

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 aux soins de longue durée

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MEMORANDUM TO: Long-Term Care Home Licensees

FROM: Sheila Bristo, Assistant Deputy Minister

DATE: September 2, 2020

RE: Temporary Pandemic Pay Final Report

In follow up to the memo for temporary Pandemic Pay Reporting Details that was posted on July 6, 2020, long-term care home licensees are required to submit the **Final Report** for Temporary Pandemic Pay on or before **September 25, 2020**. The final report will cover two 4-week periods from June 19, 2020 up to and including August 13, 2020.

Licensees will also be required to complete an attestation as part of the final report. Recognizing that homes may have provided estimated amounts in the mid-term report, there will be an opportunity to make adjustments in the final report to the amounts that were submitted in the mid-term report.

Instructions

The Temporary Pandemic Pay Mid-Term Report is now accessible through the designated website: <https://HSIMI.ca/LTCHome> as of August 17, 2020.

To access the final report, please log into the website, click on the Temporary Pandemic Pay Report – Final.

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 provides 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,

A handwritten signature in blue ink that reads "Sheila Bristo". The signature is written in a cursive, flowing style.

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. Richard Steele, Deputy Minister, Ministry of Long-Term Care

Mr. Brian Pollard, Assistant Deputy Minister, Capital Development Division

Ms. Sheila Bristo, Assistant Deputy Minister, Long-Term Care Operations Division

Ms. Abby Dwosh, Director, Programs and Funding Branch

Ms. Kelci Gershon, Director, Policy and Modernization Branch

Mr. Jeffrey Graham, Director, Fiscal Oversight & Performance Branch

Mr. Jim Yuill, Director, Financial Management 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.

The screenshot shows the Ontario Ministry of Long-Term Care (MLTC) website. At the top left is the Ontario logo. To the right, it says "Ministry of Long-Term Care" and "LTC Homes". Below that, it says "Welcome TEST2 ! [Log Out]". A green navigation bar contains "Home", "Facility Main", "Tools", and "Help". Below the navigation bar, there is a breadcrumb trail "Home > Facility Main". The main content area is titled "LTC Homes - Facility" and includes fields for "Facility Number:", "Home Name:", and "Email:". Below these fields is a table with four columns: "Item Category", "Item Description", "Posted", and "Status".

Item Category	Item Description	Posted	Status
Pandemic Pay Mid-Term	Pandemic Premium Pay Report-Back - Mid-Term	2020-06-14	Completed
Pandemic Pay Final	Pandemic Premium Pay Report-Back - Final	2020-06-12	
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	

- Prior to saving, the status of the report (top right 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 final report:

- This final report only focuses on the second 8 weeks of the 16-week temporary pandemic pay period, and therefore an estimated 50% allocation will be prepopulated for each home by MLTC in row 1.

Attestation for Recipients Final Report	
June 19, 2020 to August 13, 2020	
<ol style="list-style-type: none"> 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. 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. The organization is an eligible workplace for the Ontario temporary pandemic pay program. The organization provided Ontario temporary pandemic pay to only those employees who are in eligible roles. The organization provided \$4 per hour worked on top of eligible employees' existing hourly wages (not included as base pay) effective June 19, 2020 to August 13, 2020. 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: *June 19, 2020 to July 16, 2020 *July 17, 2020 to August 13, 2020 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. 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	Position
<input type="text"/>	<input type="text"/>
Email Address	Date (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>
Telephone	<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 June 19, 2020 to August 13, 2020 (Input by Ministry - based on 50% of the estimated allocation)	N/A	N/A	N/A	N/A	
Total Temporary Pandemic Pay Paid-Out for the reporting period from June, 19 - August 13 (8-week Initiative Period) 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	

Hourly Pandemic Pay Utilization During 8 Week Period by Eligibility Group (as per Ontario.ca/pandemicpay)					
Total Number of Eligible Employees that Received Hourly Pandemic Pay including Full-time and Part-time Employees* (Headcount)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of Eligible Hours Paid Out for Hourly Pandemic Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of Eligible Full-Time Employees* that Received Hourly Pandemic Pay (Headcount)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of Eligible Full-Time Employees* that Received Lump-Sum Pay (Headcount)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of Eligible Employees that Received Lump-Sum Pay from the Reporting Employer While Accumulating Eligible Hours From Multiple Employers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Workforce Stability by Eligible Positions; Data can be summarized at high level in "Total" Column					
Total Number of Vacancies for Eligible Positions on August 13 (headcount). Total of full-time and part-time positions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of New Hires for Eligible Positions During the 16-Week Pandemic Pay Period (Headcount). Total of full-time and part-time positions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Midterm Report Adjustment (April 24, 2020 - June 18, 2020) - The ministry recognizes that some LTC homes may have included estimates in their submission of the mid-term report for the Total Temporary Pandemic Pay Lump Sum Paid-Out for the reporting period from April 24 – June 18 (8-week Initiative Period). Please refer to boxes A) to C) below.

(Box A): Total Temporary Pandemic Pay Paid-Out reported for the period from April 24 – June 18 (8-week Initiative Period), including both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment as reported in the Mid-Term Report.	N/A	N/A	N/A	N/A	
(Box B): Total Actual Temporary Pandemic Pay for the reporting period from April 24 – June 18 (8-week Initiative Period) including both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment, if the actual amount is different than the amount reported in the mid-term report (shown in box A), Please enter the actual amount; otherwise re-enter the amount shown in Box A.	N/A	N/A	N/A	N/A	
(Box C): Total Actual Temporary Pandemic Pay lump sum amount reported in Box B)	N/A	N/A	N/A	N/A	

Pandemic Pay Pay-Out to Employees

Have eligible employees received their Pandemic Pay? Please select yes if employees have received all or a portion of their Pandemic Pay.	N/A	N/A	N/A	N/A	<input type="checkbox"/> Yes
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*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 category fits 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	