

CCIR#23

## Continuing Care Information Release

**TO:** Home Care Agencies

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**DATE:** March 10, 2023

**RE:** Risk Assessment Intake Guide for Workers Safety in the Home Care Sector

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The Department of Seniors and Long-Term Care (SLTC) is committed to supporting Workplace Safety Initiatives aimed at creating safer work environments through practices that prevent workplace injuries.

As part of this work, existing risk assessments and mitigation strategies were reviewed to understand how to create a more standardized process for risk management to better support worker safety within Home Care (HC) Agencies.

Through a series of workshops, it was identified that a clearer understanding of safety related responsibilities between clients receiving HC supports would be necessary and beneficial in supporting worker safety.

As an output of this initiative, we have attached a HC Intake Support Guide that can be used to help identify client information that should be collected as part of the intake process to improve worker safety. We encourage you to review this guide to see how you could improve your existing intake processes from a worker safety lens. Some of the information you may already be collecting but some information may be new. *Note, this is not intended to be an exhaustive list of information to gather at intake but rather a guide that could be utilized as you see fit.*

We have also attached a Letter of Understanding (LOU) to accompany the Intake Support Guide. The purpose of this LOU is to better support worker safety by ensuring that both the client / caregiver(s), agency staff, and Continuing Care have documented roles and responsibilities as it relates to worker safety. It has been developed with the expectation that it can be used by agencies and their staff when providing home support services to clearly articulate the importance of managing risk and maintaining safety when a client begins receiving support.