

**Ministry of Long-Term Care**  
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January 12, 2021

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

**FROM:** Richard Steele  
Deputy Minister  
Ministry of Long-Term Care

**SUBJECT:** Long-Term Care Vaccination Data Updates

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Dear Partners:

Ontario's vaccination program continues to make great progress and the number of residents, staff, and essential caregivers vaccinated goes up every day which is extremely encouraging. The long-term care sector continues to be the government's top priority for vaccine distribution. This is evident in the province's ethical framework for guiding the prioritization of vaccine administration and the Premier's commitment that all residents, staff, and caregivers who want a vaccination will receive one as quickly as possible, starting with LTC Homes in the Windsor-Essex, Peel, York, and Toronto Public Health Units.

I know that you've been actively working with hospital and public health unit partners to ensure that your residents, staff members and essential caregivers are being vaccinated. I can't thank you enough for your hard work to support these vaccinations while you are also dealing with the impacts of COVID-19. Last week, we launched a new data collection activity to understand exactly how many residents, staff, essential caregivers, and other LTC staff have been vaccinated. Many of you responded to this urgent request and submitted information and I thank you for this.

As we continue with the vaccination rollout in LTC Homes, of critical importance will be monitoring the administration of the vaccinations. The Ministry's Health Data Collection Service Form: **V1 – COVID-19 Vaccination Data Collection LTCHs**, is to be used by LTC homes to submit LTC vaccination data three times a week (**Mondays, Wednesdays and Fridays**) by **5pm EST on each of these days**. I cannot emphasize enough the importance of receiving this information which is critical to support rapid allocation and distribution decisions and to actively identifying homes that require additional support.

I would also like to thank you for providing the weekly testing data. This information remains a priority and continues to be required under the updated Minister's Directive.

I want to remind you that any staffing costs incurred to support data entry / reporting on vaccine administration and testing will be considered an eligible expense under the Prevention and Containment funding.

We will be following up on the vaccination data starting tomorrow morning with any LTC Homes in the 4 priority Public Health Units that have not responded to yesterday's data submission deadline.

Your support is essential to ensure this data is collected and reported to the Ministry in a timely and effective manner. The Ministry is very appreciative of the important role and efforts that are required in our fight against COVID-19.

I want to thank you again for your continued commitment and partnership in keeping our most vulnerable Ontarians safe during the COVID-19 pandemic.

Sincerely,

*original signed by*

Richard Steele  
Deputy Minister

c: Donna Duncan, CEO, Ontario Long-Term Care Home Association  
Lisa Levin, CEO, AdvantAge Ontario  
Dr. David Williams, Chief Medical Officer of Health  
Dr. Barbara Yaffe, Associate Chief Medical Officer of Health  
Erin Hannah, Associate Deputy Minister, Ministry of Long-Term Care  
Sheila Bristo, Assistant Deputy Minister, Ministry of Long-Term Care  
Michael Hillmer, Assistant Deputy Minister, Ministry of Health  
Monika Turner, Association of Municipalities of Ontario  
Michael Jacek, Association of Municipalities of Ontario  
Colleen Geiger, President and CEO (Acting), Public Health Ontario