

Introduction to the Use of the Start-up Tool Kit and Task Summary

(RWTO/OERO St. Catharines Branch, Area 13)

Our **Start-up Tool Kit** is intended for the use of members who want to stay in the place they call home for as long as they wish or are able. In other words, to “**Age in Place.**” (Lynn Sulman, Connections: Sept. 2022, Pg.10).

“**Aging in place**” is more likely to happen when a plan concerning future health care needs has been carefully prepared.

Our **Start-up Tool Kit** with its **Planning Guide** and **Directory of Retirement and LTC Homes** not only provides information on community resources, supports, and services but also how to access them privately or through an Ontario Health atHome Care Coordinator.

- a. The **Continuum of Care Start-up Planning Guide** indicates a continuum in which healthcare needs may increase as we age while our independence decreases.
- b. The **Directory of Retirement and LTC Homes** encourages a quick reference to Homes in 12 Centres across Niagara.

*The use of the **Start-up Tool Kit**
makes it easy to “**start planning**”!*

Start-up Tool Kit: Task Summary

The following Task Summary may be helpful to any RWTO/OERO Branch interested in adapting our Start-up Tool Kit.

1. Strike a small committee responsible for Issues and Concerns. St. Catharines Convenor chaired this committee.
2. Identify Retirement and LTC Homes in your particular Branch area.
Sources:
 - a. <https://thehealthline.ca> - For all areas in the Province; Click on: your particular **Branch Area**; then, **Seniors** or **Residential Care**; choose **LTC Homes** or **Retirement Homes**.
 - b. <https://ontariohealthathome.ca> – Click on Find Your Local Branch: Click on top row for Long-Term Care; Choose Retirement Homes or Long-Term Care Homes.
 - c. www.ontario.ca/longtermcare
Click on Choosing a Long-Term Care Home. Search for Homes (LTC).
3. Create a list of **LTC Homes** in your particular Branch Area organized by the following categories (for posting to your Branch Website):
 - Regional / Municipal owned and operated;
 - Non-Profit owned and operated;
 - For Profit owned and operated.
4. Create a list of **Retirement Homes** in your particular Branch area including phone numbers and addresses, for posting to your Branch website.
5. Create a single-page **Directory of Retirement and LTC Homes** including **only** phone numbers. List both types of Homes according to major Centres in your particular Branch area.
6. Arrange for Committee members to visit several Retirement and LTC Homes. See **Checklist** on Back of **Continuum of Care Start-up Planning Guide**.
* Note: Look for Homes trying to change from institutions to “home-like” venues e.g. Butterfly Approach. See www.meaningfulcarematter.com.
7. Create a sample list of local Care providers, Support Services, privately for hire for a fee, as included in the **Start-up Planning Guide**.
8. Assemble the **Start-up Tool Kit** using the template provided including:
 - a. a half-fold colour **Continuum of Care Start-up Planning Guide**
 - b. a single sheet **Directory of Retirement and LTC Homes** with only telephone numbers.
Consider posting addresses/details or links to Homes on your Branch website.
9. Obtain estimates for the printing costs for two-sided colour copies of the **Start-up Planning Guide** and the separate single sheet **Directory of Retirement and LTC Homes** in your area. It is suggested that you include one hard copy per member plus additional to have available depending on the size of your branch. Post on your Branch Website.
10. Present the **Start-up Tool Kit - Planning Guide and Directory of Retirement and LTC Homes**, printing estimates, distribution options and methods, to the Executive.