

1. What process do LTC homes need to follow in implementing the MST program?

- While the specific process followed by LTC homes may differ, here are the general steps that homes will need to follow:

	Actions
<p>Step 1: Conduct a needs assessment</p>	<ol style="list-style-type: none"> 1. Complete an evaluation of your medication management system using the Medication Safety Self-Assessment for Long-Term Care (MSSA-LTC) tool developed by the Institute for Safe Medication Management Practices Canada (ISMP Canada). See the ISMP Canada website: https://mssa.ismp-canada.org/ltc <ul style="list-style-type: none"> ○ This tool is available to LTC homes free of charge for the purposes of the MST program. ○ This evaluation will also support homes in satisfying requirements under section 116 of Regulation 79/10 under the Long-Term Care Homes Act, 2007 which stipulates that an annual evaluation of the home’s medication management system must be undertaken using an assessment instrument designed specifically for this purpose. 2. Consult with your internal and external partners, including the contracted pharmacy service provider, to engage in a planning process that: <ul style="list-style-type: none"> ○ Identifies the areas for improvement in the medication management system; ○ Establishes medication safety priorities; ○ Gives careful consideration to the selection of technologies that will help to address medication safety priorities and lay the foundation for future MST adoption and the establishment of a closed-loop medication system; ○ Identifies existing technology infrastructure capacities and how further technology can be integrated into the infrastructure; ○ Identifies future MST needs and considers how the implementation of new technologies should be phased.

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	<ul style="list-style-type: none"> ○ Includes planning considerations for the implementation of the MST(s), including change management activities. ○ Involves close collaboration with the PSP for the home to ensure that the licensee meets all the requirements of the LTCHA and Regulation and any terms of the contract between the licensee and the PSP ○ Considers the implementation guidance provided in the program implementation materials (i.e. the Implementation Guidance Question and Answer Document). <p>3. Document this planning process in a technology plan.</p> <ul style="list-style-type: none"> ○ Note that there is no prescribed format for this plan. LTC homes can use any format that meets their needs.
<p>Step 2: identify the MST(s) selected for implementation</p>	<ol style="list-style-type: none"> 1. Based on your planning process, determine the MST(s) that will be implemented in your home. 2. If the MST(s) is one of the five technologies identified in section 5.2 of the Long-Term Care (LTC) Medication Safety Technology (MST) Program Funding Policy (funding policy), your home may proceed with implementation. There is no need to submit a request to the ministry. 3. If, following the planning process, your home determines that it is not possible to implement one of the five technologies identified in section 4.2 of the funding policy, then you may submit a request to the ministry for approval to use MST funding to implement technologies that are not listed in the funding policy but that meet the criteria set out in section 4.1 of the funding policy. <ul style="list-style-type: none"> ○ Once you submit your request, the ministry will provide a form that must be completed in order to provide details of the request that can be evaluated against program criteria. ○ The ministry will evaluate the request and provide a response to confirm whether MST funding may be used for the purposes of the request and, if so, your home may proceed with implementation.
<p>Step 3: Proceed with implementation</p>	<ul style="list-style-type: none"> ● Proceed with implementing the selected MST(s).

Step 4: Report to the ministry on Progress	<ul style="list-style-type: none">• LTC homes will use an online portal to report to the ministry on the progress of implementation with respect to the MST program. This will include elements such as:<ul style="list-style-type: none">○ Whether the home has completed the MSSA-LTC and technology plan.○ Which of the technologies listed in the funding policy were already in place or being accessed by the LTC home as of April 1, 2021.○ Which MSTs the home has selected for implementation.○ The name of the vendor from which the technology is procured.○ The status of implementation (e.g. planning, implementing, completed).○ Projected year one costs for the technology.○ Projected year one costs associated with implementation.• This information must be reported to the ministry by September 30, 2020.• The ministry will provide access to the report on the HSI MI portal by August 2, 2021 and the report will open for submission by August 30, 2021 [dates TBD]
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2. Do I need to apply for the MST program?

- LTC homes are automatically eligible for the MST program. There is no need to apply for the program. Once LTC homes have completed their planning process (which involves the completion of the MSSA-LTC tool), homes can proceed with implementing one or more of the five types of technologies set out in section 4.2 of the MST funding policy.

3. Do I need to submit a request to the ministry in order to proceed with implementing the medication safety technology that has been selected for my home?

- If the MST(s) is one of the five technologies identified in section 5.2 of the Long-Term Care (LTC) Medication Safety Technology (MST) Program Funding Policy

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(funding policy), your home may proceed with implementation. There is no need to submit a request to the ministry.

- If, following the planning process, your home determines that it is not possible to implement one of the five technologies identified in section 4.2 of the funding policy, you may submit a request to the ministry for approval to use MST funding to implement technologies that are not listed in the funding policy but that meet the criteria set out in section 4.1 of the funding policy.
- To submit this request, please fill in the form “Request for Approval of MST Technology: Medication Safety Technology (MST) program” that has been communicated to the sector via LTChomes.net and email it to the ministry at MLTC.correspondence@ontario.ca.
- The ministry will evaluate the request and provide a response to confirm whether MST funding may be used for the purposes of the request and, if so, your home may proceed with implementation.