

Ministry of Long-Term Care

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July 6, 2021

Dear Long-Term Care Home Licensees:

RE: Supplementary Funding for Enhancing Cooling in Long-Term Care Homes in 2021-22 and Temperature Monitoring

Thank you for all your hard work and ongoing support to ensure that long-term care residents receive the best care possible during this unprecedented time.

This letter is further to the recent communication from the Honourable Rod Phillips, Minister of Long-Term Care, informing you of a new one-time program, the Supplementary Enhanced Cooling Fund ("the Fund") with up to \$42.7 million available to support long-term care (LTC) homes in completing the purchase and installation of air conditioning in resident rooms.

This Fund is in addition to the Infection Prevention and Control (IPAC) Minor Capital program investment of \$61.4 million and LTC Minor Capital program investment of \$23.9 million announced earlier this year. The latter two programs require homes to prioritize funds to purchase and install air conditioning in common areas and in resident rooms (as set out in more detail in the applicable funding letters from March 19th, 2021).

The Fund is being made available to homes that currently do not have air conditioning in every resident room and will be allocated using a claims-based approach. Homes will be required to fully exhaust the funds already provided to them under the 2021-22 IPAC Minor Capital and LTC Minor Capital programs for cooling related expenses before submitting claims for the Fund. Homes eligible for this funding will be contacted via email by the ministry to confirm eligibility and next steps.

Funding Approach

Claims reimbursements under the Fund will be provided under two categories.

Category 1: Pre-Approved to purchase air conditioning units

- Homes are pre-approved to receive claims reimbursement if the required eligible expenditures are less than or equal to \$2,000 on average per resident room being provided with air conditioning.
- If a home qualifies under Category 1, the home may begin incurring the additional eligible expenses (as detailed further below) within \$2,000 per room on average as soon as possible. Reimbursement for eligible expenses can be provided following the submission of claim form, to substantiate the eligible expenses. These expenses may also include basic

eApprovals: 179-2021-163

renovations required to install air conditioning in resident rooms within \$2,000 per room on average.

- For example, if a home has 100 resident rooms and 80 have no air conditioning, and the home has exhausted the IPAC Minor Capital and LTC Minor Capital funding, the home is pre-approved to spend up to \$160,000 in eligible additional costs necessary to add new air conditioning in resident rooms.

Category 2: Structural or Electrical Upgrades Required

- Where the additional required expenditures exceed \$2,000 on average per resident room being provided with air conditioning, and where electrical upgrades or structural modifications are required to provide air conditioning to resident rooms, homes will be required to submit additional information for the ministry to review and approve prior to incurring expenses. A letter with additional details on the approval process for Category 2 will be issued shortly.
- For example, if a home has 100 resident rooms and 80 have no air conditioning, however the home requires upgrades to electrical capacity and the estimated cost to install air conditioning in the remaining 80 resident rooms exceeds \$160,000 (after exhausting the IPAC Minor Capital and LTC Minor Capital funding), the home will require additional approval from the ministry prior to being eligible for the Fund.

Infrastructure Ontario Support

Infrastructure Ontario (IO) will continue to be available to answer questions and provide information regarding access to sourcing and contact information of trusted industry air conditioning suppliers. Homes can contact IO to receive the Equipment Supplier Workbook which contains information needed to identify the most appropriate air conditioning options and contact the relevant vendors. LTC homes can email IOLTCsupport@cbre.com.

The Ministry will be offering a webinar to those homes that do not have air conditioning in all resident rooms. The webinar will provide a step-by-step guide on how to apply for funding under the Supplementary Enhanced Cooling Fund. Homes eligible for this funding will be contacted via email by the ministry with details regarding the webinar date and time.

Claims Process

Receiving funding to reimburse eligible expenses whether Category 1 or Category 2, requires the home to submit a claim. To submit a claim, homes must fill out the Claim Form provided by the ministry. In the claim form, homes are required to provide information such as, total number of resident rooms, their progress in reaching full air conditioning, items/services purchased and costs. Homes will also be required to submit supporting documentation for costs incurred, such as invoices or receipts in PDF format.

Eligible homes accessing the Fund are those that do not have air conditioning in all resident rooms, have exhausted their initial 2021-22 LTC Minor Capital and IPAC Minor Capital allocations for cooling related expenses, and require additional funds to provide air conditioning in every resident room. Homes will have to demonstrate that their 2021-22 IPAC Minor Capital funding and LTC Minor Capital Funding have been exhausted for eligible cooling related expenses by indicating the total incurred amount of both funds in the claim.

Homes should submit one claim once the air conditioning units have been installed and all the expenses have been incurred. Homes are expected to make these purchases as soon as possible to ensure resident comfort in summer 2021.

eApprovals: 179-2021-163

Homes can e-mail their claims to LTC.info@ontario.ca with the subject line “Supplementary Funding for Enhancing Cooling-*Home Name*”. Confirmation of eligibility and notification of payment will follow once approved, and payment will be issued through the scheduled monthly payments.

The one-time Fund is effective for the April 1, 2021 to March 31, 2022 funding year only. Homes will have until February 15, 2022 to submit a claim for the payment to be received prior to March 31, 2022.

Expenditure Eligibility Criteria

Eligible expenditures for this Supplementary Funding for Enhancing Cooling claims-based allocation will include:

- Purchase, delivery and installation of air conditioning units;
- Structural renovations necessary to enable the installation of air conditioning;
- Upgrades to electrical capacity, including transformers to the extent required to support the operation of air conditioning units in resident rooms;
- Engineering assessment costs related to providing air conditioning in resident rooms;
- Any other additional costs related to installing air conditioning in all resident rooms at LTC homes may be considered at the ministry’s discretion through requests submitted to ltc.info@ontario.ca

For the purposes of this funding, “air conditioning” shall be defined consistently with the definition set out in Ontario Regulation 79/10, s. 21(4), as including “any mechanical cooling system that is capable of maintaining the temperature at a comfortable level for residents during periods of hot weather”. This can be achieved by having air conditioning units (e.g. - window units or portable AC’s) within each resident room or alternatively by providing a central Heating, Ventilation and Air Conditioning System ducted to each resident room.

Tempered air implies that resident rooms are not air conditioned. Air is supplied at a neutral temperature and may not be able to provide sufficient cooling or dehumidification.

Costs for the upgrade and repair of existing air conditioning systems that have been installed prior to April 1, 2021 are not eligible expenditures. Expenditures that are not related to the installation and purchasing of air conditioning in resident rooms are not eligible under the Fund, e.g. additional electricity costs are not eligible expenditures. Expenses related to installing air conditioning in common areas and enhancements or repairs to existing air conditioning systems are not eligible under this supplementary funding. Homes are required to select the most cost-effective option to provide air conditioning to resident rooms.

Temperature Monitoring

As stipulated in Section 21 (2) of Regulation 79/10, each day throughout the year, licensees are required to ensure that the temperature is measured and documented in writing, at a minimum in the following areas of the home:

1. At least two resident bedrooms in different parts of the home.
2. One resident common area on every floor of the home, which may include a lounge, dining area or corridor.
3. Every designated cooling area, if there are any in the home.

eApprovals: 179-2021-163

These measures are required to be documented at least once every morning, once every afternoon between 12 p.m. and 5 p.m. and once every evening or night. Automated electronic monitoring and documentation is permitted to meet these regulatory requirements, provided that air temperature is measured and documented, at a minimum, in the required areas of the home, and at the required intervals.

Licenses are required to keep a record of these documented measurements for at least one year.

All homes that do not currently have air conditioning in all resident rooms will be required to submit a daily temperature monitoring log online. Further instructions on this required reporting will be provided in a forthcoming letter to applicable homes.

Reporting and Accountability

The Supplementary Enhancing Cooling Funding may be provided only to licensees that are a party to a Letter of Agreement for Ministry Direct Funding to Long-Term Care Homes with the Ministry (DFA) and will be subject to the terms of that agreement and any terms and conditions set out in this letter. Funding for eligible expenditures under the Fund will be provided on a one-time basis and homes are to utilize the funding by March 31, 2022. Homes will have until February 15, 2022 to submit a claim for the payment to be received prior to March 31, 2022 through their monthly payment.

This letter constitutes the Applicable Ministry Policy Document in respect of the Fund for the April 1, 2021 to March 31, 2022 funding year under Schedule A of the Letter of Agreement for Ministry Direct Funding to Long-Term Care Homes (Direct Funding Agreement, or DFA) between each long-term care operator and the ministry.

As a reminder, it is the responsibility of each operator to meet the requirements found in Regulation 79/10 and, in particular, section 305 and the corresponding "Operator Guidelines" that informs requirements for carrying out any alterations, renovations or other work that may substantially disturb or inconvenience residents of the home, together with applicable requirements under any other relevant legislation, agreements or policies.

If you have any questions or require further information, please contact the ministry by e-mail at LTC.Info@ontario.ca.

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

Sincerely,



Sheila Bristo
Assistant Deputy Minister
Ministry of Long-Term Care
Long-Term Care Operational Division

eApprovals: 179-2021-163

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- Brian Pollard, Assistant Deputy Minister, Long-Term Care Capital Development Division
- Janet Hope, Assistant Deputy Minister, Long-Term Care Policy Division
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- Abby Dwosh, Director, Programs and Funding Branch
- Brad Robinson, A/Director, Long-Term Care Inspections Branch
- Jeffrey Graham, A/Director, Fiscal Oversight & Performance Branch