

**NOVA SCOTIA DEPARTMENT OF HEALTH
CONTINUING CARE BRANCH**

Subject: START UP FUNDING POLICY

Original Approval Date: September 16, 2008 Revised Date: not applicable

Approved by: ***Original signed by Keith Menzies***

Keith Menzies, Executive Director, Continuing Care Branch

1.0 INTRODUCTION

1.1 The Department of Health will provide funding to Service Providers to support them in preparing the Facility and Facility staff for Occupancy.

2.0 POLICY STATEMENT

2.1 This policy outlines how the Department of Health will fund Service Providers with respect to a Facility for start up costs associated with orientating and preparing their staff for occupancy, and operational and Moving Costs when applicable.

3.0 DEFINITIONS

Approved Budget is the combined total budget for the Protected and Unprotected Envelopes.

Day refers to an 8 hour work day.

Development Agreement is a legal agreement between the Minister of Health and the Service Provider governing the acquisition of land, development of Facility, purchase of equipment and furnishings, inspection, licensing, and occupancy.

Facility is the building, its furnishings, and equipment used to provide long term care to Residents pursuant to the *Homes for Special Care Act*.

License is defined as a License issued pursuant to the *Homes for Special Care Act*.

Moving Costs refers to the costs associated with moving Residents from a replaced Facility to a Replacement Facility. These costs may include transportation for residents, furniture and belongings.

Occupancy means the admission of the first person as a Resident of the Facility and the commencement of the delivery of services.

Program Support Staff include Dietitians, Physiotherapists, Occupational Therapists, Social Workers, Recreation staff, and/or other supportive positions

Replacement Facility is the Facility that is replacing an already existing Facility.

Resident means a person who lives in the Facility.

Resident Care Staff include Registered Nurses, Licensed Practical Nurses, Continuing Care Assistants, and/or other supportive positions.

Service Provider refers to the owner and operator of the Facility.

4.0 APPLICATION

- 4.1 This Policy applies to each Facility or part of a Facility operating under a Development Agreement with the Minister of Health.
- 4.2 Department of Health staff is responsible for the administration and implementation of this Policy.

5.0 ELIGIBILITY

- 5.1 Each Service Provider awarded new and/or replaced long term care beds may be eligible for start up funding for staffing, operational and Moving costs with respect to the Facility or part of the Facility operating under a Development Agreement.

6.0 START UP FUNDING FOR STAFFING

- 6.1 Prior to a Facility receiving a License, the Service Provider will be notified of a maximum amount of funding, based on a Department of Health funding formula, to fund the orientation and preparation of staff for each Facility or part of a Facility operating under a Development Agreement.
- 6.2 This funding formula will apply to Full Time Equivalents (FTEs) designated under the Protected and/or Unprotected Funding Envelope where applicable in the Approved Budget; see Appendix A for a chart outlining what Service Providers are eligible for depending on their type of Facility.

- 6.3 Funding for salaries and benefits will be based on the Service Providers Approved Budget with respect to a Facility.
- 6.4 Service Providers will receive a letter 6 months prior to the estimated date of receiving a License, from the Department of Health outlining the maximum amount of funding the Department will provide to support start up funding for staffing.
- 6.5 Before the Department of Health will disburse funds to the maximum amount approved, the Service Providers must provide the Department of Health with an invoice with the accompanying payroll registry to account for all start up costs.
- 6.6 Service Providers will be eligible to receive start up funding one time only with respect to a Facility.
- 6.7 Service Providers are responsible to manage start up funding appropriately. The Department of Health will not provide additional start up funding for staffing in the event of delays in Occupancy.

7.0 START UP FUNDING FOR MOVING COSTS

- 7.1 Service Providers of Replacement Facilities may receive funds to cover all Department of Health pre-approved Moving Costs.
- 7.2 The Service Provider must provide the Department of Health with a moving plan two months in advance of their anticipated Occupancy along with corresponding estimates for costs associated with this move.
- 7.3 Subject to Department of Health approval, the Service Provider will be notified of the moving costs they have been pre-approved for. Service Providers will have to submit invoices for reimbursement up to their approved maximum amount.

8.0 START UP FUNDING FOR OPERATIONAL COSTS

- 8.1 Eligible Service Providers will receive start up funding for operational costs under the Unprotected Envelope (see Appendix A for eligibility).

9.0 ACCOUNTABILITY

The Executive Director, Continuing Care Branch is responsible for ensuring compliance with this Policy.

10.0 MONITORING

The implementation, performance, and effectiveness of this Policy will be monitored by the Executive Director, Continuing Care Branch.

11.0 REFERENCES

Not applicable.

12.0 ENQUIRIES

Director, Finance - Programs
Department of Health
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13.0 Appendix A. Eligibility for Start up Cost by Facility Type

			Beds awarded through RFP process		Beds awarded through non-RFP process		
			Stand alone	Attached	Stand alone	Attached	Replacement
Protected Envelope	Dir. of Care		40 days	X	40 days	X	X ^a
	Resident Care Staff & Program Support Staff	New FTEs as per Approved Budget	5 days	5 days	5 days	5 days	5 days
		Existing FTEs as per Replaced Facility budget	X	X	X	X	1 day
	Raw Food		X	X	X	X	3 days @ \$6.00/bed/day
	Operational Costs		X	X	X	X	X
Unprotected Envelope	Dir. of Maintenance		X	X	40 days	X	X ^b
	Dietary, laundry, housekeeping, Maintenance, Management, Administration Staff	New FTEs as per Approved Budget	X	X	5 days	5 days	5 days
		Existing FTEs as per Replaced Facility budget	X	X	X	X	1 day
	Operational Costs		X	X	\$40/bed	X	\$40/bed
Moving Costs			X	X	X	X	Pre-approval

Note:

^a A Facility being replaced by two Replacement Facilities will be eligible for start up funding for 1 Director of Care for 40 days.

^b A Facility being replaced by two Replacement Facilities will be eligible for start up funding for 1 Director of Maintenance for 40 days.