

Ministry of Long-Term Care

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September 1, 2022

Dear Long-Term Care Home Licensees:

Re: 2022-23 COVID-19 Prevention and Containment and PPE Funding

This letter is further to the recent letter from The Honourable Paul Calandra, Minister of Long-Term Care, informing you that the government intends to flow the remaining investment allocated for COVID-19 Prevention and Containment funding and additional funding for personal protective equipment (PPE) of up to \$146,622,200 for the 2022-23 fiscal year. Please note that this funding is conditional on the government receiving the necessary appropriations from the Ontario Legislature.

As noted in the Minister's letter, the ministry is flowing this additional funding to support the costs required to continue supporting incremental costs and measures required to prevent and contain transmission of COVID-19, and to support homes with the acquisition of additional PPE.

This investment will be flowed to eligible long-term care homes based on the methodology outlined below. Every eligible licensee of a long-term care home will receive:

- Baseline funding of \$30,000, with an additional \$1,308 per bed to support necessary incremental expenditures to help stop the spread of COVID-19; and
- An additional amount of \$315 per bed to support homes with personal protective equipment (PPE) expenditures.

A breakdown of this payment will be provided to your home in an email.

Homes will be required to submit the actual incremental expenditures incurred for April to June 2022 and estimated expenditures for July to September 2022 in the 2022-23 Q2 COVID-19 Prevention and Containment Expenditures reporting template. This reporting template is similar to the previous versions administered and will be posted on to <https://HSIMI.ca/LTCHome> no later than September 2, 2022. **Homes will be required to complete this template by September 30, 2022.** The data collected from these reports may inform future disbursement and interim reconciliation approaches.

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The ministry expects incremental expenditures related to prevention and containment measures to decline in 2022-23. Long-term care homes are encouraged to maintain appropriate levels of prevention and containment efforts while spending within their prevention and containment allocations. The ministry will continue to monitor the evolution of the pandemic and will explore adjustments to funding levels should circumstances change.

As previously advised, eligible long-term care homes are those homes whose licensee is a party to a Letter of Agreement for Ministry Direct Funding to Long-Term Care Homes (DFA) with the ministry. This additional funding will be subject to the terms of the DFA and any terms and conditions set out in this letter. This letter sets out the applicable ministry policies for this transfer payment funding under Schedule A of the DFA. All other terms and conditions contained in the DFA will remain in full force and effect.

Eligible prevention and containment expenses must satisfy two conditions:

- i) the expense needs to be an incremental expense, and
- ii) support one of the prevention and containment measures noted below —
 - immediate 24/7 active screening of long-term care home staff and visitors and anyone else entering the long-term care home for COVID-19, and to screen residents on an ongoing basis to support early containment of any new infections;
 - prevention and containment activities, such as hiring new staff to carry out the added workload for essential services and/or to replace workers who are sick or in isolation; staffing recruitment and retention strategies related to overtime pay, additional costs to convert part-time staff to full-time and costs to backfill staff on sick leave;
 - cleaning, equipment, and operating supplies beyond typical levels for the home;
 - implementing infection control measures based on clinical evidence, and/or advice from a physician or other regulated health care practitioners with expertise in infection control;
 - supporting virtual care and services for long-term care home residents and staff;
 - providing hotel or other accommodation to some staff to help them reduce travel or potential exposure to their families;
 - incremental costs of COVID-19 testing and vaccine administration; or
 - any other incremental costs required for a rapid response to prevent and contain COVID-19 in the home.

The additional prevention and containment funding is intended to support incremental expenses and provide flexibility to prevent and contain COVID-19 and is not limited to specific expenditure categories. The ministry will continue to request quarterly interim financial reports from long-term care homes.

Please note that PPE remains an eligible prevention and containment expenditure. The additional allocation for PPE can only be spent on PPE, but does not need to be specific to COVID-19 prevention and containment purposes. Long-term care homes are required to maintain detailed financial records for all incremental costs incurred, and may be subject to a financial review and/or audit.

Homes are encouraged to retain sufficient and appropriate supporting documentation to substantiate eligibility for all expenditures. Any funds inappropriately used will be recovered by the ministry.

Funding allocated for the 2022-23 fiscal year is intended to support eligible expenses incurred from April 1, 2022 to March 31, 2023. Funding provided during the 2022-23 fiscal year (i.e. from April 2022 to March 2023) that is not spent by March 31, 2023 will be recovered based on interim reporting on prevention and containment expenditures and/or at the time of the 2023 annual reconciliation.

Furthermore, funding will be reconciled through a separate entry in Section I, Part A of the Long-Term Care Homes Annual Reconciliation Report (LTCH Annual Report) at the end of the 2022-23 fiscal year for the specific allocations for prevention and containment and PPE, in accordance with the terms and conditions set out in this letter, including the *Long-Term Care Homes Annual Report Technical Instructions and Guidelines* and as outlined below:

- The total cost for all eligible goods and services, purchased between April 1, 2022 and December 31, 2022, and received by December 31, 2022 will need to be reported in a separate section, Section I, Part A of the 2022 LTCH Annual Report.
- The total cost for all eligible goods and services, purchased between January 1, 2023 and March 31, 2023, and received by March 31, 2023 will need to be reported in a separate section, Section I, Part A of the 2023 LTCH Annual Report.
- The costs shall NOT be reported in Sections C through F and Section I, Part B of the 2022 or 2023 LTCH Annual Report.
- The ministry will add the costs reported in Section I, Part A of the 2022 LTCH Annual Report to eligible costs reported in Section I, Part A of the 2023 LTCH Annual Report for all eligible goods and services purchased between April 1, 2022 and March 31, 2023 and received by March 31, 2023.
- The sum of the costs reported in both the 2022 and 2023 LTCH Annual Reports will be reconciled against the 2022-23 funding and any unspent funds will be recovered.

If you have any questions or require more information, please contact the ministry by e-mail at LTC.Info@ontario.ca

Thank you for your continued service and dedication as we work together to implement enhanced measures to stop the spread of COVID-19 in long-term care homes.

Sincerely,



Jeff Butler
Assistant Deputy Minister
Long-Term Care Operations Division
Ministry of Long-Term Care

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Nancy Matthews, Deputy Minister, Ministry of Long-Term Care

Susan Flanagan, Assistant Deputy Minister and Chief Administrative Officer, Corporate Services Division

Brian Pollard, Assistant Deputy Minister, Long-Term Care Capital Development Division

Erin Hannah, Associate Deputy Minister, Long-Term Care Policy and Pandemic Response

Adriana Ibarguchi, Assistant Deputy Minister, Long-Term Care Policy Division

Jim Yuill, Director, Financial Management Branch, Corporate Services Division

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Bill Hatanaka, Board Chair, Ontario Health

Matthew Anderson, President and Chief Executive Officer, Ontario Health

Stephanie Lockert, Chief, Planning, and Strategy, OH

Elham Roushani, Chief Financial Officer, Ontario Health

Donna Duncan, Chief Executive Officer, Ontario Long Term Care Home Association

Lisa Levin, Chief Executive Officer, AdvantAge Ontario

Monika Turner, Director of Policy, Association of Municipalities Ontario