

Long-Term Care Home Funding Policy

Ministry of Long-Term Care

Skin and Wound Professional Growth Fund Funding Policy	Original Publish Date	January 2025
	Updated	

1.0 Introduction

In January 2025, the Ministry of Long-Term Care (“the Ministry”) announced investments in skin and wound care education programs offered in winter 2025 for long-term care (LTC) home staff.

To enable LTC homes to better access these skin and wound care education programs, the Ministry is providing up to \$1,000,000 in one-time funding in 2024-25 through the **Skin and Wound Professional Growth Fund** to support ongoing staff education and training, including backfilling staff participating in skin and wound care education and training.

The Skin and Wound Professional Growth Fund will supplement current funding eligible to be spent on education and training of staff members, as outlined in the *Supporting Professional Growth Fund Funding Policy* and the *Long-Term Care Homes Level-of-Care Per Diem, Occupancy and Acuity Adjustment Funding Policy*.

Funding will flow through a distinct, protected line outside the level-of-care (LOC) envelopes entitled, “Skin and Wound Professional Growth Fund” to ensure that the funding is used for the purpose of supporting the education and training of staff that have a direct impact on the care of LTC home residents.

2.0 Recipient and Program Eligibility Criteria

- 2.1. Eligible homes are existing non-profit, for-profit and municipal long-term care operators licensed or approved to operate a long-term care home under the *Fixing Long-Term Care Act, 2021* (“Act”) and Ontario Regulation 246/22 (“Regulation”) and whose licensee is party to a Letter of Agreement for Ministry Direct Funding to Long-Term Care Homes (DFA) with the Ministry.
- 2.2. Eligible funding criteria are set out and below and are aligned with the eligibility for training and education expenditures outlined in the *Supporting Professional Growth Fund and Long-Term Care Homes Funding Policy, Eligible Expenditures for Long-Term Care Homes*.

Eligible LTC home licensees shall use this funding to support expenses related to education and training for staff to perform their primary function, including, but not limited to, providing skin and wound care.

This includes staff that are employees of the home and fall into one of the following categories:

- Personal Support Staff, including but not limited to, personal support workers, resident aides, and supportive care workers.
- Nurses, including but not limited to registered practical nurses, registered nurses, nurse practitioners, and nurse assistants.
- Allied Health Professionals, including but not limited to, physiotherapists, recreational therapists, and social workers.
- Other employees who have direct impact on resident's experience in homes, such as housekeeping and cooking staff.
- Leaders, including but not limited to, medical directors, attending physicians and attending nurse practitioners, and director of nursing.
- Personal Support Staff, Nurses, Allied Health Professionals, Other employees who have a direct impact on resident's experience in homes, and Leaders who lead or deliver training to direct care staff (Nurses, PSWs, and Allied Health Professionals).

LTC home licensees shall not use this funding for education and training of:

- Individuals who are not employees of the LTC home (e.g. agency staff); or
- Employees who do not have direct impact on the resident experience.

Note: Continuing education and graduate/post-graduate degrees such as a B.Sc. or a Master's for any staff must always be charged to the Other Accommodation LOC envelope.

2.3. Education and training expenses are eligible if:

- They are applied to the education and training of eligible LTC home staff,
- The education or training would improve the ability of staff to perform their primary function, including but not limited to providing skin and wound care, and
- They fall into one of the following categories:
 - Backfilling staff members who are participating in training, or
 - Reasonable learner costs, such as travel and accommodation, and course fees.

- Eligible LTC home staff leading or delivering in house training to eligible LTC home staff.
- Expenses are not eligible if education or training was initiated before employment began with the LTC home, or if they include the purchase of equipment, such as computer hardware.

3.0 Funding Methodology and Payment

- 3.1. Funding will be administered in accordance with this Policy and the applicable DFA between the Ministry and the Licensee/Approved Operator.
- 3.2. For the fiscal funding period of January 1, 2025 to March 31, 2025, \$1,000,000 in one-time funding will be disbursed evenly on a per bed per month basis, based on the number of eligible beds calculated as of October 2024, as follows:

Funding line	Supporting Professional Growth Fund
Per bed, per month allocation	\$4.39 (January 1, 2025 to March 31, 2025)

- 3.3. Funding provided to homes for the January 2025 to March 2025 period must be used by March 31, 2025.
- 3.4. The following types of beds are excluded from this funding:
 - The Elder Care Capital Assistance Program (ELDCAP) beds;
 - Beds in abeyance; and,
 - Beds classified as 3rd or above beds in rooms that are not occupied as reported by the LTC home licensees.
- 3.5. Funding will not be adjusted for changes in the number of eligible operational beds throughout the year or at the time of reconciliation.
- 3.6. Funding provided for this program shall solely be used for the purpose of the Skin and Wound Professional Growth Fund in accordance with this Policy.

4.0 Reporting Requirements and Accountability for Funding

- 4.1. The LTC home licensees shall report expenditures pertaining to the “Skin and Wound Professional Growth Fund” on a separate line in Section I, Part A of the LTC home licensee’s Long-Term Care Home Annual Report for the period from January 1, 2025 to March 31, 2025, in accordance with

the form and manner set out in the “Long-Term Care Home Annual Report Technical Instructions and Guidelines” available on the Health Data Branch Web Portal.

- 4.2. For the 2025 calendar year, LTC home licensees shall report the expenditures pertaining to “Skin and Wound Professional Growth Fund” for the period of January to March 2025 in the LTC home licensee’s 2025 Long-Term Care Home Annual Report. In the 2025 Reconciliation, the Ministry will match the funding provided for the period of January 2025 to March 2025 against January 2025 to March 2025 expenditure reported in 2025 Annual Reports.
- 4.3. Funding is intended to supplement funds currently available for training through the Supporting Professional Growth Fund and the LOC envelopes. The LTC home licensees shall not redirect unused funds to any of the LOC envelopes. Unused funds shall be returned to the Ministry in accordance with the *LTCH Reconciliation and Recovery Policy*.
- 4.4. LTC homes licensees shall maintain records and report to the Ministry on the use of funds in accordance with the requirements set out below.
- 4.5. The LTC home licensees shall provide program status updates upon request from the Ministry from time to time in form and content as directed by the Ministry.
- 4.6. The LTC home licensees shall comply with any further reporting instructions provided by the Ministry relating to the format and content of the reports, and/or evaluation of the program.
- 4.7. The LTC home licensees shall comply with the requirements under the Act and the Regulation, and any other applicable agreements, policies, procedures and laws.