



<p>Team Name: Seniors-Palliative Care-Home Care</p> <p>Team Lead: Regional Director -Home Care</p> <p>Approved by: Executive Director - East & Executive Director - West</p>	<p>Reference Number: CLI.5410.PL.002</p> <p>Program Area: Home Care</p> <p>Policy Section: Access</p>
<p>Issue Date: January 23, 2017</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Personal Care Home and Supportive Housing Application</p>

POLICY SUBJECT:

Personal Care Home and Supportive Housing Application

PURPOSE:

1. Provide direction and guidance regarding application to Personal Care Home (PCH) and Supportive Housing (SH).
2. Establish and maintain a standardized application process for PCH and SH applications.
3. Identify/track clients who require a specialized PCH environment and the type of environment required.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

POLICY:

Approval of applications to PCH or SH is determined by the Regional Long Term Care Panel.

- Eligibility for insured personal care services is based on a residency and waiting period requirement as well as an assessed need for care, in accordance with the Personal Care Services Insurance and Administration Regulation under *The Health Services Insurance Act*.

Residency and Waiting Period Requirement

- Applicants for insured personal care services must meet the residency and waiting period requirements specified in *The Health Services Insurance Act* and the Residency and Registration Regulation under the Act.
- A person is entitled to Insured personal care services if he/she has always lived in Manitoba.
- A newcomer to Manitoba is eligible for insured personal care services 24 consecutive months after becoming a resident of Manitoba (as defined in *The Health Services Insurance Act*).
- The 24-month waiting period requirement does not apply to a person who has been a resident of a province or territory of Canada for the previous five consecutive years and immediately establishes himself or herself as a resident of Manitoba.

- The 24-month waiting period requirement does not apply to a person who was formerly a resident of Manitoba for 30 years or more and who left Canada and returned after an absence of less than 10 years. He/she is eligible on the date he/she returns to Manitoba.
- Manitoba Health, Seniors and Active Living shall determine if an applicant satisfies the residency requirements upon receipt of the first page of the Application/Assessment for Long Term Care Placement form, M.H. 241(MG-1682) 11/99.
- Applicants must identify first choice PCH; may identify a second choice PCH.
- Applicants for SH are required to identify a first choice PCH with the application
Individuals being assessed as requiring specialized environments (CLI.5410.PL.002.SD.02 Specialized Personal Care Home Environments Descriptors) shall be identified at panel. These environments include:
 - Alternate Care Environments
 - Behavioural Support and Care Environment
 - Behavioural Treatment Unit

PROCEDURE:

1. The Regional Long Term Care Panel functions according to established terms of reference.
2. The Regional Long Term Care Panel reviews all applications to determine eligibility for appropriate placement in PCH or SH.
3. The Regional Long Term Panel determines disposition of the application (approved, declined or deferred). The date of approval becomes the Panel Date.
4. Regional Long Term Panel identifies individuals who require a specialized environment.
5. The senior's program admin will track the number of individuals identified as requiring a specialized environment.
6. The Regional Long Term Care Panel will provide a multidisciplinary consultation venue for:
 - individuals with known aggressive/violent tendencies requiring specialized environments;
 - difficult and/or exceptional situations/cases, allowing for direction and recommendations from a variety of disciplines.
7. The Regional Long Term Care Panel does not set priority for admission.
8. Residents of SH who meet discharge criteria. (CLI.5410.PL.002.SD.01 Supportive Housing Discharge Criteria) will have a reassessment presented to the Regional Long Term Care Panel. This is to determine eligibility for PCH placement

SUPPORTING DOCUMENTS:

[CLI.5410.PL.002.SD.01](#) Supportive Housing Discharge Criteria

[CLI.5410.PL.002.SD.02](#) Specialized Personal Care Home Environments Descriptors

REFERENCES:

Manitoba Health (2008) *Home Care Program Administrative Manual; Supportive Housing Program Policy*, HCS 206.3. Winnipeg, Manitoba

Manitoba Health (2012). *Personal Care Homes Admission and Separation Policy*, HCS 205.7. Winnipeg, Manitoba