Ministry of Long-Term Care   **Ministère des Soins de longue durée**

Director   Directeur
Long-Term Care Inspections Branch   Inspection de soins de longue durée
Long-Term Care Operations Division   Division des opérations de soins de longue durée

8th Floor, 438 University Ave.   438, avenue University, 8e étage
Toronto ON M5G 2K8   Toronto ON M5G 2K8
Tel.: (416) 212-6707   Téléphone: (416) 212-6707
Fax: (416) 327-7603   Télécopieur: (416) 327-7603

Ontario 🏛

DATE: **November 30, 2022**

MEMORANDUM TO: Long-Term Care Home Licensees

FROM: Mike Moodie
                          Director, Long-Term Care Inspections Branch

RE: Changes to LTC Outbreak Data Collection Process

The Long-Term Care Inspections Branch would like to provide long-term care (LTC) home licensees and staff with an update on how the ministry will be collecting COVID-19 outbreak information as of December 12, 2022.

To streamline the process of sharing COVID-19 outbreak status updates, a new LTC home **self-reporting** process will replace the current method of collecting statistical data via frequent calls with ministry staff.

Once implemented, this new **mandatory** reporting system will allow homes to quickly and easily submit daily outbreak data using the Health Data Collection Service (HDCS) website. All LTC homes already have access to this website for submitting other reporting requirements to the ministry, such as the quarterly LTC staffing data collection. Please note, this does not affect the continued requirement to report outbreaks in the Critical Incident Reporting (CIS) system.

Training and guidance material will be provided in December to all LTC homes to prepare for the transition to the new self-reporting process. All LTC home staff that are responsible for reporting outbreak data are strongly encouraged to participate in **one** of the training sessions, on:

        Tuesday December 6, 2022 (1:00 – 2:00 pm)
        Thursday December 8, 2022 (10:00 – 11:00 am)

To register for one of the sessions, please complete the registration form found here.

The training sessions will be recorded for reference in the future and for those unable to attend one of the training sessions.

Every long-term care home's Administrator and Director of Care will automatically be given access to the COVID-19 LTC Outbreak web form in HDCS on December 12, 2022. Each home will then ensure that additional key personnel in their home have access to this form.

To be able to submit COVID-19 LTC Outbreak data for your home:
- *new users* of HDCS will need create an account on their own by following the instructions in the attached HDCS Self-Registration Guide (refer to Appendix A) by Thursday December 8th.
- *existing users* who have access to HDCS, and are **not** an LTC home Administrator or Director of Care, should contact askhealthdata@ontario.ca by Thursday December 8 to request the COVID-19 LTC Outbreak form be added to their home's profile.

Any future new users should follow the self-registration guide and allow for two business days for their accounts to be activated.

As you are aware, the real-time collection of this data has been and continues to be a critical part of monitoring the status of COVID-19's impact on LTC homes. As a result of your continued cooperation, a number of stakeholders within the government and the broader health and research sectors have access to timely data that helps to inform decision making and policy development.

Sincerely,

Original signed by

Mike Moodie
Director
Long-Term Care Inspections Branch

c: Nancy Matthews, Deputy Minister, Ministry of Long-Term Care
Jeff Butler, Assistant Deputy Minister, Long-Term Care Operations Division, Ministry of Long-Term Care
Michael Hillmer, Assistant Deputy Minister, Digital and Analytics Strategy Division, Ministry of Health
Aileen Chan, Director, Health Data Branch, Digital and Analytics Strategy Division, Ministry of Health
Jennifer Bridge, Director, Health Analytics and Insights Branch, Digital and Analytics Strategy Division, Ministry of Health
Abby Dwosh, Director, Funding and Programs Branch, Long-Term Care Operations Division, Ministry of Long-Term Care
Anita Hooper, Director, Operational Policy and Implementation Branch, Long-Term Care Operations Division, Ministry of Long-Term Care
Christine Loureiro, Director, Service System Planning and Operational Issues Branch, Long-Term Care Operations Division, Ministry of Long-Term Care
Brad Robinson, Assistant Director, Long-Term Care Inspections Branch, Long-Term Care Operations Division, Ministry of Long-Term Care
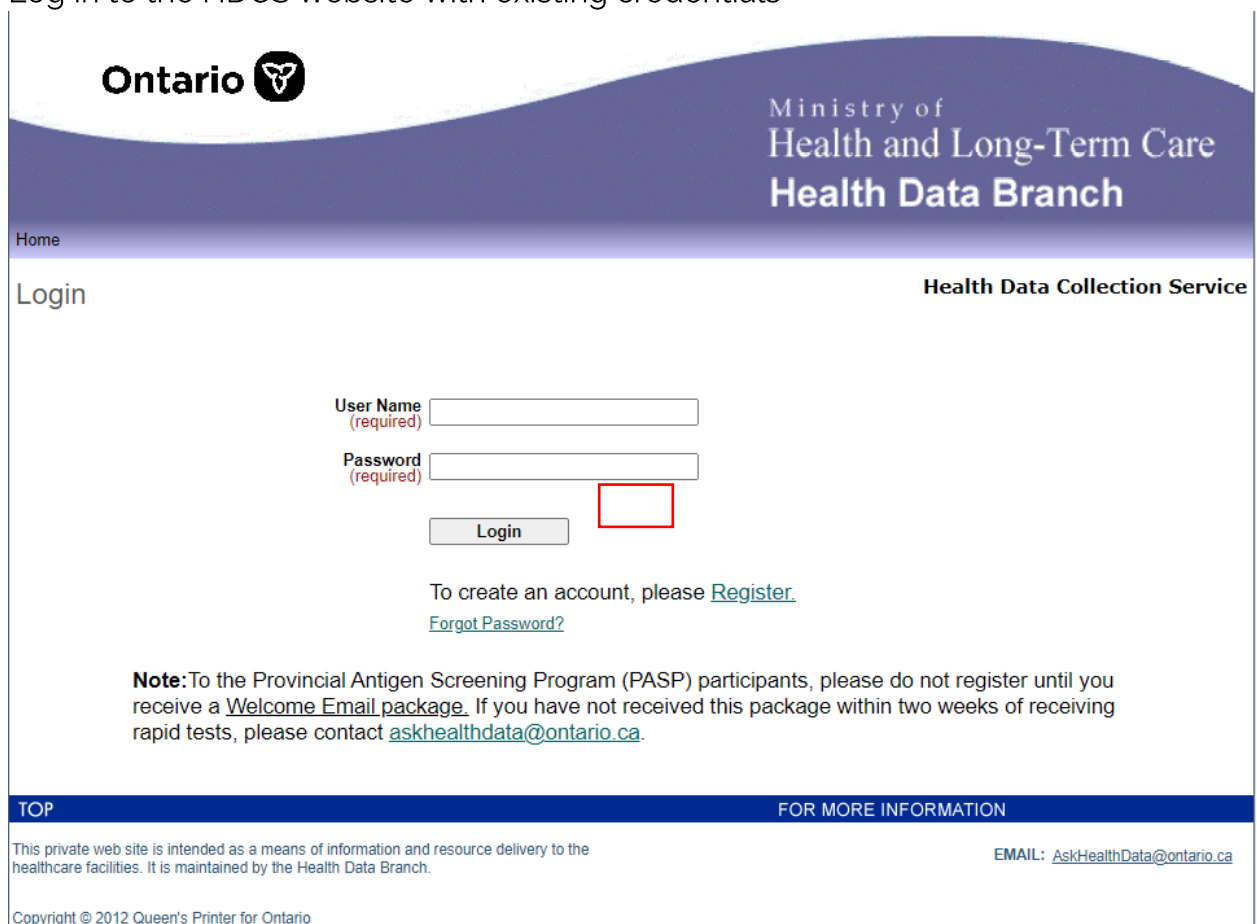
Appendix A

Ontario

Accessing the Health Data Collection Service (HDCS) website

To access the HDCS website, new users must register for an HDCS account or use their existing credentials if they already have one. The link to the website is: https://hsimi.ca/fumfim/Default.aspx

Once on the website login page, users have the following options:
1) Register for a HDCS account if you are a new user, by selecting "Register" or
2) Log in to the HDCS website with existing credentials

Option 1: Register for a new account:
1. Navigate to the **Health Data Collection Service Login Page**
2. The login page will load in your browser, select **Register.**

3. On the registration page that loads, navigate to and click on the facility drop down arrow then select your **Ontario Health (OH) Region LTCH**.
    Note, if you choose the wrong OH Region, you will not see your home in step 5, below.

4. Select **Confirm**
5. A table will appear; check the box to select your Home from the list associated with the "LO" value in the "Type" column to select the Outbreak form.

6. In the applicable text boxes, please enter your: **E-mail**, **Password**, **Password Confirmation**, **Full Name**, **Telephone Number** and any comments you wish the Health Data Branch administrator to review.
7. Select **Register**. Upon completion of these steps, your registration request will be submitted to the Health Data Branch site administrators for approval.

Option 2: Log in to the HDCS site with existing credentials:
1. Navigate to the **Health Data Collection Service Login Page**
2. Enter user credentials. You will be redirected to the Home Page.