



Long-Term Care Homes (LTCH) Staffing Data Submission

For the period: April 1, 2021- June 30, 2021

Data Definition Document

Ministry of Health and Ministry of Long-Term Care

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This document contains information for completing the data fields and questions in the LTCH Staffing Data Submission. The Submission includes information for specific positions that provide nursing and program services to LTC residents. Refer to the FAQs document for guidance on registration and user support.

Terminologies

Terms/Acronyms	Definitions
Ministry/MLTC	'Ministry' means the Ministry of Long-Term Care.
LTC Home/LTCH	'Home' means a long-term care home governed under the <i>Long-Term Care Homes Act, 2007</i> (LTCHA) effective on July 1, 2010.

Facility Information

Data Field	Definitions
Home Name	Name of the LTC home (Auto populated)
Home ID # (Master#):	The identifier from the Master Numbering System for a specific home (Auto populated)
Actual Resident Days for Period (Quarter):	Total number of resident days for the reporting period, during which services are provided to LTC residents

For new LTC Homes that submit Staffing Report for the First Time, Home's Opening Date:	The opening date for the home – applicable only if this is the first time for the Home to submit LTCH staffing data

Section 1: Staffing Count

Report staff count on prescribed job classifications as indicated below. The staff headcount includes those positions that are funded by the Ministry of Long-Term Care/Ontario Health as well as other funding sources (i.e. the count for both funded and non funded staff for the identified job classifications). For positions with license or registration requirements, please refer to Appendix A for standardized definitions per the licensing bodies or regulatory colleges.

Data Field	Definitions
# of Staff (Headcount)	<p>The number of unique employees on the home's payroll by specific job classification at the end of the reporting period. It includes employees on short/long term disability or sick leave, WSIB, maternity/parental leave, leave of absence, and excludes employees terminated or on salary continuance. It is a snapshot at a point in time, e.g. for April to June 2021 data, report the headcount as of June 30, 2021.</p> <p>"Staff", in relation to a long-term care home, means persons who work at the home,</p> <p>(a) as employees of the licensee,</p> <p>(b) pursuant to a contract or agreement with the licensee, or</p>

Data Field	Definitions
	(c) pursuant to a contract or agreement between the licensee and an employment agency or other third party; ("personnel") (LTCHA 2007, c. 8, s. 2)

Section 2: LTCH Staffing Positions

Report staff worked and paid hours for prescribed job classifications. For certain positions, the staff hour information is required by employment type. Refer to Appendix A for job classification definitions.

Data Field	Definitions
Ministry and Ontario Health Funded Positions	Compensation for these positions is funded through funding from Ministry of Long-Term Care (Ministry)/Ontario Health
Non-Ministry/Ontario Health Funded Positions	Compensation for these positions is funded through revenue sources other than Ministry of Long-Term Care (Ministry)/Ontario Health
Not Applicable	"Not Applicable" represents that data is not relevant for the particular job classification
<p>Employment Types:</p> <p>Full-time (FT), part-time (PT), casual (C), purchased services (PS)</p>	<p>Employment Types include:</p> <ul style="list-style-type: none"> · Full-time (FT) employees are defined as employees who are regularly scheduled for work 37.5 hours or more on a weekly basis. · Part-time (PT) employees are defined as those employees who are scheduled for work less than 37.5 hours on a weekly basis.

Data Field	Definitions
	<ul style="list-style-type: none"> • Casual (C) staff usually work for short periods of time on an irregular basis with the actual hours varying from week to week, are employed and paid by the hour, do not receive annual leave or sick leave, and have no expectation of ongoing work. • Purchased Services (PS) staff include those who are employed by third party placement agencies or independently contracted with the home.
Total Worked Hours	<p>These are the hours that are spent by staff carrying out the mandate of the service, i.e., staff are present and available for work. Worked hours include the following:</p> <ul style="list-style-type: none"> • Regular worked hours, including paid coffee breaks but excluding unpaid breaks; • Worked statutory holidays; • Relief/replacement hours worked for staff that are sick or on vacation; • Overtime and callback¹ hours paid and banked; • Attendance at committee meetings, informal education and training. <p>Note: Callback hours are a component of worked hours and are recorded as minimum number of hours paid. Standby hours are not included in the count of worked hours, but the associated dollars are a component of total expenditure.</p> <p>Purchased Services: Total worked hours in a purchased services category is the number of service hours used during the applicable period.</p>
Total Paid Hours	<p>This is the combination of worked hours and benefit hours. Worked hours are defined above.</p> <p>Benefit hours are hours for which the employee receives payment but is not available for service provision. This includes vacation, statutory holidays, sick time, education,</p>

Data Field	Definitions
	<p>bereavement, and other paid absences etc. This is only applicable to full-time, part-time staff and casual categories.</p> <p>Purchased Services - The Total Paid Hours for the purchased services categories is the number of service hours used and paid for during the applicable period. This should be identical to the number of service hours reported under the Total Worked Hours column.</p>

Section 3: Staffing Vacancy Statistics

Provide staff vacancy information by position type and job classifications. Refer to Appendix A for job classification definitions.

Number	Question/Data Element	Definitions
Q1	For each vacant position type listed, how many job vacancies in total (excluding short-term leaves of absence) do you have (i.e., position has been vacant for 1 day or more)?	<p>Total number of vacancies/positions not filled in the home by the listed categories excluding short-term leaves of absence. The number should include both the systemic/long-term vacancies (90 days or greater where position has not been filled) and the short-term vacancies (1-89 days where the position has not been filled).</p> <p>Exclusion criteria: short-term leaves of absence.</p>
Q2	For each vacant position type listed, please indicate how many of the above-mentioned job vacancies are "systemic"	<p>Total number of systemic/long-term vacancies (90 days or greater where position has not been filled) in the home by the listed categories.</p> <p>Exclusion criteria: short-term leaves of absence.</p>

Number	Question/Data Element	Definitions
	(i.e., position has been vacant for 90 days or more)?	
Q3	<p>For each vacant position type listed, what are the main reasons for the systemic job vacancies (i.e., position has been vacant for 90 days or more)?</p> <p>Check all answers that apply:</p>	<p>Selection of main reasons for the systemic job vacancies:</p> <ul style="list-style-type: none"> • Cannot find qualified candidates (individuals available to hire do not have the skills needed) - individuals applied for the positions do not have the skillsets or qualifications for the job • There are no people to hire (qualified or not) - no candidates apply for the job • Cannot afford to hire more people – no compensation budget/ funding to hire • Lack of time to hire more people – do not have time to hire staff (e.g. due to other work priorities) • Do not have the resources to hire more people (e.g. PPE, training programs, etc.) – do not have support resources for new staff (e.g. insufficient PPE, no training programs to ensure new staff can perform the job appropriately)
N/A	<p>Vacant Position Type:</p> <ul style="list-style-type: none"> • 37.5 hours per week or more • 30-37.4 hours per week • Less than 30 hours per week • Casual 	<p>Vacancies are reported under the following position types:</p> <ul style="list-style-type: none"> • 37.5 hours per week or more – A position that is normally scheduled to work 37.5 hours or more per week per the employment agreement on an ongoing basis • 30-37.4 hours per week - A position that is normally scheduled to work between 30 to 37.4 hours per week per the employment agreement on an ongoing basis

Number	Question/Data Element	Definitions
		<ul style="list-style-type: none"> · Less than 30 hours per week - A position that is normally scheduled to work less than 30 hours on an ongoing basis · Casual - A position that usually works for short periods of time on an irregular basis with the actual hours varying from week to week, are employed and paid by the hour, do not receive annual leave or sick leave, and have no expectation of ongoing work
N/A	ANP / NP / RN / RPN / PSW	Please Refer to Appendix A for the individual Job Classification definitions section above for description
N/A	Other i.e. Count of all 'other' job classification vacancies	Roles (excluding ANP, NP, RN, RPN and PSW) reported by home for the other position vacancies
N/A	Specify all "other" role types that are included in the 'other' job classification vacancies	Please provide role type names (e.g. Clinical Manager) that are reported under the 'other' job classification vacancies.

Section 4: Bridging/laddering

Number	Question/Data Element	Definitions
Q1	How many staff currently have a workplace accommodation (e.g. an alternative schedule, release time for school commitment, clinical placement in the home) to support their enrolment in a	Total number of staff who have a workplace accommodation to support their enrolment in a college or university course/program while employed under the listed classification. Examples of workplace accommodation: an alternative schedule, release time for school

Number	Question/Data Element	Definitions
	college or university course/ program while employed?	<p>commitment and clinical placement in the home. This is a point in time count on the last date of the reporting period.</p> <p>Bridging refers to specialized short-term training and education programs to prepare students and help them bridge for entry into the next education program level. Laddering is the act of advancing from one credential to another (i.e. from PSW to RPN or from RPN to RN).</p> <p>Please note, a staff member who has a PSW workplace accommodation is not working towards a PSW role, they are currently a PSW bridging towards another role. The same goes for all other role classifications (e.g. RN workplace accommodations, RPN workplace accommodations, etc.)</p>
N/A	Clinical Placements	<p>A clinical placement is any arrangement in which a nursing student (i.e., a student in either a Diploma of Practical Nursing or Bachelor of Science in Nursing program) or a PSW student is present in an environment that provides healthcare or related services to patients or the public. A student may be placed in a Long-Term Care Home for their clinical placement, where they work under the supervision of an experienced staff member employed by the Home (i.e., a preceptor) or an individual employed by an educational institution (i.e. clinical educator/instructor). Clinical placements enable a student to apply knowledge and skills learned in the academic setting to workplace settings.</p>

Appendix A: Health workers with license or registration

To be reported under a specific job classification, the employee must maintain current professional license or qualifications specified in the particular definition.

Data Field	Definitions
Nurse Practitioner (NP)	An individual who has a certificate of registration with the College of Nurses of Ontario as a Registered Nurse in the Extended Class (EC) and registered as a Nurse Practitioner (NP) under the <i>Nursing Act, 1991</i> (LTCHA 2007, c. 8, s. 2). There are different NP specialty certificates in the Extended Class: Primary Health Care, Pediatrics, and Adult.
Registered Nurse (RN)	An individual who has an appropriate, current certificate of registration with the College of Nurses of Ontario as a Registered Nurse under the <i>Nursing Act, 1991</i> . (LTCHA 2007, c. 8, s. 2; O. Reg 79/10 s.46).
Registered Practical Nurse (RPN)	An individual who has an appropriate, current certificate of registration with the College of Nurses of Ontario as a Registered Practical Nurse under the <i>Nursing Act, 1991</i> . (LTCHA 2007, c. 8, s. 2; O. Reg 79/10 s.46).
Dietitian	A member of the College of Dietitians of Ontario who holds a temporary or general certificate of registration under the <i>Dietetics Act, 1991</i> (O. Reg 79/10 s.2).
Occupational Therapist	A registered member of the College of Occupational Therapists of Ontario (O. Reg 79/10 s.61).
Physiotherapist	A current member of the College of Physiotherapists of Ontario (O. Reg 79/10 s.61).