number's hours of service, posted and communicated?	<b>r. 225 (1) 4</b>

<b>Notes</b>	
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No.	Yes	No	N/A	Question	Act/Reg.
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Is an explanation of the duty to make mandatory reports related to incidents resulting in harm or risk of harm to residents, posted and communicated?</p> <p>Incidents include the following:</p> <ul style="list-style-type: none"> <li>• Improper or incompetent treatment or care of a resident</li> <li>• Abuse by anyone or neglect by the licensee or staff</li> <li>• Unlawful conduct</li> <li>• Misuse or misappropriation of a resident's money</li> <li>• Misuse or misappropriation of funding provided to the licensee.</li> </ul>	<b>r. 225 (1) 5</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a notice of public consultation that the Director provides to the licensee and identifies to be posted in the home, posted and communicated?	<b>r. 225 (1) 6</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Residents' Bill of Rights posted in both English and French and communicated? O.Reg.79/10 s.225 (3)	<b>s. 79 (3) (a)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the mission statement posted and communicated?	<b>s. 79 (3) (b)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the policy to promote zero tolerance of abuse and neglect of residents posted and communicated?	<b>s. 79 (3) (c)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the procedures for initiating complaints to the licensee posted and	<b>s. 79 (3) (e)</b>

				communicated?	
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there written procedures for making a complaint to the Director posted and communicated, including the contact information of the Director, or the contact information of a person designated by the Director to receive complaints?	<b>s. 79 (3) (f)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the notification of the policy to minimize the restraining of residents posted and communicated, as well as information about how a copy of the policy can be obtained?	<b>s. 79 (3) (g)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a copy of the service accountability agreement entered into in accordance with section 20 of the <i>Local Health System Integration Act, 2006</i> or section 22 of the <i>Connecting Care Act, 2019</i> , posted and communicated?	<b>s. 79 (3) (g.1)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the name and telephone number of the licensee posted and communicated?	<b>s. 79 (3) (h)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an explanation of the measures to be taken in case of a fire posted and communicated?	<b>s. 79 (3) (i)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
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47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an explanation of evacuation procedures posted and communicated?	<b>s. 79 (3) (j)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are copies of the inspection reports from the past two years posted and communicated?	<b>s. 79 (3) (k)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Orders by an inspector or the Director that are in effect or that have been made in the last two years, posted and communicated?	<b>s. 79 (3) (l)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a written plan for achieving compliance, prepared by the licensee, that the Director has ordered in accordance with clause 153 (1) (b) following a referral under paragraph 4 of subsection 152 (1), posted and communicated?	<b>s. 79 (3) (l.1)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are decisions of the Appeal Board or Divisional Court that were made under the LTCHA within the past two years, posted and communicated?	<b>s. 79 (3) (m)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the most recent minutes of the Residents' Council meetings, with consent of the Council, posted and communicated?	<b>s. 79 (3) (n)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the most recent minutes of the Family Council meetings, if any, with consent of the Council, posted and communicated?	<b>s. 79 (3) (o)</b>

Notes					
No.	Yes	No	N/A	Question	Act/Reg.
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an explanation of whistle-blowing protections related to retaliation posted and communicated?	<b>s. 79 (3) (p)</b>
Notes					

**PART C: Discharge of a Resident**

Resident / SDM and Staff Interviews and Observation	
<p>Determine through interview and record review whether the resident discharge process was conducted as required. Interview the person(s) who coordinated the discharge as well as the Resident/SDM if possible.</p> <p><b>A licensee of a long-term care home may discharge a resident if the following conditions are met:</b></p> <ul style="list-style-type: none"> <li>the licensee is informed by someone permitted to do so (DONPC or resident's physician / RNEC attending the resident), after consultation with the multidisciplinary team, that the resident's requirements for care have changed and that, as a result, the home cannot provide a sufficiently secure environment to ensure the safety of the resident or the safety of persons who come into contact with the resident;</li> <li>the resident decides to leave the home and signs a request to be discharged;</li> <li>the resident leaves the home and informs the Administrator that he or she will not be returning to the home;</li> <li>the resident is absent from the home for a period exceeding seven days and the resident has not informed the Administrator of his or her whereabouts, and the Administrator has been unable to locate the resident;</li> <li>in the case of a long-stay resident, the total length of the resident's casual absences during the period between midnight on a Saturday and midnight on the following Saturday exceeds 48 hours and the resident does not have any remaining vacation absence days available in the calendar year;</li> <li>in the case of a short-stay resident, the total length of the resident's casual absences during the period between midnight on Saturday and midnight on the following Saturday exceeds 48 hours (residents in the interim bed short-stay program are considered to be a long-stay residents).</li> </ul> <p>Reference: r. 145(1), r. 145 (2) (a-b); r. 145 (3) (a-e), r. 145 (4)</p>	
Information Gathering	
Notes	

No.	Yes	No	N/A	Question	Act/Reg.
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the licensee fully respected and promoted the resident's right to participate fully in making any decision concerning any aspect of his or her care, including any decision concerning his or her admission, discharge or transfer to or from a long-term care home and to obtain an	<b>s. 3 (1) 11. iii</b>

				independent opinion with regard to any of those matters?	
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a licensee has discharged a resident from the long-term care home, did they do so for the reasons permitted or required by the Regulation?	<b>r. 144</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee of the long-term care home ensure that, before a resident is discharged, notice of the discharge was given to the resident, the resident's substitute decision-maker, if any, and to any other person either of them may direct,  (a) as far in advance of the discharge as possible; or  (b) if circumstances do not permit notice to be given before the discharge, as soon as possible after the discharge?	<b>r. 148 (1)(a)(b)</b>
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Before discharging a resident under subsection 145 (1) ( <i>the resident's requirements for care have changed and as a result, the home cannot provide a sufficiently secure environment to ensure the safety of the resident or the safety of persons who come into contact with the resident</i> ), did the licensee,  (a) ensure that alternatives to discharge have been considered and, where appropriate, tried;  (b) in collaboration with the appropriate placement co-ordinator and other health service organizations, make alternative arrangements for the accommodation, care and secure environment required by the resident;  (c) ensure the resident and the resident's substitute decision-maker, if any, and any person either of them may direct is kept informed and given an opportunity to participate in the discharge planning and that his or her wishes are taken into consideration; and  (d) provide a written notice to the resident, the resident's substitute decision-maker, if any, and any person either of them may direct, setting out a detailed explanation of the supporting facts,	<b>r. 148 (2) (a)(b)(c)(d)</b>

				as they relate both to the home and to the resident's condition and requirements for care, that justify the licensee's decision to discharge the resident.	
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
59.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee of the long-term care home offer to contact the appropriate placement co-ordinator for the purpose of providing information about alternatives to living in a long-term care home to a resident whose condition has improved to the extent that he or she no longer requires the care and services provided by the long-term care home, as set out in the resident's plan of care?	<b>r. 150</b>
<b>Notes</b>					

**PART D: Designation of Beds**

<b>Interview and Record Review</b>	
<p>Determine the licensee's compliance with the terms or conditions of the reunification priority access beds and/or high acuity priority access beds.</p> <p>Determine if the licensee has kept a list of the names of each resident of the home who was admitted to a reunification priority access bed from the waiting list that is required to be kept under subsection 206.2 (2), the date of admission and the date on which the resident is discharged from the home.</p> <p>Determine if the licensee has ensured that every resident in a high acuity priority access bed undergoes an interdisciplinary reassessment every three months, or sooner if there is a change in resident's condition or circumstances, to determine whether the resident continues to require and is benefiting from the care provided in the high acuity priority access bed.</p>	
<b>Information Gathering</b>	
<b>Notes</b>	

**Specialized Unit**

No.	Yes	No	N/A	Question	Act/Reg.
60.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee of the long-term care home ensure that, every resident of a specialized unit undergoes an interdisciplinary reassessment every three months, or sooner if there is a change in the resident's condition or circumstances, to determine whether the resident continues to require and is benefiting from the accommodation, care, services, programs and goods provided in the specialized unit.	<b>r. 204. (1)</b>
<b>Notes</b>					



### Reunification priority Access Beds

No.	Yes	No	N/A	Question	Act/Reg.
61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee comply with the terms or conditions of the reunification priority access bed designation?	r. 206.1 (2)
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee of the long-term care home in which one or more long-stay program beds have been designated as reunification priority access beds, keep a list of the names of each resident of the home who was admitted to a reunification priority access bed from the waiting list that is required to be kept under subsection 206.2 (2), the date of admission and the date on which the resident is discharged from the home?	r. 206.3 (7)
<b>Notes</b>					

### High Acuity Priority Access Beds

No.	Yes	No	N/A	Question	Act/Reg.
63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee comply with the terms or conditions of the high acuity priority access bed designation?	r. 206.4 (2)
<b>Notes</b>					

No.	Yes	No	N/A	Question	Act/Reg.
64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the licensee of the long-term care home ensure that every resident in a high acuity priority access bed undergoes an interdisciplinary reassessment every three months, or sooner if there is a change in resident's condition or circumstances, to determine whether the resident continues to require and is benefiting from the care provided in the high acuity priority access bed?	r. 206.8 (1)
<b>Notes</b>					

Based on information collected during the inspection process, the inspector may determine the need to select and further inspect other related care / services areas. When this occurs, the inspector will document reason(s) for further inspection in ad hoc notes, select and complete other relevant IPs related to the admission process, for example:

- Dignity, Choice and Privacy

- Family Council Interview
- Hospitalization, Death and Change in Condition
- Quality Improvement
- Prevention of Abuse, Neglect and Retaliation
- Reporting and Complaints
- Resident Charges
- Residents' Council Interview
- Safe and Secure Home
- Sufficient Staffing
- Training and Orientation
- Trust Accounts