

**Ministry of Long-Term Care**

Assistant Deputy Minister  
Long-Term Care Operations Division

11<sup>th</sup> 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 par intérim  
Opérations relatives aux soins de longue durée

1075, rue Bay, 11<sup>e</sup> étage  
Toronto ON M5S 2B1  
Tél.: 416 327-7461  
Télééc.: 416 327-7603



March 26, 2021

**MEMORANDUM TO:** Long-Term Care Home Licensees

**FROM:** Sheila Bristo  
Assistant Deputy Minister, Long-Term Care Operations Division  
Ministry of Long-Term Care

**SUBJECT:** **Continued suspension of Long-Term Care Home Occupancy Targets until August 31, 2021**

---

As always, I would like to thank you for your ongoing commitment and dedication to the fight against the COVID-19 pandemic.

We know you are actively working with placement co-ordinators to develop an admissions plan that outlines each home's approach to safely readmit returning residents and admit new residents. These plans are critical to achieving our collective objective to safely increase occupancy while meeting the requirements related to beds in ward rooms and beds for isolation under the COVID-19 Directive #3 for Long-Term Care Homes under the *Long-Term Care Homes Act, 2007* issued by the Chief Medical Officer of Health.

We know that bringing more residents into homes safely and successfully is reliant on a measured approach. To support a successful transition to a "new normal", the Ministry is extending the suspension of occupancy targets under the *COVID-19 Emergency Measures Funding Policy* (COVID-19 Funding Policy) up to and including August 31, 2021.

Following this period, effective September 1, 2021, occupancy targets of 97% for long-stay beds and 90% for interim short-stay beds will be reinstated. These targets are set out in section 7 of the *Long-Term Care Homes Level-of-Care Per Diem, Occupancy and Acuity-Adjustment Funding Policy* (section 7.2.1). As reported in the Weekly LTCH Occupancy Data and Summary Report through the Health Data Collection Service [website](#) managed by AskHealthData from the Health Data Branch of the Ministry of Health, the occupancy target for each long-term care home will exclude unavailable beds (e.g., beds in rooms with two or more residents, beds kept vacant for isolation or cohorting). We will release an updated funding policy in the coming months to reflect this information.

In the interim, we are requesting that you work with placement co-ordinators to implement your admissions plan to safely increase (re)admissions to the greatest degree possible and develop strategies for meeting the occupancy target effective September 1, 2021. To support your work with your teams, we have appended a set of FAQs.

As we enter this new phase of the pandemic, we remain committed to working together with our partners to meet the needs of current and future residents through safe, high quality care. Please do not hesitate to reach out to Anita Hooper at [anita.hooper@ontario.ca](mailto:anita.hooper@ontario.ca) should you have any additional questions.



Sheila Bristo  
Assistant Deputy Minister  
Ministry of Long-Term Care

- c: Erin Hannah, AsDM, LTC Pandemic Response, MLTC  
Brian Pollard, ADM, Long-Term Care Capital Development Division, MLTC  
Janet Hope, ADM, Long-Term Care Policy Division, MLTC  
Jim Yuill, Director, Corporate Services Division, Ministry of Health  
Matthew Anderson, President and Chief Executive Officer, Ontario Health  
Catherine Brown, Interim Executive Lead, Health System Performance and Support Division, Ontario Health  
Donna Cripps, Transitional Regional Lead (Central), Ontario Health  
Cynthia Martineau, Transitional Regional Lead (East), Ontario Health  
Brian Kytort, Transitional Regional Lead (North), Ontario Health  
Tess Romain, Transitional Regional Lead (Toronto), Ontario Health  
Mark Walton, Transitional Regional Lead (West), Ontario Health  
Lisa Levin, Chief Executive Officer, AdvantAge Ontario  
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association  
Monika Turner, Director of Policy, Association of Municipalities of Ontario  
Michael Jacek, Senior Advisor, Association of Municipalities of Ontario

## Appendix A: Frequently Asked Questions

**Q1. When will the occupancy target be reinstated?**

Occupancy targets, as outlined in section 7 of the *Long-Term Care Homes Level-of-Care Per Diem, Occupancy and Acuity-Adjustment Funding Policy*, will be reinstated effective September 1, 2021.

**Q2. Which beds will the occupancy targets apply to?**

Effective September 1, 2021, occupancy targets of 97% for long-stay beds and 90% for interim short-stay beds will be reinstated. The occupancy target will exclude unavailable beds (e.g., beds in rooms with two or more residents, beds kept vacant for isolation or cohorting) as reported in the Weekly LTCH Occupancy Data and Summary Report through the Health Data Collection Service [website](#) managed by AskHealthData from the Health Data Branch of the Ministry of Health.

Example: LTC Home A

LTC Home A March 2021 Licensed Long-Stay Beds: 120 Unavailable Beds: 12 Beds Occupied: 57 Vacant Beds Available for New Admission: 51	Occupancy Rate of LTCH Home (excluding unavailable beds)		
	Reported March 2021	Estimated* by July 1, 2021 (12 weeks)	Estimated* by August 1, 2021 (16 weeks)
	53% (57 beds occupied divided by 108 beds)	86% (+36 beds occupied from March 10)	97% (+48 beds occupied from March 10)
	*Assumes an admission rate of 3 residents per week beginning April.		

**Q3. Will respite and convalescent care beds converted to long-stay beds be counted in the occupancy target calculation?**

No, respite and convalescent care beds converted to long-stay beds under the *COVID-19 Emergency Measures Policy* will not be counted in the occupancy target calculation for long-stay beds. Short-stay beds deemed converted to long-stay beds will continue to be paid as per the rate set out for the respective bed types in the *Long-Term Care Homes Level-of-Care Per Diem, Occupancy and Acuity Adjustment Funding Policy* and the *LTCH Level-of-Care Per Diem Funding Summary*.

**Q4. Will long-term care homes be required to report through the Weekly LTCH Occupancy Data and Summary Report?**

Long-term care homes will be required to report on occupancy. The Ministry will provide additional information on the reporting requirements in the coming months.

**Q5. Under what circumstances will the Ministry request to see a home's admissions plan?**

Long-term care homes do not need to submit their admissions plan to the Ministry. The Ministry may request to review a home's admissions plan if the home reports low occupancy rates in the Weekly LTCH Occupancy Data and Summary Report. In such a circumstance, the Ministry would then work with these homes to support their efforts to increase occupancy (e.g., assessing availability of supports and resources that can be leveraged, reviewing the admissions plan for opportunities to safely increase the identified occupancy rate).