

Ministry of Health

Assistant Deputy Minister's Office
Hospitals and Capital Division

1075 Bay Street, 11th Floor
Toronto ON M5S 2B1
Telephone: 416 327-8533

Ministère de la Santé

Bureau du sous-ministre adjoint
Division des hôpitaux et des immobilisations

1075, rue Bay, 11^e étage
Toronto ON M5S 2B1
Téléphone : 416 327-8533



July 8, 2021

173-2021-16

MEMORANDUM TO: Chief Executive Officers of Ontario Public Hospitals
Regional Leads, Ontario Health

FROM: James Stewart
Acting Assistant Deputy Minister

RE: **COVID-19 Expense Reimbursement Process for the 2021-22
Fiscal Year; Revised Guidance Document and Excel Reporting
Template**

I am writing today to provide an update on the release of new expense guidelines related to incremental COVID-19 expenses being incurred by hospitals in Ontario.

At this time, the ministry has received incremental expense submissions for the months of March 2020 (2019-20 Fiscal Year), and April 2020 to March 2021 (2020-21 Fiscal Year). To help hospitals in managing cash flow during the pandemic, submitted operating and capital expenses from March 2020 to January 2021 have been reimbursed. Pending validation of submitted financial data and attestation receipt from hospitals and OH regions, COVID-19 expense reimbursements for the balance of 2020-21 will be issued and payments/cash flowed in the 2021-22 Fiscal Year.

As communicated previously, the ministry is extending the temporary COVID-19 expense reporting and reimbursement process, with modified eligibility criteria for the 2021-22 Fiscal Year, as hospitals continue to aid in managing the province's pandemic response.

With that in mind, attached is the updated version of the '*COVID-19 Hospital Expense Guidance Document*' (Version 6). As with previous versions, Hospitals are directed to track all COVID-19 incremental expenses incurred, attest to and submit them to their respective Ontario Health (OH) Region for review prior to submission to the ministry. Version 6 includes updates to the guidelines for expense reporting and reimbursement process as well as a revised Excel submission template. These include a new tab for critical care health human resource initiatives for phase 3 and phase 4 and two new capital tabs: 1) acute care to critical care bed conversions and 2) short term non-critical care beds.

Moreover, moving forward, the ministry will only be reimbursing operating expenses related to COVID-19 vaccine administration, Long-Term Care home deployments, and travel expenditures for patient repatriation transportation expenses. Broader expenses associated with personal protective equipment, Infection Prevention and Control (IPAC) and extraordinary staffing are no longer eligible for submission. COVID-19 bedded capacity, including critical care and assessment centres, will continue to be funded via separate agreements. Capital costs associated with these initiatives may still be eligible for submission through the COVID-19 expense process, and hospitals are encouraged to contact the Health Capital Investment Branch to seek direction as needed.

The ministry will continue to collect data and conduct analysis on incremental expenses and requests that all hospitals continue to track and report all categories of incremental expenses for information and planning purposes.

In recognition of the reporting deliverables, the Ministry is extending the deadline of the April and May 2021 expense submissions to August 13 and 20, 2021, respectively. The June 2021 submission will be due August 31.

The ministry is committed to continuing to work closely with hospitals to uphold the notion of fair treatment of COVID-19 expenses. As such, we are working with Ontario Health and the Ontario Hospital Association in analyzing reported and reimbursed expenses. The ministry asks that hospitals continue to maintain detailed financial records for expenses to date and submit to the ministry as requested. This will assist the ministry in performing any reconciliation process, facilitate regular reimbursement of expenses, and appropriately recover funding if required.

If you have questions, please contact the ministry at Hospitals.Branch-HSQFD@ontario.ca.

Thank you for your continued commitment to delivering high-quality care to patients Ontarians throughout the pandemic and moving forward as Ontario begins to reopen.

Sincerely,



James Stewart
Acting Assistant Deputy Minister

Enclosures

c: Ms. Helen Angus, Deputy Minister, Ministry of Health
Mr. Matthew Anderson, President and Chief Executive Officer, Ontario Health
Mr. Neil Walker, Interim Ontario Health Lead, Central Region
Ms. Cynthia Martineau, Ontario Health Lead, East Region
Mr. Brian Ktytor, Ontario Health Lead, North Region, Ontario Health
Ms. Tess Romain, Ontario Health Lead, Toronto Region, Ontario Health
Mr. Mark Walton, Ontario Health Lead, West Region, Ontario Health
Mr. Richard Steele, Deputy Minister, Ministry of Long-Term Care
Mr. Anthony Dale, President and CEO, Ontario Hospital Association
Mr. Adil Khalfan, Health System Performance and Support Executive, Ontario Health
Dr. Kieran Moore, Chief Medical Officer of Health, Ministry of Health
Mr. Peter Kaftarian, Assistant Deputy Minister and Chief Administrative Officer, Ministry of Health
Ms. Melanie Fraser, Associate Deputy Minister, Ministry of Health
Mr. Michael Hillmer, Assistant Deputy Minister, Ministry of Health
Ms. Sheila Bristo, Assistant Deputy Minister, Ministry of Long-Term Care
Ms. Marysia Szymczak, Assistant Deputy Minister, Communications Division, Ministry of Health
Mr. Elham Roushani, Chief Financial Officer, Ontario Health
Ms. Maria Pesce, Acting Director, Ontario Health Oversight Branch, Ministry of Health
Mr. Jeffrey Graham, Director, Fiscal Oversight and Performance Branch, Ministry of Health
Mr. Jim Yuill, Director, Financial Management Branch, Ministry of Health
Ms. Tara Wilson, Interim Director, Hospitals Branch, Ministry of Health

Mr. Sherif Kaldas, Director, Health Sector Models Branch, Ministry of Health
Ms. Kristin Taylor, Director, Provincial Programs Branch, Ministry of Health
Ms. Anna Greenberg, Chief, Strategy and Planning, Ontario Health
Ms. Stephanie Lockert, Interim Strategy Lead, Corporate Planning, Ontario Health
Ms. Aileen Chan, Director, Health Data Branch, Ministry of Health
Mr. David Lamb, Director, Capacity and Health Workforce Planning Branch, Ministry of Health
Ms. Abby Dwosh, Director, Long-Term Care Funding and Programs Branch, Ministry of Long-Term Care