

Ministry of Long-Term Care

Assistant Deputy Minister
Long-Term Care Policy

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Ministère des Soins de longue durée

Sous-ministre adjointe
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July 6, 2020

MEMORANDUM TO: Long-Term Care Home Licensees

FROM: Janet Hope, Assistant Deputy Minister

RE: Temporary Pandemic Pay Reporting Details

In follow up to the funding letters and funding policy for temporary Pandemic Pay that were posted June 14, 2020, the long-term care home licensees are required to adhere to the following reporting requirements for temporary Pandemic Pay:

Reporting Timelines

Long-term care home licensees shall submit two reports (Mid-Term and Final Report) to the Ministry of Long-Term Care (MLTC):

1. The **Mid-Term Report** will cover two 4-week periods from April 24, 2020 up to and including June 18, 2020 and shall be submitted on or before **July 17, 2020**.
2. The **Final Report** will cover two 4-week periods from June 19, 2020 up to and including August 13, 2020 and shall be submitted on or before **September 11, 2020**.

As part of the above report submissions, long-term care home licensees will also be required to complete an Attestation for Recipients Mid-Term Report.

Instructions

The Temporary Pandemic Pay Mid-Term Report is now accessible through the designated website: <https://HSIMI.ca/LTChome> as of June 29, 2020.

To access the Mid-Term Report, please log into the website, click on the Temporary Pandemic Pay Report – Mid-Term and then click on the download button. Note, only the Mid-Term Report will appear on the screen; the Final Report will be made available to all homes the week of August 10, 2020.

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 MLTC.

Tips

- Long-term care 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.
- Long-term care homes are not required to mail a hard copy of the Report to the Ministry.
- The attached Appendix A and B provide directions for completing the Temporary Pandemic Pay Report.
- For more information about Pandemic Pay eligibility criteria and details please refer to the Long-Term Care Pandemic Pay Policy at LTChomes.net.

Should you require further assistance please contact Richard.G.Lee@ontario.ca for technical support or Andrea.Demers@ontario.ca for questions related to Pandemic Pay.

Reconciliation:

All funding provided to the long-term care home licensees for the implementation of the Temporary Pandemic Pay will be reconciled through a separate line in Section I Part A of 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 Temporary Pandemic Pay Funding Policy* and the Long-Term Care Home Annual Report Technical Instructions and Guidelines.

Thank you for your continued dedication and commitment to improving the quality of long-term care in Ontario.

Sincerely,

ORIGINAL SIGNED BY

Janet Hope
Assistant Deputy Minister
Long-Term Care Policy Division

c:

Ms. Donna Duncan, Chief Executive Officer, Ontario Long-Term Care Home Association
Ms. Lisa Levin, Chief Executive Officer, AdvantAge Ontario

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
Ms. Teresa Buchanan, Director, Fiscal Oversight & Performance Branch

Appendix A – Completing the Temporary Pandemic Pay Report

- When a home logs in to the www.hsimi.ca website their menu screen will appear as shown below.
- Note, only the Mid-Term Report will appear on the screen; the Final Report will be made available the week of **August 10, 2020**.

LTC Homes - Facility

Facility Number: Test1
 Home Name:
 Email:

Item Category	Item Description	Posted	Status
Pandemic Pay Mid-Term	Pandemic Premium Pay Report-Back - Mid-Term	2020-06-14	New
Payments	2019 Payment-Summary Report	2020-01-10	
LSAA Indicator Templates	L-SAA Indicator Templates - Fiscal Year 2017-18	2019-04-11	
Subsidy	2018 Subsidy Calculation Worksheet	2018-12-20	
LAPS	LAPS FORMS	2018-10-15	
Funding	Status of Additional Registered Nurse	2018-09-24	In Progress
Revenue/Occupancy	Jan-Sep 2019 Revenue Occupancy Report	2018-07-27	Completed
Municipal Tax Allowance	2020 Municipal Tax Allowance Application	2018-07-05	Completed

- Prior to saving, the status of the Report (top left of screen) will show as **“New”**.
- After saving, the status of the Report will show as **“In Progress”**.
- After submitting the Report, the status of the Report will show as **“Complete”**.
- Long-term care homes are encouraged not to click the **“Submit”** button until they are certain that their Report is complete.
- After the **“Submit”** button has been clicked, long-term care homes will no longer be able to make changes to their report. Only the MLTC will have access to the **“Reset Status”** button.
- If a long-term care home has clicked the **“Submit”** button and needs to make a change, they may contact Richard G. Lee at Richard.g.lee@ontario.ca to reset the report. Once the report has been reset, a home can continue to make changes to the report.

Below is a snap shot of the Mid-Term Report

- Note that the first payment long-term care homes received for Temporary Pandemic Pay was based on an estimated 75% allocation for the 16-week period. This Mid-Term Report only focuses of the first 8 weeks and therefore an estimated 50% allocation will be prepopulated for each home by MLTC in row 1.

Attestation for Recipients Mid-Term Report	
April 24, 2020 to June 18, 2020	
1. All information included in the application is to the best of my knowledge true and complete and is not false or misleading in all material respects. 2. I am the individual who has principal responsibility for the financial activities of the organization, or I have consulted with such individuals and have authorization to complete this submission on their behalf. 3. The organization is an eligible workplace for the Ontario temporary pandemic pay program. 4. The organization provided Ontario temporary pandemic pay to only those employees who are in eligible roles. 5. The organization provided \$4 per hour worked on top of eligible employees' existing hourly wages (not included as base pay) effective April 24, 2020 to June 18, 2020. 6. The organization provided a lump sum payment (not included as base pay) to eligible employees who worked at least 100 hours in a designated 4-week period for that period. The designated 4-week periods are: * April 24, 2020 to May 21, 2020 * May 22, 2020 to June 18, 2020 7. The organization has and will maintain records for the amount of wages paid to employees from the Ontario temporary pandemic pay fund (e.g. pay statements). These records will be made available to the ministry upon request. 8. The organization will repay amounts paid under the temporary pandemic pay program if it is later determined that the eligibility requirements were not met or the amounts were overstated.	
Attested by <input type="text"/>	Position <input type="text"/>
Email Address <input type="text"/>	Date (YYYY-MM-DD) <input type="text"/>
Telephone <input type="text"/>	<input type="text"/>

Metric	Eligibility Group				Total
	Nursing Staff	Personal Support Workers	Other Health and Social Support Workers	Auxiliary Staff	
Total Temporary Pandemic Pay Funding Allocation from Ministry for the 8-week period from April 24, 2020 to June 18, 2020 (Input by Ministry - based on 50% of the estimated allocation)	N/A	N/A	N/A	N/A	255050
Total Temporary Pandemic Pay Paid-Out For The Reporting Period (April 24 - June 18) includes both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment	N/A	N/A	N/A	N/A	
Total Number of Eligible Employees Earning a Base Wage Under \$25 Per Hour at April 24 (Before Any Pandemic Pay or Lump Sums) including Full-time and Part-Time Employees.	N/A	N/A	N/A	N/A	

Hourly Temporary Pandemic Pay Utilization by Eligibility Group (as per Ontario.ca/pandemicpay)					
Total Number of Eligible Employees that Received Hourly Pandemic Pay During Reporting Period including Full-time and Part-time Employees* (Headcount)					0
Total Number of Eligible Hours Paid Out for Hourly Pandemic Pay					0
Total Number of Eligible Full-Time Employees* that Received Hourly Pandemic Pay (Headcount)					0

Lump-Sum Pay Utilization During 8 Week Program by Eligibility Group (as per Ontario.ca/pandemicpay)					
Total Lump-Sum Pay Paid out for the 8-Week Period					0
Total Number of Eligible Full-Time Employees* that Received Lump-Sum Pay (Headcount)					0
Total Number of Eligible Employees that Received Lump-Sum Pay from the Reporting Employer While Accumulating Eligible Hours From Multiple Employers					0

Workforce Stability by Eligible Positions; Data can be summarized at high level in "Total" Column					
Total Number of Vacancies for Eligible Positions on April 24 (headcount). Total of full-time and part-time positions					0
*Note: Full-time employees are those who: A) Work more than 30 hours per week for the employer, or B) Are defined as full-time by their governing collective agreements.					

- As noted at the bottom of the last screen below, please contact Richard Lee at Richard.G.Lee@ontario.ca if you have any questions related to the retrieval or submission of the report. Please contact Andrea.Demers@ontario.ca if you have any questions related to the input fields in the report.

Appendix B: Occupational Categories

The following is provided as guidance for employers where entering data by occupation. If a staffing position is not listed below, please use your discretion to determine which occupational categories fit best. For example, a personal support worker assistant or student would fall under the personal support worker category.

Nursing Staff	Personal Support Workers	Other Health and Social Support Workers	Auxiliary staff
Registered Practical Nurse	Personal Support Worker	Direct Support Workers - Developmental Service Workers - Staff in Licenced Children's Residential Sites - Intake and outreach workers	Cooks, Food Service, Food Prep
Nurse Practitioner		Attendant Care Worker	Custodians, Cleaning/Maintenance and Environmental Services Staff, Sterilization and Reprocessing Staff
Public Health and Infection Prevention and Control Nurses		Mental Health & Addictions Worker -Counsellors/Therapists - Case Workers/Case Managers - Intake/Admissions - Peer Worker - Residential Support Staff - Indigenous/Cultural Service Worker	Hospital Ward and Unit Clerks
		Respiratory Therapists in Hospitals and in the Home and Community Care Sector	Laundry
		Guest Attendant	Security, Screeners
		Universal Care Provider	Stores/Supply Workers, Receivers, Department Attendants

		Unregulated Care Provider	Hospital Ward and Unit Clerks
		Paramedics	Administrative Personnel
		Correctional Officers	Community Drivers
		Youth Services Officers	Community Recreational Staff/Activity Coordinators
		Healthcare Staff	Other auxiliary staff in LTC
		Social Workers	
		Institutional Liaison Officers	
		Native Institutional Liaison Officers	
		TRILCOR Personnel	
		Chaplains	
		Other Health and Social Support staff in LTC	