

TERRITORIAL ADMISSIONS COMMITTEE

SUBJECT: LONG TERM CARE APPLICATION FOR ADMISSION POLICY

Approved Date: March 27, 2009

Revised Date: N/A

Approved by:

Dana Heide, Assistant Deputy Minister, Operation Support Branch

1. POLICY STATEMENT:

The Department of Health and Social Services is committed to streamlining the admissions process for clients requiring placement in Long Term Care facilities funded by the Government of the Northwest Territories. The Minister has established a Territorial Admissions Committee to administer this Policy. To be eligible for admission to a long term care facility under the mandate of the Department of Health and Social Services, an individual must complete an application and meet eligibility criterion administered by the Territorial Admissions Committee for long term care.

2. DESCRIPTION – LONG TERM CARE FACILITIES

- 2.1. A long term care or a special care home is a facility that provides institutional care to meet the needs of individuals usually having heavy care needs that cannot appropriately be met through home/community based services.
- 2.2. The Government of the Northwest Territories provides funding for long term care facilities in the Northwest Territories (NWT) through health and social services authorities.

3. GENERAL ELIGIBILITY

3.1 An application for long term care facility admission may be made by a person who:

- a) Is a resident of the NWT;
- b) Meets the eligibility requirements for the NWT's Health Insurance Plan (i.e. the person has a valid NWT Health Care Card with an effective date preceding the date of the Application);
- c) Is 60 years of age or older;

- d) Agrees to pay the Long Term Care per diem rate as outlined in the *Hospital Insurance Regulations* under the *Hospital Insurance and Health and Social Services Administration Act*;
 - e) Has trusteeship, guardianship arrangements in place, and/or contact person, where appropriate.
 - f) Does not demonstrate behaviours that are violent or abusive to self or others;
 - g) Is able to benefit from the therapeutic program in the facility;
 - h) Has no acute psychiatric disorders requiring specialized care; and
 - i) Does not require ongoing complex medical or nursing care.
- 3.2 If a person does not meet the age requirement in 3.1 (c), an application can be made to the Territorial Admission Committee for an exception to the age limit in the following circumstances: 1) if there is no available supports to the individual in their home or community; and 2) if the individual's mental or physical condition requires a level of care that is appropriate for admission to long term care. If **both** of these circumstances are valid, the individual, or their authorized representative, may apply for admission to a long term care facility.

4. CLIENT ASSESSMENT AND PLACEMENT

- 4.1 The assessment and prioritizing of individuals for placement in NWT long term care facilities is the responsibility of the Territorial Admissions Committee.
- 4.2 Applicants are admitted on a basis of assessed need which is determined through a common assessment and screening process established by the Territorial Admissions Committee.
- 4.3 Health and Social Services Authorities' staff will be available to assist individuals and their families in completing the Long Term Care Assessment and Application Package.
- 4.4 Every applicant must have a comprehensive medical history and functional assessment completed by a health care provider in accordance with the Continuing Care Assessment and Placement Package approved by the Territorial Admissions Committee; and
- 4.5 Applicants requiring Levels of Care three (3) to five (5), based on medical diagnosis, current assessment and supporting documentation, are eligible for admission to NWT long term care facilities.

Please note, not all NWT long term care facilities can admit individuals with care needs beyond Level 4.

5. APPLICATION PROCEDURE:

5.1 All applicants must complete the following forms:

5.1.1. NWT Facility Application for Admission to Long Term Care (Appendix B);

5.1.2. Consent for Admission and Payment (Appendix C);

5.1.3. Medical Assessment (Appendix D)

5.1.4. Continuing Care Assessment Package (CCAP) (Appendix E);

All of the above forms must be completed and sent to the Territorial Admissions Committee for review for an Applicant to be approved for admission to an NWT long term care facility. Results from Methicillin Resistant Staphylococcus and Vancomycin-resistant Enterococci (MRSA/VRE) and Tuberculosis (TB) screening may be pending.

5.2 If the applicant requires an Interpreter to explain the application process including fee payment and room use, then the Interpreter must complete the ***Interpreter Section*** portion of the ***Consent for Admission and Payment*** form (Appendix C).

5.3 The cost of room and board at NWT facilities is the responsibility of the resident or Power of Attorney (PA). These fees will be invoiced to the resident/PA on a monthly basis or by preauthorized Debit to the facility. An application will not be accepted until the ***Fee Payment Section*** of the ***Consent for Admission and Payment*** form is signed by the responsible party (Appendix C).

5.4 If an applicant does not have the means to pay for long term care, the applicant/family can apply to the local Income Assistance office for an exemption of fee payment. The applicant signs the ***Request for Fee Exemption*** (Appendix F) authorizing the Case Manager to initiate a fee exemption application. Then the Client Services Officer, Income Assistance completes a 'means assessment' to assess the applicant's eligibility for fee exemption.

5.5 The Chair of the Territorial Admissions Committee will notify the Case Manager of the Committee's decision regarding the application within three business days of the Committee's meeting. A letter will also be mailed to the applicant within three business days confirming the Committee's decision.

5.6 In the event that the applicant does not meet the admission criteria, then a letter will be mailed within three business days informing the Applicant and/or family that their application has been denied by the Territorial Admissions Committee, with information on the process to appeal the decision. If the applicant's condition or circumstances change a new application can be submitted to the committee for review.

6. WAIT LIST

- 6.1 The wait list is managed by the Territorial Admissions Committee. Only those applicants in need of long term care admission will be placed on a wait list.
- 6.1 Once an application has been approved, the name of the applicant will be added to the wait list for bed vacancy.
- 6.3 Once a bed becomes available for the applicant on the wait list, the applicant **has 5 business days** to secure the room by payment and up to **14 business days** to move into the assigned room. Failure to be admitted by the deadline can result in the next person on the wait list being given opportunity for said room and the first applicant will be resubmitted to the wait list; however, no additional priority will be given to the applicant. In the event that this occurs and the first applicant's condition changes, the applicant can submit an updated application, outlining change in status, to the Territorial Admissions Committee for review.

7. APPEALS

- 7.1 If the applicant or applicant's family disagree with a decision made by the Territorial Admissions Committee the applicant or applicant's family may appeal the decision in writing to the Deputy Minister, Health and Social Services within seven (7) days after receiving the Committee's decision.

8. DISCHARGE

- 8.1 If the resident is deemed competent, he or she may choose to move out of the facility at any time; however, written/verbal notice of **10 business days** is required by Finance to cancel payment. The Long Term Care Supervisor is to notify Finance in writing upon receipt of withdrawal by the resident/PA.
- 8.2 In the event that an applicant chooses to withdraw his or her application, the individual may reapply to the Territorial Admissions Committee in the future; however, no additional priority will be given to that applicant.

ATTACHMENTS:

Appendix A: NWT Continuing Care Levels of Service
Appendix B: NWT Application for Admission to Long Term Care
Appendix C: Consent for Admission and Payment
Appendix D: Medical Assessment
Appendix E: Continuing Care Assessment Package
Appendix F: Request for Fee Exemption

REFERENCES:

1. NWT Health and Social Services Authorities Long Term Care Admission Policies
2. Yellowknife Long Term Care Committee Terms of Reference
3. Yellowknife Associations of Concerned Citizen for Seniors, Aven Manor Admission Policy
4. Territorial Dementia Facility – Avens Cottage Admission Criteria
5. Nova Scotia Department of Health Continuing Care Branch, Service Eligibility Policy
6. Saskatchewan Health, Institutional Supportive Care Information System Manual