

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



eApprove: 179-2021-139

May 26, 2021

Dear Long-Term Care Licensees:

Re: Personal Support Workers Temporary Wage Enhancement Final Report

Thank you for your ongoing efforts to ensure that 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 the COVID-19 pandemic.

Reporting Requirements:

As noted in the Long-Term Care PSW Temporary Wage Enhancement Funding Policy, LTC 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 will cover periods from October 2020 up to and including March 31, 2021, and shall be submitted by June 11, 2021.

An additional report covering the extension period from April 1, 2021 to June 30, 2021 will be required, with details to follow.

LTC licensees are required to submit the reporting template entitled, **Personal Support Worker Report - Final** available on the HSIMI portal at <https://HSIMI.ca/LTCHome> by June 11, 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 licensees based on the PSW Temporary Wage Enhancement Final Report. Any adjustment made will occur after the submission and review of the Final Report.

...2/

2. All funding provided to LTC 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. LTC 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 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 from October 1, 2020 to March 31, 2021, 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 Final Reports provided to the ministry.


Tips on Completing the Template

- LTC licensees can edit, save and print the Final Report on the website as often as necessary prior to submission.
- Do not click on "Submit" until certain that the report is complete. After "Submit" has been selected, the report cannot be edited.
- LTC licensees are not required to mail a hard copy of the Final 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 Final 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 LTC sector in Ontario.

Sincerely,



Sheila Bristo
Assistant Deputy Minister
Long-Term Care Operations Division

c:

Ms. Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association
Ms. Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Mr. Bill Hatanaka, Board Chair, Ontario Health
Mr. Matthew Anderson, President and CEO, Ontario Health
Mr. Elham Roushani, Chief Financial Officer (CFO), Ontario Health
Ms. Stephanie Lockert, Interim Strategy Lead, Ontario Health
Mr. Mark Walton, Interim CEO for Home and Community Care Support Services - Erie St. Clair, South West, Waterloo Wellington, Hamilton Niagara Haldimand Brant, Ontario Health
Ms. Tess Romain, CEO, Home & Community Care Support Services - Toronto Central, Ontario Health
Ms. Cynthia Martineau, Interim CEO, Home and Community Care Support Services - Central East, Champlain and South East, Ontario Health
Ms. Donna Cripps, Interim CEO, Home and Community Care Support Services – Central, Central West, Mississauga Halton and North Simcoe Muskoka, Ontario Health
Mr. Brian Kytort, Interim CEO, Home and Community Care Support Services – North East and North West, Ontario Health
Ms. Monika Turner, Director of Policy, Association of Municipalities of Ontario
Mr. Richard Steele, Deputy Minister, Ministry of Long-Term Care
Ms. Janet Hope, Assistant Deputy Minister, Long-Term Care Policy Division
Ms. Ady Ibaraguchi, Director, Strategic Initiatives Branch
Ms. Abby Dwosh, Director, Funding and Programs Branch
Mr. Jim Yuill, Director, Financial Management Branch
Mr. Jeffery Graham, Director, Fiscal Oversight & Performance Branch