When you have determined that long-term care is a necessary option, we will provide information on long-term care homes and guide you through every step of the application and admission process.

What are my options?
Before you think of leaving your home for a long-term care destination, your local CCAC will help you explore all your options to be supported at home.

Care in your home
CCAC offers a wide range of options covered by OHIP that may help you stay in your own home longer. We’ve built strong relationships with trusted care providers in your community and can coordinate in-home services for you such as nursing, help with bathing and dressing, physiotherapy and more. Our knowledgeable staff provide the key link between you and all the available community-based services to help you achieve the best possible health outcome. Community-based services such as meal delivery, friendly visiting and adult day programs may enable you to stay in your home longer than you thought possible.

What does supportive housing and retirement homes offer?
Supportive housing units are apartment buildings where meals are provided and residents can get extra help with their daily activities. Often there is a call system in case of emergencies.

Retirement homes are privately-owned and operated facilities that provide accommodation, meals, laundry, housekeeping services and recreation. Some have nurses who can help with medications and personal care, but generally residents must be independent and able to manage their own care.

What are long-term care homes?
Long-term care homes are for people who need access to 24-hour nursing care and supervision in a safe setting. It provides the necessary services to people needing care that can no longer be provided in the community. Long-term care homes may be what you need if you have exhausted all the services in the community and it has become too much of a challenge for you to stay in your own home.

When is the right time for long-term care?
There is no simple rule to tell when it’s time to apply for long-term care. Each person has a unique blend of care needs and available resources. Making a decision about when to seek long-term care requires time and planning because there are a number of factors to be considered. People often make the decision to explore long-term care homes when:

- Family caregivers are no longer able to provide care
- Their health condition requires a high level of personal support or ongoing nursing care
- They are unable to return home after hospitalization
- Their care needs exceed those available in the community

Who Decides?
The decision to request long-term care is up to the individual. However, it’s a good idea to discuss the decision to apply for long-term care openly and respectfully with the whole family as well as the individual being considered for long-term care.

If the individual is not capable of making the decision, the person who holds the Power of Attorney for Personal Care or the Substitute Decision Maker will do so on their behalf.
How do you apply?

There are five steps in the application process:

1. **Learn about the options available to you and the process for applying**
   A CCAC case manager is available to provide you with information about the application process. You and your family/caregiver will be provided with the right information to help you make an informed decision.

2. **Visit the homes you would like to consider**
   A CCAC case manager is always available to work with you as you go through the process of selecting a home. You will be asked to choose up to five long-term care homes. You will also be required to identify your choice of basic, semi-private or private accommodation. The best way to know if a home is the right fit for you is by scheduling a visit.

3. **Completing the application**
   Once you have made the decision that long-term care is the right place for your needs, you can work with your CCAC case manager to begin the process of completing the application. Part of the application process involves the CCAC case manager doing an assessment to determine eligibility and ensure that your care needs can be met in long-term care.

4. **Waiting for the next available bed**
   Once your chosen homes accept your application for admission, you will wait until a bed becomes available. Waiting periods range from days, months or even longer depending on the type of accommodation you are waiting for and your care needs. During this period, your CCAC case manager may ask you to obtain updated medical records from your family physician to ensure records are kept up-to-date and that your application is maintained in good standing at the long-term care homes of your choice. It is also advisable to complete a medication review at your local pharmacy prior to admission to a long-term care home.

5. **Responding to a bed offer**
   A CCAC placement facilitator will contact you when a bed becomes available. You will have 24 hours to decide whether to accept or decline the bed offer.

**Accepting the bed offer**

If you accept the bed offer, the placement facilitator will advise you of the earliest date you can move into the home. If you require more time to move in, you may take up to five days from the date of the bed offer.

**Declining the bed offer**

If you decide to decline the bed offer, you will be removed from all waiting lists. If you live in the community, you may reapply after 12 weeks unless there is a significant change in condition or circumstances.

**One step at a time**

At the beginning, the process of long-term care placement may seem complex and confusing. There will be emotional decisions ahead. Take it one step at a time, involving your loved ones and other family members as much as possible. Remember, your Central West CCAC is here to help.

What are the eligibility criteria for long-term care?

The individual must:
1. Be 18 years of age or older
2. Require:
   - Nursing care to be available on-site 24 hours a day,
   - Assistance with activities of daily living at frequent intervals throughout the day,
   - On-site supervision or on-site monitoring to ensure his or her well-being at frequent intervals throughout the day
3. Have care requirements that cannot be sufficiently met by publicly-funded community-based services and other care giving supports, and
4. Have care requirements that can be met in a Long-Term Care Home.

The Ontario Long-Term Care Association (www.oltca.com) has an excellent checklist for comparing long-term care homes.

1-888-733-1177 / www.cw.ccac-ont.ca