

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Quality Management	<b>SUBJECT:</b> LTC Service Accountability Agreement	<b>SECTION:</b> A <b>POLICY:</b> 6
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**LTC SERVICE ACCOUNTABILITY AGREEMENT**

**POLICY:**

In addition to the indicators and requirements that are standard for each Local Health Integration Network (LHIN), each Home will be aware of and in conformance with their LHIN-specific indicators in order to maintain compliance with the Long-Term Care Home Service Accountability Agreement (LSAA). These indicators and requirements will be monitored and reported on per LHIN and organizational standards.

**PROCEDURE:**

The QRM Lead will:

- 1) Ensure they are in receipt of ongoing LHIN communications via email and postal mail.
- 2) Have a thorough understanding of LHIN indicators and requirements affecting the Home annually, inclusive of timelines, deadlines, and updates.
- 3) Be accountable for tracking of all indicators addressed within the LSAA and report on indicators per required LHIN timelines and reporting requirements.
- 4) Work collaboratively with their RVP, LTC Operations and the Support Services Finance Team to ensure all LHIN indicators and requirements are addressed by the appropriate individual(s) within the appropriate timelines.
- 5) Ensure prompt reporting to RVP, LTC Operations of adherence to LHIN-specific indicators addressed within the LSAA annually in time for Schedule E Declaration signoff.
- 6) Ensure the appropriate signing authorities are involved in any materials signed back to the LHIN, including funding letters, LSAA, LAPS, Schedule E Declarations, etc.