

# Step by Step Overview of the LTC Application for Admission Process

1. Applications begin at the Health and Social Services Authority level (same as before). Usually, with Home Care, inpatient services, or the Community Health Centre located in an applicant's community.
2. Applicants should receive face to face support from Health and Social Services Authority (HSSA) primary provider, who takes on the role of 'Case Manager'. The Case Manager helps the client/family complete the Application for Admission to Long Term Care, which includes medical and functional assessments (Continuing Care Assessment and Placement) approved by the TAC.
3. The HSSA Case Manager must ensure the application is accurate and complete before signing the cover sheet, and faxing the completed application to 1-867-920-3088, Attn: Chair of the Territorial Admissions Committee.
4. The Case Manager will continue to be the point of contact with the TAC for the applicant/family throughout the application process.
5. All LTC applications will be screened for completeness. Gaps in information could mean a delay in the application being reviewed by the Territorial Admission Committee at their monthly review meeting.
6. The Case Manager may represent the client during review of his/her application upon request to the Chair.
7. The Territorial Admissions Committee reviews all applications to NWT long term care facilities with standardized criteria and screening tool designed to aid consistency and equality.
8. Upon review of a client's application the TAC may request a pre-admission Geriatric assessment to support an appropriate placement decision.
9. The TAC will make every effort to place clients in a LTC facility as close to home community/region as possible. The TAC will identify consider all available community resources and LTC facilities in making its decision.
10. The Chair of the TAC will notify the Case Manager of the Committee's decision within three (3) business days of the review meeting (whether the application is approved or denied). A letter will also be sent to the applicant at the same time confirming the Committee's decision.
11. If the applicant does not meet the criteria for admission, the applicant will be informed of the process to appeal the decision.
12. If there is a significant change in an applicant's condition or circumstances, the Case Manager may resubmit the application by highlighting the changes since the previous application.