

Annual Reporting Form - Information about Alternatives to the Retirement Home

Introduction

The *Retirement Homes Act, 2010* (the Act) requires retirement homes to provide information to the Registrar regarding information the home provides to residents about alternatives to living in the retirement home.

Homes are required to give this information to a resident or their substitute decision maker (SDM) if the resident's care needs can no longer be met at the home, or if residents appear to be eligible for admission to a long-term care home.

The Act also requires homes to provide information to the Registrar regarding resident or SDM requests for the home to contact a placement co-ordinator.

Homes are required to contact a placement co-ordinator when requested by a resident or an SDM, for the purpose of providing the resident with information about alternatives to living in the retirement home. This is in addition to the requirement to provide contact information for the home's Community Care Access Centre in each resident's information package under section 54 of the Act.

This information is collected on an annual basis under subsection 63(3)(c) of the Act and subsection 49(2) of Ontario Regulation 166/11 (the Regulation).

For detailed assistance with meeting these obligations, refer to the attached flowchart. The Act and the Regulation are available at www.e-laws.gov.on.ca.

The Annual Reporting Form

The RHRA has developed an Annual Reporting Form to assist homes with this reporting requirement. The Form is intended to simplify reporting and keep it consistent. The information collected will be used to monitor trends and to inform planning and policy development.

Complete the Annual Reporting Form and submit it to the RHRA **by March 31st**:

By Mail:

Retirement Homes Regulatory Authority
55 York Street, Suite 700
Toronto, ON
M5J 1R7

By Email: licensing@rhra.ca

By Fax: 416-352-1730

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Retirement Home Name: _____

Retirement Home Address: _____

Local Health Integration Network (LHIN): *(Please indicate the LHIN that you are part of, if known.)*

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Erie St. Clair | <input type="checkbox"/> Hamilton Niagara | <input type="checkbox"/> Toronto Central | <input type="checkbox"/> Champlain |
| <input type="checkbox"/> South West | <input type="checkbox"/> Haldimand Brant | <input type="checkbox"/> Central | <input type="checkbox"/> North Simcoe Muskoka |
| <input type="checkbox"/> Waterloo | <input type="checkbox"/> Central West | <input type="checkbox"/> Central East | <input type="checkbox"/> North East |
| <input type="checkbox"/> Wellington | <input type="checkbox"/> Mississauga Halton | <input type="checkbox"/> South East | <input type="checkbox"/> North West |

PLEASE DO NOT INCLUDE ANY PERSONAL INFORMATION ABOUT RESIDENTS ON THIS FORM.

Total the number of residents for each category identified below. A resident should **NOT** be counted more than once for each category in any given year.

Year: January 1 to December 31, 20__	Total
Number of residents or substitute decision makers (SDMs) who received information about alternatives to living in the retirement home and/or admission to a long-term care home (Act, s.63(3)(a))	
Number of requests (written and verbal) made by a resident or SDM for the home to contact a placement co-ordinator for the purpose of providing the resident with information about alternatives to living in the retirement home (Act, s.63(3)(b))	

Homes are also required to document the action they take for a resident under subsection 63(3)(a) or (b) of the Act (providing information about alternatives or contacting a placement co-ordinator). The details of the home's actions could be recorded in each resident's personal file, or in a separate log.

Name of Licensee/Administrator: _____

Title: _____

Date: _____