

**ONTARIO HEALTH QUALITY IMPROVEMENT
PLAN (QIP) NAVIGATOR:**

Frequently Asked Questions for Long-Term Care

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Purpose

The purpose of this document is to answer questions related to the Ontario Health Quality Improvement Plan (QIP) Navigator and its use to prepare a continuous quality improvement initiative report required under the *Fixing Long-Term Care Act, 2021* (FLTCA).

This FAQ document will be updated as more information becomes available.

Additional Online Resources

- [Fixing Long-Term Care Act, 2021 \(English\)](#)
- [Fixing Long-Term Care Act, 2021 \(French\)](#)
- [Continuous Quality Improvement Fact Sheet \(English\)](#)
- [Continuous Quality Improvement Fact Sheet \(French\)](#)
- [Implementation QAs \(English\)](#)
- [Implementation QAs \(French\)](#)

Frequently Asked Questions

1. Are long-term care homes required to submit a FLTCA continuous quality improvement initiative report?

Ontario long-term care homes are required to prepare a continuous quality improvement initiative report for their home and publish the report on its website, as per the requirements set out in section 168 of O. Reg 246/22 of the Fixing Long-Term Care Act, 2021.

2. Can the Ontario Health QIP tool in QIP Navigator be used by long-term care homes to prepare their continuous quality improvement initiative report required under the FLTCA?

Yes. In addition to completing and submitting the QIP, the Navigator platform may be used to prepare your continuous quality improvement initiative report, which is required under section 168 of O. Reg 246/22 of the Fixing Long-Term Care Act, 2021. This would enable you to complete one report, instead of two separate reports. Navigator has been updated

with prompts and hover help with suggested areas where information for your continuous quality improvement initiative report may be included; however, you may include the information in any section. A copy of the report can be downloaded through Navigator for publishing on the home's website.

3. If I complete my QIP, have I met the requirements for the continuous quality improvement initiative report in the regulation?

If using QIP Navigator to complete the continuous quality improvement initiative report, it is the responsibility of the long-term care home licensee to ensure all legislative and regulatory requirements have been met. Using the QIP Navigator does not presuppose compliance with requirements. Please note that if using the QIP Navigator to complete the continuous quality improvement initiative report, the platform closes on March 31, 2023.

4. Where can long-term care homes identify their designated lead for the continuous quality improvement initiative in the QIP Navigator?

Homes can include the name and position of their designated lead in the contact field at the end of the Narrative section of the QIP.

5. Must homes include the list of their quality committee members in their continuous quality improvement initiative report?

No. There is no requirement to list members of a home's quality committee in the regulation.

6. Must homes include the participants that were involved in evaluating the home's QI strategies in the continuous quality improvement initiative report?

No. A licensee of a long-term care home shall ensure that the continuous quality improvement initiative (required under section 42 of the Act) includes a record maintained by the licensee setting out the names of the persons who participated in evaluations of improvements in the report (required under section 168 of the Regulation).

7. Where can I submit additional information about the home's continuous quality improvement initiative that is not requested in any of the QIP Navigator fields?

The Progress Report and the Workplan sections of the QIP both have a "Comments" field where homes can include additional information. The Narrative section also has free text fields.

8. The QIP Navigator was not available to prepare our interim continuous quality improvement initiative report for 2022/23. How do I use the QIP Navigator to complete my 2023/24 continuous quality improvement initiative report for the fiscal year ending March 31, 2023?

There is a section in the 2023/24 QIP Narrative called "Reflections since your last QIP." Long-term care homes can choose to use this section of the Narrative to reflect on their 2022/23 interim continuous quality improvement initiatives for the home. This section allows for the inclusion of visuals and graphs that speak to the progress of the initiatives.