1.1 Introduction

The Local Health System Integration Act, 2006 enables Local Health Integration Networks (LHINs) to facilitate the planning, integration and funding of local health care services through managing capacity to meet local demand and priorities.

All long-term care (LTC) home beds must be licensed and approved by the Ministry, including those funded by LHINs using Aging at Home or Urgent Priority Funding, or other funding other than funding specifically designated for LTC home beds.

2.1 Purpose

This policy outlines the rate at which new interim beds are filled, and includes the following components:

a) The timeline and process for the fill rate period beginning with the Pre-Occupancy Review;

b) The orientation period (including funding policy) for licensees introducing new interim beds;

c) Admission of new residents to the home;

d) The expected timeframe for full occupancy. Timeframe refers to the time period between the first day of occupancy and the point at which full occupancy for interim beds (i.e. 90% target occupancy) is achieved. For additional information on the calculation of occupancy levels, please see LTCH Occupancy Targets Policy; and

e) Process for requesting an extension to the fill rate admissions period.

3.1 Application

This policy applies to new interim beds in the interim bed short-stay program licensed or approved after July 1, 2010 and to which section 196 of O. Reg. 79/10 applies under the Long-Term Care Homes Act, 2007.


The latest version of the Long-Term Care Homes Protocol, to be available in summer 2010, provides more detailed descriptions of categories of interim beds. Please refer to the LTCH Occupancy Targets Policy for information on the orientation period for convalescent care beds.

4.1 Fill Rate Period Phases

The fill rate period is the number of days at which a licensee will be funded at full occupancy. This is to allow for full staffing during the fill rate period.
4.1.1 Phase 1 – Pre-Occupancy Review

The licensee must successfully pass the home Pre-Occupancy Review to initiate the fill rate period.

4.1.2 Phase 2 – Orientation Period

It is the licensee's responsibility to ensure that all staff are appropriately prepared to provide care, programs, and services for residents. In recognition of the costs associated with the training required to meet this responsibility, a Level of Care funded orientation period for new LTC interim beds operating at a site which is not attached to an existing long-term care home (new site) has been established. Funding for this orientation period will be provided by the LHIN.

For clarity, the purpose of the orientation period is to promote best practices in staffing and start-up orientation in a fully functional home. By assisting with the orientation costs the LHIN is supporting preparation of all staff to ensure resident health and safety during the admission period.

No resident shall be admitted during the orientation period.

4.1.2 (a) Length of Orientation Period

To assist in the training and orientation of staff new interim bed licensees will receive funding for 5 days for eligible orientation costs for new sites.

4.1.2 (b) Timing of Orientation Period

The orientation period will begin after the successful Pre-Occupancy Review and provision of Ministry occupancy approval, and 5 days prior to the admission date of the first resident.

4.1.2(c) Orientation Funding

Funding will be determined in accordance with the LTCH Level of Care Per Diem Funding Policy.

Orientation costs are eligible for funding under the Level of Care funding program if they meet the requirements detailed in the Guidelines for Eligible Expenditures for Long-Term Care Homes. As outlined in the Guidelines, education costs can be allocated to the Nursing and Personal Care (NPC), Program and Support Services (PSS), and Other Accommodation envelopes. Education and training can only be charged to the direct care envelopes (NPC and PSS) if the training or education enhances the staff’s ability to fulfill their primary job function.

Funding of 5 days for orientation will be calculated following the admission date of the first resident. For more information, please see the LTCH Cash Flow Policy, and the LTC Occupancy Targets Policy.

Below is a list of examples of items that may be eligible expenditures during an orientation period:

Included costs:

• Reasonable attendance costs;
• Staff salaries during orientation;
• Staff replacement costs;
• Materials for orientation; and
• Guest speakers/trainers.

Not included in orientation costs:

• Final clean-up of the site
• Site set-up.

4.1.3 Phase 3 – Admission of New Residents
Following the Pre-Occupancy Review and orientation period licensees should admit a minimum of 14 residents per week through what is called the fill rate admission period.

4.1.3 (a) Fill Rate Admission Period

The fill rate admission period begins the date the first resident is admitted to an interim bed. Licensees will be funded at full occupancy for the period of time specified in the fill rate admission period.

If the new bed capacity is 106 or less, the total days funded at full occupancy is based on approved interim bed capacity and fill rate of 2 residents/day (14 residents/week). For example, with 30 bed capacity the fill period would be 15 days, and the total days funded at full occupancy would be 20, including 5 days of orientation for licensees at new sites.

If the licensee’s bed capacity exceeds 106 beds, licensees must contact the Service Area office of the Ministry’s Performance Improvement and Compliance Branch to confirm the fill rate admission period and the orientation period.

5.1 Extensions to the Funded Fill Rate Admission Period

It is expected that the majority of licensees will be able to meet the fill period targets. In exceptional circumstances licensees may apply to the LHIN for an extension to the number of days the LHIN will fund the site at full occupancy.

5.1.2 Application Process

The licensee can only apply for a fill rate extension retroactively, and the application must be received within 90 days of achieving 90% occupancy. Applications submitted outside of these parameters will not be considered.

Licensees applying for an extension must submit an application to their LHIN detailing the request. The application must include the following information:

- The total number of beds opened;
- The date the licensee passed the Pre-Occupancy Review;
- The dates of: the beginning of the fill period (i.e., the first resident date), the original date of the end of the fill period and the actual date the site reached 90%;
- The reason(s) for the request;
- The number of days requested for the fill rate extension. This must be specifically tied to the reason(s) for the request (e.g., how many days are requested as a result of each problem identified?);
- The number of potential residents refused by the home and reasons for refusals;
- Specifics and timing with respect to actions undertaken to overcome the problem;
- The number of potential residents on the project waiting list at the end of the fill period and whether they were seeking basic or preferred accommodation; and
- Detailed actual admission schedule.

Additional information and/or substantiation may be requested at the discretion of the LHIN. No extensions will be considered for the following circumstances:

- Preferred accommodation held vacant at the expense of fulfilling a basic accommodation request. For clarity, a resident requesting basic accommodation cannot be denied a bed in a home that has vacant beds, even if those beds are preferred accommodation;
- Medical or other staff not available
- Home deficiencies not corrected; or
- Applicant resident refusals, no-shows, or resident turn-over.
5.1.3 Approval Process

The LHIN will evaluate the licensee’s eligibility for an extension to the fill rate period based on the information contained within the application.

If the LHIN approves the extension, a copy of the approval letter and a note detailing the rationale for the extension must be submitted to the Service Area Office of the Ministry’s Performance Improvement and Compliance Branch and the Financial Management Branch.