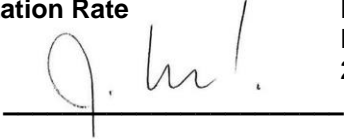


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Low Accommodation Utilization Rate	<b>SECTION:</b> L
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> 	<b>POLICY:</b> 2
<b>REVISION DATE:</b> July 2012		

**LOW ACCOMMODATION UTILIZATION RATE**

**POLICY:**

The Target Long-Stay Resident Days represents the minimum number of resident-days the facility must provide service, for either long-stay or short-stay residents, to receive full funding based on the maximum resident days. Allowable Long-Stay Vacancy Days is the number of long-stay bed-days that the Ministry will allow as vacancies for which funding is provided. Currently this level is set at an allowable 3% vacancy rate.

**PROCEDURE:**

Each month, the Chief Financial Officer shall create a report indicating the actual number of resident days for the previous month. This report outlines month-by-month the target for long stay resident days and is compared to actual long-stay resident days for the month. Total vacancy days are calculated and shown in the following format: "Number of days vacant for the Month" and "Total number of days vacant for the Year-to-date". The total vacancy is then identified in percentage format to enable monthly monitoring of Long-Stay Vacancy Days. This report is forwarded monthly to the Administrator and Director of Care for review of vacancy levels.