

Policy: 2023-24 Long-Term Care Staffing Increase Funding Policy

Date: April 1, 2023

1.0 Introduction

The government released “[A better place to live, a better place to work: Ontario’s long-term care staffing plan](#)” (Staffing Plan) in December 2020 with commitments to improve Ontario’s long-term care (LTC) sector by increasing staffing levels.

Effective April 1, 2023, to support the continuation of staffing initiatives and the provincial system-level average direct hours of care targets for fiscal year 2023-24 established in the *Fixing Long-Term Care Act, 2021* (the “Act”), LTC home licensees will receive a fixed monthly amount allocated for fiscal year three of the Staffing Plan as follows:

- Registered Nurse (RN), Registered Practical Nurse (RPN), and Personal Support Worker (PSW) Staffing Supplement: \$1,212.93 per bed, per month.
- Allied Health Professional (AHP) Staffing Supplement: \$147.55 per bed, per month.

This funding is based on allocations by the Ministry of Long-Term Care (the Ministry) that include:

- Up to \$1,114,594,200 for year three to increase direct care time provided by RNs, RPNs and PSWs to a provincial system-level average of three hours and 42 minutes per resident, per day by the end of fiscal year three (March 31, 2024); and;
- Up to \$135,592,500 for year three to sustain direct care time provided by AHPs at a provincial system-level average of 36 minutes per resident, per day by the end of fiscal year three (March 31, 2024).

This funding is also separate from and is in addition to other existing funding (e.g., Level-of-Care funding) being provided to LTC home licensees.

Staffing Plan Commitments and the *Fixing Long-Term Care Act, 2021* System-Level Average Targets for Increased Staffing Levels

Current Levels (2018 data)	2021-22 (to be achieved by Q4) Average	2022-23 Average	2023-24 Average	2024-25 Average
RNs, RPNs and PSWs: 2 hours and 45 minutes	3 hrs	3 hrs and 15 min	3 hrs and 42 min	4 hrs
AHPs: 30 minutes	33 min	36 min	36 min	36 min

1.1 Purpose

This 2023-24 LTC Staffing Increase Funding Policy (this “Policy”) is applicable to the 2023-24 fiscal year LTC Staffing Increase funding for the RN, RPN and PSW Staffing Supplement and the AHP Staffing Supplement. This Policy outlines the terms and conditions of the funding provided to LTC home licensees effective April 1, 2023, up to the end of this fiscal year (March 31, 2024).

2.0 Out-Year Notional Allocations

The charts below depict the projected out-year allocations communicated to LTC home licensees on October 15, 2021 based on fiscal year one ward bed occupancy and approved budget assumptions.

A review of these projections will be considered at a later date based on updated information, including but not limited to, ward bed occupancy, bed count, new beds expected to come online and staffing levels.

The notional ranges are provided to inform planning; the Ministry will communicate the confirmed funding amounts for each applicable year at the beginning of the fiscal year, subject to applicable further approvals.

RN, RPN, and PSW Staffing Supplement	2024-25
Annual Funding	\$1,673,003,500
Notional Monthly Allocation Range per bed, per month	\$1,304.95 - \$1,753.70

AHP Staffing Supplement	2024-25
Annual Funding	\$148,160,200
Notional Monthly Allocation Range per bed, per month	\$115.51 - \$155.31

3.0 Recipient Eligibility Criteria

Existing non-profit (including municipal) and for-profit LTC operators licensed (“licensees”) that are licenced or approved to operate a LTC Home under the Act and *Ontario Regulation 246/22* (the “Regulation”) and who are a party to a Letter of Agreement for Minister Direct Funding to Long-Term Care Homes (DFA) with the Ministry are eligible to receive this funding.

4.0 Funding Methodology and Payment

- 4.1 Funding will be administered in accordance with this Policy and the applicable Direct Funding Agreement between the Ministry and the Licensee/Approved Operator.
- 4.2 For the funding period of April 1, 2023 – March 31, 2024, funding will continue to be allocated on a per bed, per month basis based on the number of eligible operational beds calculated as of December 2022, as determined by the Ministry, subject to terms and conditions set out in this Policy. 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 ward rooms that are not occupied as reported by the LTC home licensees as of November 2022.

Note: The two types of beds noted below were ineligible for the LTC Staffing Increase funding in 2021-22 and 2022-23, however, these beds are now eligible for funding effective April 1, 2023:

- All beds with a Temporary License operated only as “interim beds” as defined in the Regulation that were solely funded by Ontario Health under the respective Accountability Agreement; and
 - Convalescent Care beds that were solely funded by Ontario Health.
- 4.3 Funding under this Policy will be provided to eligible LTC home licensees starting April 1, 2023, through twelve fixed monthly installments, paid through the regular monthly payment schedule. As such, the funding will continue to flow through the following distinct protected funding lines:

Funding Line	RN, RPN, and PSW Staffing Supplement	AHP Staffing Supplement
Per bed, per month allocation (applicable for 12 months: April 1, 2023 to March 31, 2024)	\$1,212.93 for every eligible operational bed in the home, subject to conditions set out in this Policy.	\$147.55 for every eligible operational bed in the home, subject to conditions set out in this Policy.

- 4.4 Funding will not be otherwise adjusted for occupancy throughout the year or at the time of reconciliation for fiscal year 2023-24.
- 4.5 The Ministry will conduct periodic review of new and/or redeveloped beds as they become operational and adjust funding accordingly.

- 4.6 Funding provided to homes for the April 1, 2023 to March 31, 2024 period must be used by March 31, 2024.

5.0 Expenses Under the “RN, RPN, and PSW Staffing Supplement” Funding

- 5.1 This funding shall be restricted for the purpose of retaining and/or recruiting of RNs, RPNs, and PSWs to accomplish the increase in “direct resident care” time outlined in the Staffing Plan.
- 5.2 The Guideline for Eligible Expenditures for Long-Term Care Homes, 2017 defines “direct resident care” as hands-on care provided to residents of LTC homes and includes, but is not limited to, assessments, eating, bathing, toileting, dressing, lifting, moving residents, medical/therapeutic treatments, and medication administration.
- 5.3 Eligible expenditures shall fall into one or more of the following:
- a. Salaries, wages and benefits of RNs, RPNs and PSWs hired to increase direct resident care.
 - b. Salaries and wages to top up hours or for increasing wages for existing staff (RNs, RPNs, PSWs); convert part-time (PT) to full-time (FT) positions or hire new RNs, RPNs and PSWs to increase direct resident care.
 - c. Part-time and overtime hours performed by RNs, RPNs and PSWs to increase direct resident care.
 - d. Salaries, wages and benefits for RNs, RPNs and PSWs recruited from a third-party placement agency or independently contracted to increase direct resident care.
 - e. Orientation and onboarding time of RNs, RPNs and PSWs hired to increase direct resident care.
- 5.4 Ineligible expenditures include the following:
- a. Any retroactive expenses related to recruitment cost and salaries for the period prior to April 1, 2023.
 - b. Salaries, wages and benefits of LTC home staff who do not provide direct resident care in their capacity as a RN, RPN or PSW as part of their regular tasks.
 - c. Professional fees/government fees, preparation of work permits, housing, flights to and from Canada and health insurance.
 - d. Operating and administrative costs related to recruitment of RNs, RPNs and PSWs hired for this initiative.
 - e. Education and training related benefits, including education allowances, education fund and education leave.
 - f. Supplies and equipment.

- g. Administrative supplies and office equipment (e.g., paper, toner, fax, phones, printer, photocopier, etc.).

6.0 Expenses Under the “AHP Staffing Supplement” Funding

6.1 This funding shall be restricted for the purpose of retaining and/or recruiting of AHPs to sustain / accomplish the increase in “direct resident care” time outlined in the Staffing Plan. (See s.5.2 for definition of “direct resident care” time.)

6.2 In order to be eligible for the use of AHP Staffing Supplement funding, direct care tasks and other related responsibilities shall be performed by staff with the following job titles:

- a. Physiotherapist
- b. Restorative Aide / Lead (Rehab/Therapy Aide) for supporting the Restorative Care Program
- c. Social Worker
- d. Social Service Worker
- e. Occupational Therapist
- f. Speech-Language Therapist
- g. Activity Director / Activity Assistant and designated staff who provide assistance and support to participate in the Recreational and Social Programs
- h. Health Care Attendant / Aide
- i. Resident Support Aide / Resident Support Personnel
- j. Dietician (Dietitian time in accordance with the Ministry’s current directives under the Program and Support Services (PSS) envelope and any additional increase may be expensed under the “AHP Staffing Supplement” as deemed appropriate by the LTC home.)
- k. Religious and Spiritual Practice related positions (e.g., Chaplain, Pastoral Care)
- l. Assistant Director of Care / Nurse Manager
- m. Attending Nurse Practitioner
- n. Nurse Practitioner
- o. Clinical Manager
- p. Clinical Nurse Specialist / Nurse Clinician
- q. Director of Care
- r. Infection Control Lead
- s. Physician Assistant
- t. Other applicable PSS and Nursing and Personal Care (NPC) funded roles / positions designated to help residents improve or maintain their ability to perform activities of daily living.

Note: This list is subject to change, at the sole discretion of the Ministry, according to data collected through the mandatory and quarterly LTC Staffing Data Collection (Staffing Survey) and feedback from the sector.

6.3 Eligible expenditures shall fall into one or more of the following:

- a. Salaries, wages and benefits, including overtime of AHPs who provide direct care to residents.
- b. Salaries and wages to top up hours for existing AHPs, convert PT to FT positions or hire new AHPs to sustain or increase direct resident care.
- c. Salaries and wages related to increase wages for existing AHPs, convert PT to FT positions or hire new AHPs to sustain or increase direct resident care.
- d. Part-time hours and overtime hours performed by AHPs to sustain or increase direct resident care.
- e. Salaries, wages, and benefits for AHPs recruited from a third-party agency or independently contracted to sustain or increase direct resident care.
- f. Orientation and onboarding time of AHPs hired to sustain or increase direct resident care.

6.4 Ineligible expenditures include the following:

- a. Any retroactive expenses related to recruitment cost and salaries for the period prior to April 1, 2023.
- b. Salaries, wages and benefits of LTC home staff who do not provide direct resident care in their capacity as an AHP (see list above).
- c. Operating and administrative costs related to recruitment that are eligible under the “Other Accommodation” envelope.
- d. Education and training related benefits, including education allowances, education fund and education leave.
- e. Professional fees/government fees, preparation of work permits, housing, flights to and from Canada and health insurance.
- f. Supplies, equipment and services.
- g. Administrative supplies and office equipment (e.g., paper, toner, fax, phones, printer, photocopier, etc.).

7.0 Mandatory Reporting and Accountability Requirements

- 7.1 The LTC home licensees shall only use Staffing Increase funding for the eligible expenditures outlined in sections 5 and 6.
- 7.2 The LTC home licensees shall report expenditures pertaining to the “RN, RPN, and PSW Staffing Supplement” on a separate line in Section I, Part A of the licensee’s Long-Term Care Home Annual Report (Annual Report) for a defined 12-month period, in accordance with the form and manner set out in the *Long-Term Care Home Annual Report Technical Instructions and Guidelines*.
- 7.3 For the 2023 calendar year, LTC homes licensees shall report the “RN, RPN, and PSW Staffing Supplement” expenditures for the period of April to December 2023 in the 2023 Annual Report. For the 2024 calendar year, LTC homes licensees shall report expenditures for the period of January to March 2024 in the 2024 Annual Report. In the 2024 Reconciliation, the Ministry will match the funding provided to the LTC home licensees for the

period of April 2023 to March 2024 against the April 2023 to March 2024 expenditure reported in the 2023 and 2024 Annual Report.

- 7.4 The LTC home licensees shall report expenditures pertaining to the “AHP Staffing Supplement” on a separate line in Section I, Part A of the licensee’s Annual Report for a defined 12-month period, in accordance with the form and manner set out in the *Long-Term Care Home Annual Report Technical Instructions and Guidelines*.
- 7.5 For the 2023 calendar year, LTC homes licensees shall report the “AHP Staffing Supplement” expenditures for the period of April to December 2023 in the 2023 Annual Report. For the 2024 calendar year, LTC homes licensees shall report expenditures for the period of January to March 2024 in the 2024 Annual Report. In the 2024 Reconciliation, the Ministry will match the funding provided to the LTC home licensees for the period of April 2023 to March 2024 against the April 2023 to March 2024 expenditure reported in the 2023 and 2024 Annual Report.
- 7.6 The LTC home licensees shall create and maintain records, for the period from April 1, 2023 to March 31, 2024 and report to the Ministry on the use of Staffing Increase Funding funds in accordance with the requirements set out in this Policy.
- 7.7 The LTC home licensees shall not redirect unused funds to any of the level-of-care envelopes. Unused funds shall be returned to the Ministry.
- 7.8 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, including information about the use of funds related to the recruitment/retainment of eligible staff for the purpose of meeting the direct care time targets for fiscal year three.
- 7.9 The LTC home licensees shall comply with the mandatory and quarterly reporting requirements of the Staffing Survey as communicated by the Ministry.
- 7.10 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.
- 7.11 The LTC home licensees shall comply with the requirements under the Act, the Regulation, the DFA and any other applicable agreements, policies, procedures and laws.