

QUEENSWAY-CARLETON HOSPITAL

SOCIAL WORK DISCHARGE
SERVICES

INFORMATION ON
LONG TERM CARE
PLACEMENT

January 2003

Introduction

Making the decision to apply for long term care placement can be a difficult and emotional process. It is not easy to know when the time has come to make this very significant change in one's life. You may wish to involve family members or other support persons in your decision making. While in hospital your Social Worker and other members of the health care team can also help.

This booklet outlines the process of applying for long term care from the Queensway-Carleton Hospital.

Referral

You may refer yourself or someone else may refer you for application to long term care. All applications go through the Community Care Access Centre (CCAC). In hospital, your Social Worker will assist you with the application process and will make sure that all forms are sent to the CCAC. Your Social Worker will be in contact with the CCAC as needed throughout the process.

Consent

If you are capable of making a decision about admission to a long term care facility, you must sign all necessary forms. A Substitute Decision Maker (SDM) will sign the forms for clients who are incapable of making such a decision.

A Substitute Decision Maker is a person who is authorized to make a decision on your behalf on matters that relate to your admission to a long term care facility. This could be a person who is your Power of Attorney for Personal Care or a relative who meets the criteria outlined in the relevant legislation (Health Care Consent Act, Substitute Decisions Act). To be a SDM, the person must be:

- 16 years of age or over
- available
- apparently capable of making a decision
- willing to make a decision.

A Power of Attorney for Personal Care is only valid when a person has been determined incapable.

Assessment

Medical, functional, financial and social assessments are required for a long term care application. Your Social Worker will arrange for the necessary assessment form to be completed.

Eligibility

Eligibility cannot be determined until the assessments are completed and the information is received at CCAC. The eligibility criteria for admission to a long term care facility are the same across Ontario.

Eligibility is determined by the CCAC as follows:

- You must be 18 years of age or over
- You must have a valid Ontario Health Care or obtain one
- You must have care needs that can be met in a long term care facility
- You must need one of the following:
 - a) The availability of nursing care 24 hours a day
 - b) Daily assistance with the activities of daily living
 - c) Daily on-site supervision or monitoring
 - d) Be at risk of abuse at home (emotional, financial or physical)
 - e) Be at risk of suffering harm due to environmental conditions in present home
 - f) Be a risk to other persons in present residence
- Government funded community programs are not available and/or are not sufficient to meet your needs (further information on these programs is available through your Social Worker)

Exceptions for Couples

Couples who wish to join an eligible spouse or partner do not need to meet the above criteria.

Ineligibility

A small percentage of clients may be found ineligible. If you disagree with the determination of ineligibility, your Social Worker or the CCAC will give you details on the appeal process that is available.

Counselling

Your Social Worker will guide you through the process of applying to long term care. This will include discussing facilities and providing information on waiting times and costs. Your Social Worker can also provide emotional support to you and your family around the often-difficult decision-making that must occur.

Choosing Facilities

It is advisable to tour the facilities you are thinking of choosing. If you are waiting from hospital, the choices you make are limited (see next page), so it may only be practical to tour facilities for your preferred choice. Touring can help in choosing your preferred facility and preparing you for what to expect upon admission to a long term care facility. There are specific guidelines to follow in making your facility choices, depending upon whether or not you are going to await placement in hospital.

Awaiting Placement in Hospital

If you must await placement at Queensway-Carleton Hospital, facility choices must be completed as soon as possible. Some of your choices will need to be based on the waiting times of the facilities. The hospital encourages you to choose your preferred facility and two temporary facilities with short waiting lists within Ottawa. The temporary choices are facilities where you would wait for your preferred choice rather than remaining in hospital. By including short wait list choices you maximize the possibility of a bed match from hospital with one of your selected facilities. It is possible that CCAC will call the hospital with an available bed which matches your care needs and is not one of your choices. In this case, you will be encouraged to accept this bed, whether or not it is on your facility choice list. During the time you do await

placement in hospital, either on an acute care bed or our Alternate Level of Care (ALC) unit, you will be charged a daily co-payment fee. This payment is based on your income and is similar to the cost of a ward bed in a long term care facility. The charges will begin on the date that your physician assesses you as being “alternate level of care” (ALC). Your Social Worker can explain this further.

Awaiting Placement at Home

If possible, you should await placement at home with community/family supports or purchase extra care in a seniors’ residence. If you are going to await placement at home or in a residence, you may choose any facility(ies) you wish, up to a maximum of three in Ontario. It is important to be aware, however, that should you later be admitted to Queensway-Carleton Hospital and remain here awaiting placement, we will encourage you to change your choices so that you will be waitlisted for your preferred choice plus two short wait list choices.

Wait listing for Long-Term Care

Once your application (including the completed “Facility Choice List”) is received at the CCAC offices, eligibility is determined and you will be waitlisted. If a facility cannot accommodate you, you will be notified. You may then discuss further options with your Social Worker or a CCAC placement coordinator.

Admission (From Hospital)

The CCAC will notify your Social Worker when a bed becomes available for you. Your Social Worker will then contact you or your Substitute Decision Maker to discuss discharge arrangements.

Usually you will be notified only one day (often less than 24 hours) in advance of the date of admission to the facility. You are encouraged to accept the first available bed. This may be a bed in one of your choices or it may be a bed in any facility that happens to have a vacancy. If it is a facility other than your preferred choice, your name can be kept on the wait list of the other facilities you have chosen. Later, you may transfer

to your preferred facility or one of your other choices once a bed becomes available for you.

Upon transfer to a temporary long term care bed, you may be asked which facilities you wish to retain on your list. You will not lose your rank on these wait lists by transferring to a temporary long term facility. Once you are in a long term care bed and you receive a bed offer for one of the long term care facilities you have retained on your list, you have the choice to accept or refuse that bed offer. However, if you refuse the bed, the Ministry of Health regulations require that your file be closed.

Admission (From Home)

The CCAC will notify you when a bed becomes available. When a bed is offered to you, it is necessary for you to make the decision to accept the bed within a short period (usually 24 hours). If you refuse the bed, your name will be placed on a refusal list and you will not be able to reapply for six months unless your circumstances change. You may choose to wait a day or two to actually move in. If this is your choice, you may hold the bed until admission takes place. This involves a financial commitment on your part. Transporting yourself and your belongings to the facility from the community is your responsibility. You must ensure that appropriate arrangements are made before the date of admission.

Summary

This booklet has provided an overview of the process for applying for long term care placement from hospital and from home. The referral for placement may be from yourself or a family member or may be recommended by your health care team. You and/or your Substitute Decision Maker will participate in the process and sign consent forms.

The CCAC will determine your eligibility for long term care placement and ensure appropriate wait listing for the facilities you have chosen. The facility choices you make will depend on many factors, including your care needs, location, waiting times and the Queensway-Carleton Hospital's Discharge Policy.

If you are going to await placement in hospital, there are specific guidelines to follow, including selecting temporary facilities with short wait lists, paying the copayment and accepting the first available long term care bed whether or not you have selected this facility on your facility choice list.

Included in the following pages of this booklet is an information sheet about the copayment, a list of long term care facilities and facility costs.

The information in this booklet may have raised questions for you about your specific situation. Your Social Worker can explain the process further and address any questions you may have.

* * *