

Ministry of Long-Term Care

Assistant Deputy Minister
Long-Term Care Operations

11th Floor, 1075 Bay Street
Toronto ON M5S 2B1
Tel.: (416) 327-7461
Fax: (416) 327-7603

Ministère des Soins de longue durée

Sous-ministre adjointe Opérations relatives
aux soins de longue durée

1075, rue Bay, 11e étage
Toronto ON M5S 2B1
Téléphone: (416) 327-7461
Télécopieur: (416) 327-7603



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January 13, 2021

Dear Long-Term Care Home Licensees:

Re: Personal Support Workers Temporary Wage Enhancement Mid-Term Report

Thank you for your ongoing efforts to ensure that our long-term care (LTC) residents receive the best care possible during this unprecedented time.

As outlined in my November 30, 2020 letter, the Ministry of Long-Term Care has provided a temporary wage enhancement to Personal Support Workers (PSWs) working in the LTC sector. This initiative is intended to support retention and recruitment of PSWs in homes to help stabilize and increase LTC system capacity during this second wave of COVID-19 and the influenza season.

Reporting Requirements:

As noted in the Long-Term Care PSW Temporary Wage Enhancement Funding Policy, LTC home licensees are required to submit two reports (Mid-Term and Final Report) to the ministry:

- The Mid-Term Report will cover two 6.5-week periods from October 1, 2020, up to and including December 31, 2020, and shall be submitted by February 5, 2021.
- The Final Report (which is not yet available) will cover two 6.5-week periods from January 2021 up to and including March 31, 2021, and shall be submitted in April 2021.

Long-term care home licensees are required to submit the reporting template entitled, **Personal Support Worker Report - Mid-Term** available on the HSIMI portal at <https://HSIMI.ca/LTChome> by February 5, 2021.

Please note:

1. The ministry will, if applicable, adjust and/or recover the estimated allocation payments including statutory entitlements and deductions provided to LTC home licensees based on the PSW Temporary Wage Enhancement Mid-Term Report. Any adjustment made will occur subsequent to the submission and review of the Final Report.

2. All funding provided to LTC home licensees for the PSW Temporary Wage Enhancement will be reconciled through a separate line in Section I Part A of the Long-Term Care Home Annual Report at the end of the applicable year, in accordance with the terms and conditions set out in this policy and the Long-Term Care Home Annual Report Technical Instructions and Guidelines.
3. Long-term care home licensees shall create and maintain records, for the period from October 1, 2020, to March 31, 2021, that document:
 - Number of hours worked eligible for the PSW Temporary Wage Enhancement, tracked per mid-term and final reporting periods;
 - Gross amount of hourly wage enhancement paid out to eligible PSWs;
 - Amount of statutory contributions paid as a result of providing PSW Temporary Wage Enhancement to eligible workers;
 - Amount paid by the licensee to address statutory or collective agreement entitlements as a result of providing PSW Temporary Wage Enhancement;
 - The number of eligible workers as of October 1, 2020; the number of eligible workers hired after October 1, 2020, and the number of eligible workers who leave after October 1, 2020; and,
 - Attestation related to the PSW Temporary Wage Enhancement, which will be included in the Mid-Term and Final Reports provided to the ministry.

Tips on Completing the Template

- Long-term care homes can edit, save and print the Mid-Term Report on the website as often as necessary prior to submission.
- Avoid clicking on “Submit” until certain that the report is complete. After "Submit" has been selected, the report cannot be edited.
- Long-term care homes are not required to mail a hard copy of the Mid-Term Report to the ministry.
- If possible, please use the Google Chrome browser to complete the report.

If you have any questions or require further information about the Personal Support Worker Temporary Wage Enhancement Mid-Term Report, please contact LTC.info@ontario.ca.

Thank you for your continued service and dedication in support of our government's commitment to transform the long-term care sector in Ontario.

Sincerely,

(original signed by)

Sheila Bristo
Assistant Deputy Minister
Long-Term Care Operations Division

c:

Ms. Donna Duncan, Chief Executive Officer, Ontario Long-Term Care Home Association

Ms. Lisa Levin, Chief Executive Officer, AdvantAge Ontario

Mr. Bill Hatanaka, Board Chair, Ontario Health

Mr. Matthew Anderson, CEO, Ontario Health

Mr. Elham Roushani, Chief Financial Officer, Ontario Health

Mr. Mark Walton, Transitional Regional Lead (West), Ontario Health

Ms. Donna Cripps, Transitional Regional Lead (Central), Ontario Health

Ms. Tess Romain, Transitional Regional Lead (Toronto), Ontario Health

Ms. Cynthia Martineau, Transitional Regional Lead (East), Ontario Health

Mr. Brian Ktytor, Transitional Regional Lead (North), Ontario Health

Mr. Richard Steele, Deputy Minister, Ministry of Long-Term Care

Mr. Brian Pollard, Assistant Deputy Minister, Capital Development Division, Ministry of Long-Term Care

Ms. Kelci Gershon, Director, Policy and Modernization Branch, Long-Term Care Policy Division, Ministry of Long-Term Care

Ms. Abby Dwosh, Director, Programs and Funding Branch, Long-Term Care Operations Division, Ministry of Long-Term Care

Mr. Jim Yuill, Director, Financial Management Branch, Ministry of Health

Mr. Jeffery Graham, Director, Fiscal Oversight & Performance Branch, Ministry of Health