



North East  
**CCAC CASC**  
Community  
Care Access  
Centre  
Centre d'accès  
aux soins  
communautaires  
du Nord-Est

**A GUIDE TO**

**SHORT-STAY  
PLACEMENT IN  
LONG-TERM  
CARE HOMES**

**IN THE NORTH EAST**



*Outstanding Care - every person, every day*



**If you or a loved one require convalescent, respite or interim care and are considering short-stay placement in a Long-Term Care Home, this guide will answer many of your questions and help you make the right decision for you and your family.**

Your North East CCAC Care Coordinator is here to support you through the assessment, application and admission process.

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# Short-Stay programs are offered in some Long-Term Care Homes for people who need short-term help.

## Respite Care

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Respite Care provides caregivers a break from their daily responsibilities to rest, rejuvenate, attend family functions or enjoy a vacation, secure in the knowledge that their loved one is safe and their health care needs are being met. Respite services are also available to you if you live alone and need a short period of 24 hour care. In this program you may stay in a Long-Term Care Home for up to 60 days at one time and as many as 90 days each year.

## Convalescent Care

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Convalescent Care provides you with the time you need to recover strength, build endurance and resume your normal activity level. In this program you may stay in a Long-Term Care Home for up to 90 days each year.

## Interim Care

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You may also be eligible to apply for a short-stay interim bed if you are currently in hospital but require long-term placement to a Long-Term Care Home.

## Cost

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There is a daily fee for short-term respite. Currently, there is no form of government financial assistance available for a respite bed. You will be required to pay by the day and some Long-Term Care Homes require full payment when you check-in. A rate sheet will be provided to you outlining the various costs.



## How do I apply?

Applying to a Long-Term Care Home for a short-stay placement begins by contacting the North East CCAC. A Care Coordinator will meet with you and your family and will walk you through the assessment, application and admission process.

### Assessment / Eligibility

Your Care Coordinator will assess your needs to determine if a short stay in a Long-Term Care Home is right for you. A Health Report completed by your doctor, nurse practitioner or other primary care provider is also required to complete the assessment and determine eligibility. You will also need to confirm your Ontario Health Card number, date of birth, and emergency contact information.

Following the assessment, you will receive a letter from your Care Coordinator confirming your eligibility and the Long-Term Care Homes in the area that can meet your needs.

If you are not eligible for the short-stay program, your Care Coordinator will help you find other services in the community to help meet your convalescent or respite needs. If you disagree with your assessment, you may contact your Care Coordinator, who will give you information on how to start the appeal process, or you may call the Long-Term Care Action Line directly at 1-866-876-7658.

### Application / Bookings

If you are eligible for a short-stay placement in a Long-Term Care Home, you may choose up to five (5) homes. If you want to apply to a Long-Term Care Home outside of our region, your Care Coordinator can connect you with a CCAC in another area of the province.

Bookings are on a first come, first served basis and should be reserved well in advance of your stay by calling your Care Coordinator. If the dates you want are not available at your first choice of Long-Term Care Home, your application will be sent to the next choice on your list. If you prefer, you can wait for your first choice Long-Term Care Home and take whatever dates become available.

Short-stay placement beds are typically for basic accommodation. Many Long-Term Care Homes have restrictions on smoking and some don't allow it at all. Your Care Coordinator can let you know about specific homes and their accommodation and smoking policies.

It is important that the health information shared with the Long-Term Care Home reflects your current care needs. Please contact your Care Coordinator if you feel your health needs have changed or if you wish to cancel your short-stay admission.

### Pre-Admission

You must contact the Long-Term Care Home before admission to discuss your medications. Some Long-Term Care Homes require that you bring all medications you are currently taking in the **original labelled containers** when you check in.

You may also be asked to bring your own equipment such as oxygen concentrators, walkers or wheelchairs. This can be confirmed with the Long-Term Care Home when you call.

Check-in and check-out times vary from home to home, so you should confirm this as well prior to admission.

### Admission

You will need to have your Ontario Health Card with you when you arrive at the Long-Term Care Home for your short-stay placement.

### What should I bring?

Bring comfortable clothing for participating in activities and to wear to the dining area for meals. Be sure to bring good walking shoes, slippers, pyjamas, a housecoat, etc.

Please bring personal items such as a brush/comb, tissues, toothbrush and toothpaste, soap, shampoo, deodorant, razor, eyeglasses and hearing aids. You may wish to put labels in clothes and on personal items you will be taking with you, especially eyeglasses, walkers and denture containers.

Do not bring large amounts of cash or other valuables, and check with the Long-Term Care Home before bringing food or alcoholic beverages.

### Check Out

Your short-stay placement is for a specific length of time and you will not be allowed to stay longer than your scheduled booking. Upon discharge, you will need to return home or make arrangements to stay somewhere else.

## Other Short-Stay Options

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Some communities in the North East may offer other types of short-stay programs outside of a Long-Term Care Home that will meet your needs. Your Care Coordinator will discuss all of the options available to you and your family in your community.



# You're in Good Hands



Staff members at every Long-Term Care Home have helped many individuals transition to this level of care. Don't be afraid to ask for their help. If you have a concern about a particular aspect of the home, talk to the Administrator or Director of Care so that it can be addressed immediately. A list of Residents' Rights will be given to you when you move in.

## Contact Us

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Call us toll-free 310-2222 no area code required.  
[healthcareathome.ca/northeast/en](http://healthcareathome.ca/northeast/en) | [northeasthealthline.ca](http://northeasthealthline.ca)

**The North East CCAC has six branch offices to serve you:**

### Kirkland Lake

53 Government Road West  
Kirkland Lake ON P2N 2E5  
**Telephone:** 705-567-2222  
**Toll free:** 1-888-602-2222

### Parry Sound

70 Joseph St.  
Parry Sound ON P2A 2G5  
**Telephone:** 705-773-4602  
**Toll free:** 1-800-440-6762

### Sudbury

40 Elm St, Suite 41-C  
Sudbury ON P3C 1S8  
**Telephone:** 705-522-3461  
**Toll free:** 1-800-461-2919

### North Bay

1164 Devonshire Ave.  
North Bay ON P1B 6X7  
**Telephone:** 705-476-2222  
**Toll free:** 1-888-533-2222

### Sault Ste. Marie

390 Bay Street, Suite 103  
Sault Ste. Marie ON P6A 1X2  
**Telephone:** 705-949-1650  
**Toll free:** 1-800-668-7705

### Timmins

330 Second Avenue, Suite 101  
Timmins ON P4N 8A4  
**Telephone:** 705-267-7766  
**Toll free:** 1-888-668-2222



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