



<p>Team Name: Personal Care Home Standards Team</p> <p>Team Lead: Regional Director – Seniors, Palliative Care &amp; Cancer Care</p> <p>Approved by: Executive Director – East</p>	<p>Reference Number: CLI.6410.PL.019</p> <p>Program Area: Personal Care Home</p> <p>Policy Section: General</p>
<p>Issue Date: January 11, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Transfer and Out of Region Personal Care Home Requests</p>

**POLICY SUBJECT:**

Transfer and Out of Region Personal Care Home Requests

**PURPOSE:**

To outline the process to facilitate transfers between Personal Care Homes in Southern Health-Santé Sud, to receive applications to Personal Care Homes (PCH) in Southern Health-Santé Sud from out of region and to make application to PCHs outside Southern Health-Santé Sud.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-02) Treatment of Clients

**POLICY:**

- Southern Health-Santé Sud has a process to receive applications to PCH from out of region.
- Southern Health-Santé Sud has a process to facilitate transfer requests for PCH within region, within province or out of province.
- All documents which are part of the application must be dated within one (1) year of the date of receipt in Southern Health-Santé Sud.

**PROCEDURE:**

***Transfer from PCH to PCH – Request Originating within Southern Health-Santé Sud***

1. The PCH where the individual presently lives completes a Change of Circumstance Form (CLI.6410.PL.019.FORM.01) identifying which PCH the individual wants to move to.
2. The current PCH sends the Change of Circumstance Form to the Seniors/Palliative Care Administrative Assistant (Assistant) along with:
  - 2.1. A reassessment using the Reassessment Form for Long Term Care Applicants (R/A), including the Medical Data page (if the transfer request is greater than 6 months from the last completed Application/Assessment for Long Term Care (A/A) or R/A);

- 2.2. A copy of the most current Integrated Care Plan;
  - 2.3. Health Care Directive (if the individual has completed one);
  - 2.4. Advance Care Plan (if completed);
  - 2.5. Financial documentation for Daily Residential Charges;
  - 2.6. Any pertinent consults and results of consults (e.g. Seniors Consultation Team, Occupational Therapy etc.); and
  - 2.7. Any pertinent updated social information.
3. The Assistant places the individual's name on the regional PCH Waitlist as a transfer request and forwards the information, along with a copy of the original approved A/A, to the requested PCH, or PCH intake/access person for the health region the person wants to move to.
  4. In Southern Health-Santé Sud, the requested PCH uses the date of transfer request (on the Change of Circumstance) as the "panel date" for prioritization purposes and prioritizes the application as per policy Personal Care Home Waitlist Management (CLI.6410.PL.017).

***Application/Transfer to PCH in Southern Health-Santé Sud from Inside Manitoba***

5. Requests for out of region application/transfer to a Southern Health-Santé Sud PCH are received from long term care panels in other health regions (e.g. Interlake-Eastern, Northern etc.) by the Assistant.
  - It is the responsibility of the originating health region to assess the individual, complete the A/A and determine if the individual meets the criteria to live in a PCH in Manitoba (to panel the individual).
  - If the individual presently lives in a PCH in another region, a copy of an approved A/A as well as items 2.1 to 2.2 listed above must be included in a transfer request. If other documents as listed in 2.3 – 2.7 are available it is helpful to include them.
6. When an approved A/A from another health region is received, the Assistant places the individual's name on the regional PCH waitlist and forwards the A/A to all chosen PCHs.
  - The requested PCH follows the process for prioritization of the A/A as per policy Personal Care Home Waitlist Management (CLI.6410.PL.017).
7. If it is a transfer request (i.e. the individual already lives in a PCH elsewhere in Manitoba) to Southern Health-Santé Sud, the requested PCH uses the date of transfer request (on the Change of Circumstance) as the "panel date" for prioritization purposes and prioritizes the application as per policy Personal Care Home Waitlist Management (CLI.6410.PL.017).

***Application/Transfer to PCH in Southern Health-Santé Sud from Outside Manitoba***

1. Requests for out of province application/transfer to PCH are directed to the Regional Long Term Care Panel Chair, or designate.
2. The Regional Long Term Care Panel Chair or designate determines which PCH the individual wishes to move in to and provides information about the request to the Home Care Case Coordinator (CC) with responsibility for the geographic area of the identified PCH.
3. The Southern Health-Santé Sud CC works with the appropriate care coordinator or facility representative from the individual's community to facilitate the application process.
4. The care coordinator or facility representative from the originating community is responsible to complete the A/A.

5. If the individual lives in a PCH in another province, the most recent care plan must be included along with the A/A. If other documents as listed in 2.3 – 2.7 are available it is helpful to include them. The A/A is presented to the Regional Long Term Care Panel by the appropriate Southern Health-Santé Sud CC.
6. If the application is approved by the Regional Long Term Care Panel the process for PCH Waitlist Management (CLI.6410.PL.017) is followed.

***Application Request to PCH Outside Southern Health-Santé Sud***

1. Requests for application to a PCH outside Southern Health-Santé Sud are responded to by the CC with responsibility for the community where the individual lives. If the individual is in a hospital with a Discharge Coordinator (DC), the DC completes the panel process.
2. The CC or DC completes the A/A and presents the application to the Regional Long Term Care Panel.
  - If the application is approved, the Assistant places the individual's name on the regional PCH waitlist and forwards the A/A to the designated PCH intake/access person in the receiving region.
  - The Assistant maintains the individual's name on the regional PCH waitlist until the individual moves into a PCH.
  - When the individual moves into a PCH, the Assistant notifies all other PCHs requested on the A/A and the CC or DC and removes the individual's name from the regional PCH waitlist.

**SUPPORTING DOCUMENTS:**

[CLI.6410.PL.019.FORM.01](#) Change of Circumstance Form

**REFERENCES:**

CLI.6410.PL.017 Personal Care Home Waitlist Management