

## Long Term Care Counselling Checklist

**Patient Name:** \_\_\_\_\_ (Last Name, First Name) **Health Card No.** \_\_\_\_\_ **Version Code** \_\_\_\_\_

Your signature or a signature from your Power of attorney (POA) or Substitute decision maker (SDM) acknowledges that the Home and Community Care Support Services Care Coordinator provided counselling for placement in a Long-Term Care home. All statements below indicated by a check mark, apply to your situation. Please keep this document as a reference.

### Planning for Long-Term Care (LTC) Guide

I received the Planning for Long-Term Care (LTC) Guide. It is also available on the Home and Community Care Support Services Champlain website at <http://healthcareathome.ca/champlain/en/Getting-Care/Patient-and-Caregiver-Resources/Publications>.

### Health Assessment Form (mandatory requirement)

I am aware of my responsibilities to:

- Obtain a completed Health Assessment from the family doctor or nurse practitioner.
- Mail or fax the completed Health Assessment Form to Home and Community Care Support Services.

If I live in a retirement home, my Care Coordinator may assist in obtaining a completed Health Assessment Form from the retirement home staff.

If I am hospitalized, the hospital staff completes my Health Assessments form.

### Smoking Policy

If I smoke:

- LTC Homes are not required to assist me with smoking.
- I must get myself independently 9 meters away from or off the property of the LTC home to smoke.
- My visitors are responsible to assist or supervise me if I need support.
- I can inquire with my doctor or nurse practitioner about nicotine replacement therapy. Nicotine replacement therapy is not financially covered by the LTC home.
- I will verify with each of the LTC homes directly about their policy related to smoking.

### Substitute Decision Maker (SDM)/Contact Option

As a capable patient, I may complete the "Contact Information" on the Application for Determination of Eligibility form, should I wish to add a family member or other as a contact.

If I'm found incapable to make LTC decisions,

- My POA for personal care is required to provide to my Care Coordinator a copy of the POA for Personal Care document, if it exists.
- If no POA for Personal Care document exists, a SDM will be determined according to the Substitute Decision Maker Hierarchy.
- I understand that Home and Community Care Support Services requires the address(es) of the SDM(s) or POA(s) for Personal Care.

### Long-Term Care Home Information and any Special Needs

I received the following information:

- Location
- Accommodation types
- Any special needs (i.e. Secure unit, cultural designation)
- Bed types (i.e. dialysis, veterans' priority access beds, specialized veteran beds, etc.,)
- Details on LTC homes (checklist, inspections reports, wait times, etc.) is available online at <https://www.ontario.ca/page/long-term-care-ontario>.
- The LTC home profiles are available online at <http://www.champlainhealthline.ca>.

## Long Term Care Counselling Checklist

**Patient Name:** \_\_\_\_\_ (Last Name, First Name) **Health Card No.** \_\_\_\_\_ **Version Code** \_\_\_\_\_

### Wait Times/Waitlist

- I am aware that wait times differ based on gender, types of rooms/accommodations or secure versus non-secure units.
- Information on LTC Waitlists is available online on the Home and Community Care Support Services Champlain website: <http://healthcareathome.ca/champlain/en/Getting-Care/Getting-Long-Term-Care/Wait-List>.

### Touring Long-Term Care Homes

- I was advised to:
- Tour LTC home(s).
  - View pictures of the LTC homes from the link to their website on <http://www.champlainhealthline.ca>.
  - Review the comparison chart available in the Planning for Long-Term Care Guide.

### Number of Long-Term Care Choices Allowed

- I am aware that I may:
- Choose up to 5 LTC home choices.
  - Add or remove choices at a later time. If I am adding LTC home choices (up to 5), within 6 weeks of signing my initial Long Term Care Home Choice List, these additional choices are backdated to the initial waitlist date. Any additions after 6 weeks are not backdated and will have a waitlist date of that additional choice signature date.

### “Interim” Placement

- I received the following information on Interim placement:
- Once admitted to a LTC home, I can choose to remain on the waitlist for my other choices; this will be considered an interim placement.
  - The LTC home that I selected as my first choice will remain waitlisted at a higher priority; and all other choices will be waitlisted at a lower priority.
  - I can modify the ranking of my choices at any time.

### Cost, Subsidies and Financial Package

- I received information about the rates for LTC (indicated on the Long-Term Care Choice List Form).
- I am aware that the Accommodation rates are subject to yearly increases.
- I am aware that subsidies or rate reductions are available for basic accommodation only, and that:
- When applying for subsidy, I need to bring my income tax “Notice of Assessment” at the time of admission into the LTC home.
  - I can request a copy of the Rate Reduction Application Package from the Care Coordinator or online at <http://www.health.gov.on.ca/en/public/programs/ltc/forms.aspx>.
- I am aware that changes in accommodation after admission are managed by the LTC home.
- LTC homes may require that you remain in the semi-private/private accommodation for a period of time before an internal transfer can be arranged.

### Required Forms for a Complete Application

- My application for LTC is considered complete only once **all** the following documents are received by the Home and Community Care Support Services:
- Health Assessment,
  - Long-Term Care Choice List,
  - Consent-Application for Determination of Eligibility for Long-Term Care Home Admission.
- To determine my eligibility for LTC placement, I must give my Care Coordinator the completed Health Assessment Form and the Consent-Application for Determination of Eligibility for Long Term Care Home Admission, within **28 days**. If the documents are not received, within 28 days, my placement file will be closed.

## Long Term Care Counselling Checklist

**Patient Name:** \_\_\_\_\_  
(Last Name, First Name) Health Card No. \_\_\_\_\_ Version Code \_\_\_\_\_

- I must give my Care Coordinator the completed Long-Term Care Choice List within **56 days** (8 weeks) of giving the Consent for Application for Determination of Eligibility for Long Term Care Home Admission. If not received, my placement file will be closed.
- I am to return my completed forms by \_\_\_\_\_ (date) to Home and Community Care Support Services Champlain 100-4200 Labelle St., Ottawa, ON, K1J 1J8 or fax 613-\_\_\_\_\_.
- If my placement file is closed because the necessary documents were not received in time, I can reapply when I am ready.
- I am aware that the Health Assessment is valid for only 3 months.

### Bed Offer Process

- When I receive a telephone call with a bed offer by the Home and Community Care Support Services Care Coordinator:
  - I have up to 24 hours to accept or refuse the offer.
  - I may receive a bed offer at any time, for any of the homes that I chose as part of my application and for which I am waitlisted.
  - If my SDM/POA plans an absence (e.g. a holiday) they must inform my Care Coordinator and designate their replacement contact in the event of a bed offer.

### Bed Holding Policy

- Once I accept a bed, I am aware that:
  - I must move into the home within 5 days of the bed being available.
  - Bed holding charges may apply from the date the bed is available.
  - Admissions are not usually possible on the weekend, depending on the LTC home.
  - I am responsible for arranging transportation to get to the LTC home.

### Refusal Policy

- If I refuse a bed offer, I am aware that:
  - My LTC application is closed and my name is removed from **all** LTC homes waitlist.
  - I may re-apply after a period of 12 weeks, unless my condition or situation changed.

### Change in Condition

- I know to contact my Care Coordinator if my condition or situation change.

### Spouses/Partners

- I am aware that my spouse/partner can request an application to the same LTC home as me even if they are not eligible on their own.
- Once I am admitted into the LTC home, my spouse/partner will need to contact their Care Coordinator for a reassessment of their own LTC application to eventually join me at the LTC home.

\*This includes Veteran admissions to the Perley Rideau Veterans Long-Term Care home.

\* A spouse/partner is defined, as per the Ministry of Long-Term Care as two persons who have lived together for at least one year and who have a close personal relationship that is of primary importance in both persons' lives (O. Reg. 79/10, s. 15).

## Long Term Care Counselling Checklist

**Patient Name:** \_\_\_\_\_  
(Last Name, First Name) Health Card No. Version Code

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Capable Patient/SDM/POA Signature Date

\_\_\_\_\_  
Capable Patient/SDM/POA Name

\_\_\_\_\_  
Address of SDM/POA

\_\_\_\_\_  
Care Coordinator Signature and extension Date