

Ministry of Long-Term Care

Ministère des Soins de longue durée

Office of the Minister of Long-Term Care

Bureau ministre des Soins de longue durée

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eApproval: 178-2023-492

June 26, 2023

Dear Long-Term Care Home Licensees:

**Re: Final 2022-23 COVID-19 Prevention and Containment Payment**

Thank you for the ongoing efforts of your organization to ensure that long-term care residents receive the best care and quality of life possible.

I am writing to inform you that the Ministry of Long-Term Care (the Ministry) will be providing up to **\$180,100,000** in one-time funding directly to eligible long-term care homes that have incurred eligible incremental Prevention and Containment expenses above their program allocation as of March 31, 2023.

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 one-time funding will be subject to the terms and conditions that were previously identified in the DFA. This letter and the attached appendix set out the applicable ministry policies for this transfer payment funding under Schedule A of the DFA. Please see the appendix for specific program terms and conditions.

All other terms and conditions contained in the DFA will remain in full force and effect. Eligible long-term care homes will receive an email outlining the details of their allocations for expenses incurred above their program allocation as of March 31, 2023.

As a reminder, in a March 22, 2023 memo to licensees, Jeff Butler, Assistant Deputy Minister, Long-Term Care Operations Division, communicated the wind-down of various COVID-19 response measures that are no longer appropriate or necessary, including asymptomatic screen testing, outdoor masking and physical distancing.

In line with this adjusted approach to COVID-19 response measures, the Prevention and Containment program has ended, effective as of March 31, 2023. For the period starting April 1, 2023, no Prevention and Containment funding will be provided, and homes are expected to manage any continued or transitional expenditures within their existing base allocations and the new 2023-24 investments issued to the sector.

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The Ministry will not be issuing Prevention and Containment expenditure reporting templates for 2023-24 and will not reimburse expenditures incurred above these base allocations.

Please note, funding allocated for the 2020-21, 2021-22 and 2022-23 fiscal years is intended to support eligible prevention and containment expenses incurred from April 1, 2020 to March 31, 2021, April 1, 2021 to March 31, 2022 and April 1, 2022 to March 31, 2023 respectively. Unspent funding in the respective fiscal years will be recovered based on interim reporting on prevention and containment expenditures and/or at the time of the applicable annual reconciliation.

If you have any questions or require more information, please contact the Ministry by e-mail at [LTC.Info@ontario.ca](mailto:LTC.Info@ontario.ca).

Sincerely,



Hon. Paul Calandra  
Minister of Long-Term Care

- c: Melissa Thomson, Deputy Minister, Ministry of Long-Term Care  
Susan Flanagan, Assistant Deputy Minister and Chief Administrative Officer,  
Corporate Services Division  
Jeff Butler, Assistant Deputy Minister, Long-Term Care Operations Division (LTCOD)  
Jim Yuill, Director, Financial Management Branch, Corporate Services Division  
Abby Dwosh, Director, Funding and Programs Branch, LTCOD  
Christine Loureiro, Director, Service System Planning and Operational Issues  
Branch, MLTC  
Dawn Tang, Senior Manager, Financial Management Branch, Corporate Services  
Division  
Bill Hatanaka, Board Chair, Ontario Health  
Matthew Anderson, President and Chief Executive Officer, Ontario Health  
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Home Association  
Lisa Levin, Chief Executive Officer, AdvantAge Ontario  
Lindsay Jones, Director of Policy, Association of Municipalities Ontario

## **APPENDIX - TERMS AND CONDITIONS OF PREVENTION AND CONTAINMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE) FUNDING**

### **Purpose of Funding**

This funding is intended to support incremental expenses required to prevent and contain the spread of COVID-19 in long-term care homes. The funding is not limited to specific expenditure categories to provide flexibility for the unique needs of residents and staff in each home.

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.

### **Eligible Expenditures**

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 pre-pandemic 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.

### **Ineligible Expenditures**

- Gift baskets and care packages
- Legal fees and accounting fees
- Consulting services
- Management bonuses, except in cases where managers were required to work on the front-line to maintain home operations for resident health and safety

- Expenses eligible under other program funding (e.g. Applicable Level-of-Care envelopes, IPAC Minor Capital, Staffing Investments to reach 4 hours of direct care, etc.) that have not been exhausted.
- Any other expenses that are not related to prevention and containment efforts.

### **Reporting and Reconciliation Requirements**

The ministry will continue to request quarterly interim financial reports from long-term care homes. The data collected from these reports may inform future disbursement approaches.

Long-term care homes are required to maintain detailed financial records (e.g., invoices, ledgers, payroll information, contracts, budgets) for all incremental costs incurred, and may be subject to a financial review and/or audit. It is important that homes retain sufficient and appropriate supporting documentation to substantiate eligibility for all expenditures.

Funding allocated for the 2020-21, 2021-22 and 2022-23 fiscal years is intended to support eligible prevention and containment expenses incurred from April 1, 2020 to March 31, 2021, April 1, 2021 to March 31, 2022 and April 1, 2022 to March 31, 2023 respectively.

Funding provided during the respective fiscal years will be recovered based on interim reporting on prevention and containment expenditures and/or at the time of the applicable 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 each fiscal year, 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:

#### **2020-21**

- The total cost for all eligible goods and services, purchased between April 1, 2020 and December 31, 2020, and received by December 31, 2020 will need to be reported in a separate section, Section I, Part A of the 2020 LTCH Annual Report.
- The total cost for all eligible goods and services, purchased between January 1, 2021 and March 31, 2021, and received by March 31, 2021 will need to be reported in a separate section, Section I, Part A of the 2021 LTCH Annual Report.
- The costs shall NOT be reported in Sections C through F and Section I, Part B of the 2020 or 2021 LTCH Annual Report.
- The ministry will add the costs reported in Section I, Part A of the 2020 LTCH Annual Report to eligible costs reported in Section I, Part A of the 2021 LTCH Annual Report for all eligible goods and services purchased between April 1, 2020 and March 31, 2021 and received by March 31, 2021.
- The sum of the costs reported in both the 2020 and 2021 LTCH Annual Reports will be reconciled against the 2020-21 funding and any unspent funds (adjusted by interim recoveries) will be recovered as part of the 2021 reconciliation.

### **2021-22**

- The total cost for all eligible goods and services, purchased between April 1, 2021 and December 31, 2021, and received by December 31, 2021 will need to be reported in a separate section, Section I, Part A of the 2021 LTCH Annual Report.
- The total cost for all eligible goods and services, purchased between January 1, 2022 and March 31, 2022, and received by March 31, 2022 will need to be reported in a separate section, Section I, Part A of the 2022 LTCH Annual Report.
- The costs shall NOT be reported in Sections C through F and Section I, Part B of the 2021 or 2022 LTCH Annual Report.
- The ministry will add the costs reported in Section I, Part A of the 2021 LTCH Annual Report to eligible costs reported in Section I, Part A of the 2022 LTCH Annual Report for all eligible goods and services purchased between April 1, 2021 and March 31, 2022 and received by March 31, 2022.
- The sum of the costs reported in both the 2021 and 2022 LTCH Annual Reports will be reconciled against the 2021-22 funding and any unspent funds (adjusted by interim recoveries) will be recovered as part of the 2022 reconciliation.

### **2022-23**

- 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 (adjusted by interim recoveries) will be recovered as part of the 2023 reconciliation.

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