

July 13, 2023

## OHRs Reporting Updates for 2023/24 Q2 Trial Balance Submission Community Support Services (CSS) Assisted Living Services (ALS)

Please share this document with colleagues in your organization who need to be informed about this OHRs reporting information.

The purpose of this communication is to provide 2023/24 Trial Balance reporting change requirements to CSS Health Service Providers for activities pertaining to ALS with the release of the *Assisted Living Services Policy, 2023*. These changes are effective 2023/24 Q2.

### 1. S453\*/S454\* Hours of Care/Service

The hours of care/service statistics in functional centres (FCs) **7258245 Assisted Living Services** and **7258345 ABI – Assisted Living Services** will be **optional reporting requirements effective 2023/24 Q2 and mandatory starting 2024/25 Q2**. Note that ALS are accessible on a 24-hour basis.

- Report the exact hours of direct care/service provided to service recipients (SRs), i.e. homemaking and personal support services provided to ALS SRs
- Use S453\* and S454\* to report direct care/service provided by third party service providers and in-house employees respectively
- Represent the hours of services received by the ALS SRs rather than the hours paid by the organization to ALS employees
- Exclude standby time during shift, travel, administrative and documentation time
- Example: 1 PSW staff was on an 8-hour night shift in an ALS building. During the shift, the PSW provided 6 hours of personal support services to different ALS clients and spent 2 hours on documentation. Report in FC 7258245:
  - S3501000 = 8 (Unit producing personnel worked hours)
  - S45480\*0 = 6 (Hours of care/service – in house)

## 2. S95580\*\* Individuals Served

- The following statistics will **no longer be valid for reporting new ALS clients in FC 7258245** under the *Assisted Living Services Policy, 2023*:
  - S9558015 CSS - Individuals Served – Cognitive Impairment
  - S9558020 CSS - Individuals Served – Frail and/or Elderly

Existing ALS clients reported under S9558015 and S9558020 before 2023/24 Q2 can continue to be tracked for data submission under the same codes if their health conditions remain unchanged. The ALS clients reported under S9558015 and S9558020 are expected to be reduced in subsequent reporting periods as these existing clients discharge from ALS.

- The *Assisted Living Services Policy, 2023*, includes updates to the eligibility criteria for High-Risk Seniors as well as clarifications to other client types. If there are differences between the S95580\*\* statistical account definitions and client eligibility criteria in the Policy, report the S95580\*\* statistics in FC 7258245 based on the criteria in the Policy. Note that the S95580\*\* definitions provide general descriptions for reporting clients who may receive CSS services other than ALS.

Refer to the *Assisted Living Services Policy, 2023*, for updates and changes related to the ALS program.

For other ALS Trial Balance reporting requirements, refer to OHRs Chapter 10 for details.

For fiscal year 2023/24, the OHRs documentation version 12.1 is posted on the Health Data Branch (HDB) web portal at <https://hsim.health.gov.on.ca/HDBPortal/>. All OHRs communications are available in the OHRs section of the HDB website.

For OHRs questions, send an email to **AskHealthData@ontario.ca** with the subject line: **OHRs CSS Reporting**.