POLICY & PROCEDURE NUMBER: ***2.9***
DEPARTMENT: *Administration* **SUBJECT:** *Admission and Discharge*

APPROVAL DATE: March 2015 **REVIEW DATE**: March 2016
REVISION DATE: March 2017; Oct. 2019

PURPOSE:

To ensure the criteria for admission and discharge is being followed as per the Long-Term Care Home (LTCH) Act, 2007 and related regulations.
To ensure the resident is provided with the appropriate information and level of care upon admission to the home.

PROCEDURE:

1. Upon receipt of an application (placement papers) from the Local Health Integration Network (LHIN), the Manager of Resident Care (MRC) and/or Resident Care Coordinator (RCC)/designate, will review the application and respond through the Health Partner Gateway within5 business days to CCAC regarding approval or denial for admission the homes wait list. If the licensee is withholding approval for the applicant's admission, the MRC will give the required written notice to the applicant, LHIN and the Ministry of Health and Long-Term Care (MOHLTC) as outlined in the LTCH Act/Regulations.

2. The LHIN placement coordinator will ensure that the application meets the eligibility requirements as per the LTCH Act/Regulations. The placement coordinator will ensure that an update is provided to the home if there is a significant change in the applicant's condition or circumstances prior to a bed offer.

3. When a bed offer has been made, and accepted, the applicant will move into the home before noon of the fifth day following the day on which he/she is informed of the availability of accommodation in the home, unless the applicant and the home agree to the applicant moving in at a later time on the fifth day. The applicant will pay the accommodation charge that is required for each of the five days whether or not the applicant moves in the home.

4. Where a person who is a resident of the home seeks to transfer to another long-term care home, the MRC/RCC/designate shall assist the placement coordinator by providing information about the care that is being given to the person. When the resident is transferred to another long-term care home, the MRC/RCC/designate will ensure that the appropriate documentation accompanies the resident. The home shall provide the resident/Substitute Decision Maker (SDM) with contact information for transportation services if required.

5. Whereby a resident requests/requires an internal transfer from one room/home area to another room/home area, the resident will be placed on an internal wait list. The MRC/RCC/designate will inform the resident/SDM when the room/home area is available for internal transfer.

6. The MRC/RCC/designate will contact the resident and/or SDM to discuss any proposed required internal transfer and outline the rationale for the potential transfer (i.e. exit seeking behaviour which may require a transfer to the secure area for resident safety).

7. Upon admission to the home, the administrative staff will meet with the resident and/or SDM to complete the required admission agreements/paperwork and to provide required information as outlined in the LTCH Act/Regulations. The administrative staff will also complete the admission checklist and place it in the resident specific business office file.

8. Before discharging a resident, the licensee shall:

    - Ensure that alternatives to discharge have been considered and, where appropriate, tried
    - In collaboration with the appropriate placement coordinator and other health service organizations, make alternative arrangements for the accommodation, care and secure environment required by the resident
    - Ensure the resident and the SDM, if any, and any person either of them may direct is kept informed and given an opportunity to participate in the discharge planning and that his/her wishes are taken into consideration
    - Provide a written notice to the resident, the resident's SDM, if any, and any person either of them may direct, setting out a detailed explanation of the supporting facts, as they relate both to the home and to the resident's condition and requirements for care, that justify the decision to discharge the resident.

9. The licensee may discharge a resident if:

    - The resident decides to leave the home and signs a request to be discharged
    - The resident leaves the home and informs the Administrator that he/she will not be returning to the home

- The resident is absent from the home for a period >7 days and the resident has not informed the Administrator of his/her whereabouts, and the Administrator has been unable to locate the resident
- In the case of a long-stay resident, the total length of the resident's casual absences during the period between midnight on a Saturday and midnight on the following Saturday exceeds 48 hours and the resident does not have any remaining vacation absence days available in the calendar year
- In the care of a short- stay resident, the total length of the resident's causal absences during the period between midnight on Saturday and midnight on the following Saturday exceeds 48 hours.

10. The licensee shall discharge a short-stay resident from the home at the end of the period for which the resident was admitted to the home unless an extension has been authorized as per the LTCH Act/Regulations.

11. The licensee shall discharge a long-stay resident if:

- The resident is on a medical absence that exceeds 30 days
- The resident is on a psychiatric absence that exceeds 60 days
- The total length of the resident's vacation absences during the calendar year exceeds 21 days.
- The resident has died

12. The administrative clerks shall complete the discharge check list and place it in the resident specific business office file.