How to Apply for Long-Term Care

When you have made the decision to apply for long-term care, the first step is to call your nearest Community Care Access Centre (CCAC) office. The CCAC coordinates all applications and admissions to Long-Term Care Homes in the Northwestern Ontario. We will:

• carry out your needs assessment and determine your eligibility;
• coordinate the application process;
• place your name on the waiting lists for the Long-Term Care Homes you select;
• notify you when a place (or ‘bed’) becomes available; and
• facilitate your move into a Long-Term Care Home.

You can apply for long-term care whether you are at home or in the hospital. A CCAC Community Care Coordinator will visit you at home or in the hospital to discuss your health care needs. Community-based services may be discussed with you at that time if it appears that there are other options that may meet your needs.

Step #1 – The Application Process

Your CCAC Community Care Coordinator will assist you and/or your family in completing the forms that are part of the long-term care application process. These forms are used by the CCAC to develop a comprehensive view of your needs and to determine your eligibility for long-term care.

• Client Contact Information Form — includes basic information such as your current address, contact people, name of your family physician, etc.

• Evaluator Questionnaire re: Capacity to Make Admission Decisions — determines whether you are capable of making your own decisions about long-term care placement and must be completed by a health care professional.

• Consent Form — allows the CCAC to obtain information about you, assess your needs, determine your eligibility and forward this information to your chosen Long-Term Care Homes.

• Health Report — includes your most up-to-date medical information, and must be completed by a doctor, a Registered Nurse or a Nurse Practitioner.

The CCAC Community Care Coordinator will also arrange for an assessment of your physical, functional and social abilities to determine what type of care or specialized support you may need.

Providing Your Consent

Your consent is required in order to apply for and be admitted to a Long-Term Care Home. A health care professional will assess whether you are capable of making your own decisions about your health care and admission to a Long-Term Care Home. If you are assessed as capable of making this decision, then you will sign the consent form and the other application forms.
If you are determined by a health care professional to be incapable of giving an informed consent about placement, you will be advised of this, and you will be made aware of how you can appeal this determination.

If you are not capable of making a decision regarding admission, the consent of your “Power of Attorney for Personal Care” is required. Your Power of Attorney for Personal Care has legal authority to make decisions about your medical or housing needs if you become incapable of doing so yourself. He or she should be someone you trust, who knows your preferences and will act upon them.

If you have not appointed someone as your Power of Attorney for Personal Care, a family member has the right to make these decisions for you. If there is no family member available, capable or willing to serve as your representative, the Office of the Public Guardian and Trustee is required to make these decisions on your behalf.

**Power of Attorney for Personal Care**

You may choose to appoint someone you trust, in advance, to make decisions about your personal care in the event that you become mentally incapable. Personal care decisions include where you live, what you eat and the medical treatment you receive. The person you choose to appoint is called your “Power of Attorney for Personal Care”.

Your Power of Attorney for Personal Care must be at least 16 years of age, mentally capable, willing and available to make decisions for you regarding your health and quality of life. He or she does not have to be a lawyer.

For more information about Power of Attorney and Living Wills, contact your local CCAC office. You may also contact the Ontario Ministry of Attorney General, Office of the Public Guardian and Trustee to receive the "Power of Attorney Kit". The website address is www.attorneygeneral.jus.gov.on.ca and click on “Power of Attorney Kits”.

**Step #2 – Determining Your Eligibility**

The Ontario Ministry of Health and Long-Term Care sets province-wide eligibility criteria that must be met in order to enter a Long-Term Care Home. The CCAC reviews all of your completed forms and determines whether or not you are eligible for admission to a Long-Term Care Home. You are eligible for long-term care if:

- you are 18 years of age or older;
- you have a valid Ontario Health Card;
- you have health care needs that can be met in a Long-Term Care Home;
- government-funded community services are not sufficient to meet your needs; and
- you need one of the following:
  - availability of nursing care 24-hours a day;
  - assistance with personal care at frequent daily intervals;
  - frequent supervision or monitoring throughout the day;

**Special Provisions**

If you are eligible for admission to a Long-Term Care Home, your spouse or partner may also be eligible for admission if he/she has a valid Ontario Health Card and his/her requirements can be met at the same Long-Term Care Home.

There are accommodations available for eligible veterans in certain Long-Term Care Homes. Please discuss this with the CCAC.

North West CCAC
What if I am Not Eligible?

If you are not eligible for admission to a Long-Term Care Home, your CCAC Community Care Coordinator will help you find alternatives to meet your needs. If you disagree with the determination of ineligibility, we encourage you to discuss the matter with CCAC staff. If you are still not satisfied with the CCAC’s decision, you have the right to appeal to the Provincial Health Services Appeal and Review Board at:

Health Services Appeal and Review Board
151 Bloor Street West, 9th Floor
Toronto, Ontario M5S 2T5
Telephone: (416) 327-8512 or toll-free at 1-866-282-2179
www.hsarb.on.ca

Step #3 – Selecting a Long-Term Care Home

Once your eligibility has been determined, you may select up to five Long-Term Care Homes and list them in your order of preference. You should only list those Homes that you are prepared to move into because you could be offered a place in any of the Homes that you list.

We recommend that you and your family members tour the Long-Term Care Homes in order to assist you in making your choices. In addition, please see the CCAC’s booklet, “Selecting a Long-Term Care Home” for additional information on making this important decision.

You may also choose the type of accommodation you prefer — private, semi-private or basic (also called standard or ward accommodation). Basic accommodation typically houses two to four residents with a shared bathroom. The size of the rooms and the number of people housed in them varies according to each Home and when it was constructed or renovated.

Step #4 – The Placement Process

Your application is then sent to each of your chosen Long-Term Care Homes for their review and acceptance. The Long-Term Care Homes will notify you or your designated contact person when your name becomes part of their waiting list. If, however, a Home is unable to meet your needs, it will send you a letter indicating the reasons why. The CCAC Community Care Coordinator will assist you with appropriate options if your application is declined by your selected Long-Term Care Home.

While you are on the waiting list, you or your designated contact person must keep the CCAC informed of any changes in your health status, address or plans regarding placement. The CCAC is responsible for advising the chosen Long-Term Care Homes of these changes. We will contact you to reassess your eligibility for long-term care every six months.

The CCAC will let you know when your name is nearing the top of the waiting list for any of the Long-Term Care Homes you have selected. This will allow you to prepare for your admission into a Long-Term Care Home. We will contact you when a place is available for you. If you are in hospital, the Utilization Coordinator/Discharge Planner/Social Worker will be involved in planning for your move.
It is expected that you will go to the Home when accommodation is offered. If, for some reason, you are unable to move into the Home immediately, arrangements can be made to delay the move for a few days. There is, however, a charge involved for this process.

**Frequently Asked Questions**

1. **Will I have to wait for a place in a Long-Term Care Home? How long is the waiting period?**

Most Long-Term Care Homes have waiting lists. The length of the waiting period varies and is dependent on a number of factors, including the Home and type of room you select, your gender, and the level of care you require.

2. **How do I manage while I am waiting for Long-Term Care?**

CCAC staff will determine your eligibility and help you access other community resources so you can manage while you are waiting for a place in long-term care.

3. **What happens if a bed offer is made and I am not ready to move?**

If you turn down a bed offer at any of the Homes you chose, you will be removed from all waiting lists. If you are in your own home or other accommodation in the community, you will be required to wait three months before reapplying. You can reapply before three months if your situation changes substantially. If you are living in a Long-Term Care Home, you will also be required to reapply, however, there is no waiting period.

4. **How long do I have from the time I receive the bed offer to the time I have to move into the Home?**

When you are advised by the CCAC that a place is available for you in one of the Homes you selected, you will have 24 hours to decide whether or not you want to accept it. Once you accept the bed, you may move in the following day. If, for some reason, you are unable to move into the Home immediately, arrangements can be made to delay the move for a few days.

5. **What if my fourth or fifth choice becomes available and I would prefer to wait for my first choice?**

If you refuse a bed offer, you will be removed from all waiting lists. If you accept the bed offer, you can move into this Home and still remain on the waiting lists for your higher ranked choices. When a bed comes available, the CCAC will contact you with another bed offer.

6. **How much does it cost to live in Long-Term Care?**

Long-Term Care Homes in Ontario are funded by the Ministry of Health and Long-Term Care. The provincial government pays for personal and nursing care, support services and food, while you pay a fee for the accommodation (also called the “co-payment”). The co-payment is based on the type of accommodation you choose – basic (or ward), semi-private or private.
The Ministry sets the maximum co-payment rates, and all Long-Term Care Homes in Ontario charge the same fees to their residents. The co-payment rates are revised on a regular basis so it is best to check with the CCAC or the Long-Term Care Home for the most current information. You should also ask each Long-Term Care Home about any additional fees (i.e. pharmacy dispensing fees) that may be charged.

7. What if I cannot afford to pay for Long-Term Care?

Long-Term Care Homes cannot refuse admission to eligible individuals if they are unable to pay for accommodation. If you do not have enough income to pay for your accommodation, you may be eligible for a subsidy that will reduce your accommodation rate. This subsidy is available to residents in basic accommodation only and is not available if you request a semi-private or private room.

In order to receive a subsidy, you must provide your Notice of Assessment from the Canada Revenue Agency, which you receive each year after filing your income tax return. Your Notice of Assessment provides proof of your annual income.

The provincial government offers an additional subsidy for those who have a spouse or partner living in a separate dwelling. This subsidy is available if a large portion of your pension income will be going toward payment for the Long-Term Care Home, leaving your spouse or partner with little or no income.

8. Do I have to sell my home or liquidate my assets when I move into a Long-Term Care Home?

No. The cost of long-term care is based on your annual income only. It does not include the value of your assets, such as your home or savings.

9. Can I tour the Long-Term Care Homes before I make my selection?

Yes. Most Long-Term Care Homes offer regularly scheduled tours for prospective residents and family members. The CCAC can provide you with a schedule, or you can contact each Home directly to set up an appointment.

10. Can I continue to participate in community activities once I move into a Long-Term Care Home?

Yes.

11. Can I continue to see my own family physician?

You should discuss this with your family physician. If you do not have a family physician, most Long-Term Care Homes have one or two physicians who care for residents.
North West Community Care Access Centre

**Thunder Bay**
961 Alloy Drive
Thunder Bay, ON P7B 5Z8
Tel: 1-807-345-7339
Toll-free: 1-800-626-5406

**Kenora**
35 Wolsley Street, Suite #3
Kenora, ON P9N 0H8
Tel: 1-807-467-4757
Toll-free: 1-877-661-6621

**Dryden**
6 – 61 King Street
Dryden, ON P8N 1B7
Tel: 1-807-223-5948
Toll-free: 1-877-661-6621

**Fort Frances**
110 Victoria Avenue
Fort Frances, ON P9A 2B7
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