

Long-Term Care Information Checklist – Community

The following checklist is a reference tool for Ontario Health atHome care coordinators, individuals applying to long-term care and their substitute decision maker(s).

Key items related to the application process are listed below and are to be checked off after the information is provided by the care coordinator to the applicant and/or their substitute decision maker.

Please retain this document for future reference.

Patient name: _____

Guide to Placement in Long-Term Care Homes

- ☐ A copy of the **Guide to Placement in Long-Term Care Homes** has been provided for review. The guide is also available at: <https://ontariohealthathome.ca/document/guide-to-placement-in-long-term-care-homes/>

Health Assessment (mandatory)

- ☐ The applicant, or their substitute decision-maker, must:
- Obtain a completed health assessment from the individual's primary care provider; and
 - Mail, email or fax the completed assessment to the Ontario Health atHome care coordinator.

Substitute Decision-Maker Documentation

- ☐ If a capable applicant wishes to make changes to their identified substitute decision-maker(s), it is their responsibility to update the information on the Application for Determination of Eligibility for Long-Term Care Home Admission form and submit to their care coordinator or Ontario Health atHome.
- ☐ If an applicant is found incapable of making long-term care home decisions it is understood that:
- A copy of the Power of Attorney for Personal Care document is to be provided to the Ontario Health atHome care coordinator.
 - If a Power of Attorney for Personal Care document does not exist, a substitute decision-maker will be determined according to Ontario's substitute decision-maker hierarchy as outlined in The Health Care Consent Act. This information is available for review at: <https://advancecareplanningontario.ca/substitute-decision-makers/who-is-my-sdm>
 - The Ontario Health atHome care coordinator requires the address(es) and phone number(s) for the applicant's substitute decision-maker and/or or Power of Attorney(s) for Personal Care.

Long-Term Care Home Information and Special Needs

- ☐ The following information has been discussed:
- Location of long-term care homes
 - Accommodation types
 - Secure unit
 - Cultural designation
 - Bed types (e.g., dialysis, veterans' priority-access beds, specialized veteran beds.)
 - If patient is applying for a Veterans bed, enter Veteran number (K number): _____
- ☐ Helpful information online including:
- Overview of homes on the champlainhealthline.ca.
 - Long-term care home performance indicators such as wait times for admission and the quality of resident care at: hqontario.ca/System-Performance/Long-Term-Care-Home-Performance.
 - An overview of the long-term care application process at: ontario.ca/page/long-term-care-ontario.

Wait Times / Waitlists

- ☐ The applicant or substitute decision-maker is aware that:
 - Long-term care home wait times vary based on a number of factors including gender, type of room selected / accommodations or secure vs. non-secure units.
 - Waitlist information for long-term care homes of interest can be provided by Ontario Health atHome care coordinators.

Touring Homes

- ☐ As part of the process for choosing a home, the applicant or their substitute decision-maker are encouraged to:
 - Visit and tour long-term care homes being considered.
 - Use [Champlainhealthline.ca](https://champlainhealthline.ca) to find and explore each home's website, including photos.

Long-Term Care Home Choices

- ☐ An applicant or substitute decision-maker may:
 - Choose a maximum of five long-term care homes.
 - Make changes to choices at any time after Ontario Health atHome has received the initial application forms with the following conditions:
 - **Within six weeks** – any new choice(s) will have a waitlist date backdated to the date when Ontario Health atHome received all the initial application forms.
 - **After six weeks** – any new choice(s) will have the waitlist date of when the new choice list is received by Ontario Health atHome.
 - **After three months** – an updated assessment by a care coordinator and health assessment form are required along with the new choice form.

Secondary Placement

- ☐ Once admitted to a long-term care home, the resident can remain on the waitlist for alternate choices. In this case, the initial placement is considered a secondary placement.
- ☐ The long-term care home that is selected as the applicant's first choice will remain waitlisted at a higher priority, and all other choices will be waitlisted at a lower priority.
- ☐ The applicant or substitute decision-maker can modify the ranking of choices at any time.

Cost, Subsidies and Financial Package

- ☐ Information provided about long-term care home rates as indicated on the Long-Term Care Homes Choice List.
 - Accommodation rates are subject to yearly increases. Information is available at: www.ontario.ca/page/paying-long-term-care.
 - Subsidies or rate reductions are available for basic accommodation only.
- ☐ When applying for subsidy, and at the time the individual is admitted into long-term care, a copy of their income tax Notice of Assessment is required.
- ☐ A Rate Reduction Application Package is available through your Ontario Health atHome care coordinator or downloaded from the Ministry of Long-Term Care website at: <https://forms.mgcs.gov.on.ca/dataset/014-4815-69>.
- ☐ After admission, changes in accommodation are managed by the long-term care home.

Application Requirements and Timelines

- ☐ To determine eligibility for long-term care placement **within 28 days** (four weeks), the applicant or substitute decision-maker must complete and submit the following:
 - Health assessment
 - Application for Determination of Eligibility for Long-Term Care Home Admission form.
 - A completed Long-Term Care Choice List **must be submitted within 56 days** (eight weeks) of submitting the Application for Determination of Eligibility for Long-Term Care Home Admission.
 - It is the responsibility of the applicant or substitute decision-maker to submit the three **completed, signed and dated documents** indicated above to the Ontario Health atHome care coordinator according to the timelines. Otherwise, the **placement file will be closed**, and the applicant may re-apply when ready.

Bed Offer Process

- ☐ A bed offer may be made at any time for any of the homes where the applicant is on a wait list.
- ☐ Applicants have up to 24 hours to accept or refuse a bed offer.
- ☐ If the applicant or substitute decision-maker will not be available (e.g., away on vacation) for the bed offer, the Ontario Health atHome care coordinator must be notified, and an alternate contact identified.

Bed Acceptance

- ☐ Once a bed offer is accepted:
 - The applicant must move into the home **within five days**.
 - If the admission is delayed from the date the bed becomes available, bed holding charges may apply.
 - Admissions to homes are usually not possible on the weekend.
 - The patient/SDM is responsible for arranging transportation to the long-term care home and any moving costs.

Refusing a Bed Offer

- ☐ If a bed offer is refused:
 - The application for long-term care is closed and the applicant's name will be removed from **all** of waitlists.
 - There is a 12 week wait period before an individual may reapply unless their health status or situation changes.

Contact for Changes

- ☐ If an individual's health status or situation changes, the Ontario Health atHome care coordinator is to be notified.

Spouses or Partners

- ☐ A spouse or partner* of a resident may request an application to the same long-term care home **, despite being ineligible individually.
- ☐ To begin the process to join the resident living in long-term care, the spouse or partner is to contact the Ontario Health atHome care coordinator for an assessment.

* Defined by the Ministry of Long-Term Care as two persons who have lived together for at least one year, and who have a close personal relationship that is of primary importance in both persons' lives (O. Reg. 246/22, s. 174).

** Including Veteran admissions to Perley Health Long-Term Care Home.

Smoke-free Legislation in Long-Term Care Homes, Cannabis use and Vaping

☐ If the applicant smokes, it is understood that:

- Long-term care homes are not required to assist residents with smoking or to move residents away from the building to smoke in compliance with smoke-free legislation.
- If a resident requires support to smoke, their visitors are responsible for assisting and/or supervising the resident.
- Smoking is not permitted in or on long-term care home property. Individuals must be at least nine meters away from the property in accordance with smoke-free legislation.
- Residents are responsible for inquiring about nicotine replacement therapy with their primary care provider.
- Nicotine replacement therapy is not financially covered by the long-term care home.
- It is the patient's responsibility to verify the smoking, vaping and/or cannabis policy with each long-term care home directly.

Least Restraints Policy in Long-Term Care Homes

☐ Long-term care homes have policies to minimize restraining and confining of residents, as indicated in section 33 to 39 of the Fixing Long-Term Care Act 2021. Other supports and strategies are used in long-term care to safely manage a patient's behaviour and safety when indicated.

Notes

Ontario Health atHome Care Coordinator Name (printed)

Date

Telephone and extension

Contact Information

If you have any questions regarding this service please contact: **1-833-515-1234 • ontariohealthathome.ca**
