

Ministry of Long-Term Care

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DATE: July 21, 2020

MEMORANDUM TO: Long-Term Care Home Licensees
Long-Term Care Home Administrators
Long-Term Care Home Directors of Nursing and Personal Care

FROM: Stacey Colameco
Director, Long-Term Care Inspections Branch

RE: **Public Inquiry into the Safety and Security of Residents in the Long-Term Care Homes System**

The Final Report of the Public Inquiry into the Safety and Security of Residents in the Long-Term Care Homes System (Public Inquiry) was released on July 31, 2019, citing a total of 91 recommendations.

The Public Inquiry was mandated to inquire into:

- the events which led to the offences;
- the circumstances and contributing factors allowing these events to occur, including the effect, if any, of relevant policies, procedures, practices and accountability and oversight mechanisms; and
- other relevant matters to avoid similar tragedies.

This memo is to support the Office of the Chief Coroner and the Forensic Pathology Service in implementing Public Inquiry recommendation #52.

Public Inquiry recommendation #52 states the following: “The Office of the Chief Coroner and the Ontario Forensic Pathology Service must take steps to ensure that licensees of long-term care homes have their staff submit the completed redesigned Institutional Patient Death Record to it electronically”.

The Public Inquiry heard testimony that the Office of the Chief Coroner and the Forensic Pathology Service voiced concern that currently not all long-term care homes (LTC homes) are submitting the Institutional Patient Death Records (IPDR) electronically.

I would like to remind all LTC homes that the IPDR is to be submitted to the Office of the Chief Coroner in electronic format using the e-form. The redesigned IPDR or alternate model is expected to be developed by year end.

To access the e-form search for Institutional Patient Death Record go to form number 008-0153E on the Central Forms Repository website at: www.forms.ssb.gov.on.ca. Complete the electronic IPDR form directly in your web browser and submit it when complete.

Please ensure that this memo is communicated to all registered staff in the LTC home.

If you have further questions related to this memorandum, please email them to LQIP.Performance@ontario.ca with the subject line "**Public Inquiry into the Safety and Security of Residents Memo**".

Thank you for your attention to this matter.

(ORIGINAL SIGNED BY)

Stacey Colameco

c: Advantage Ontario
Ontario Long-Term Care Association
Family Councils Ontario
Ontario Association of Residents' Councils