

Policy Title:	Health Care Aide Personal Care Home Grant Policy	Applicable to:	All Health Authorities
Responsibility Authority:	Manitoba Healthcare Providers Network	Approved Date:	November 2022
		Review Date:	November 2023

1.0 POLICY STATEMENT

The Manitoba Healthcare Providers Network (MCPN) is committed to enhancing the delivery of health services in the province of Manitoba by addressing issues of supply.

In response to the proposed enhancements to the hours of direct care for residents in personal care homes, a grant has been established to assist in addressing the workforce requirements to recruit Health Care Aides (HCAs) to work in personal care homes for a return of service commitment. This is being offered in the form of an HCA Personal Care Home Grant.

To recruit trained HCAs to work in personal care homes, the MCPN supports the allocation of funding to eligible HCAs and to uncertified HCAs (UHCAs) who will commit to upskilling to become trained HCAs for a return of service commitment.

2.0 BACKGROUND

HCAs are a critical component of our health care system. They represent the second largest occupational category in the provincial health system, second only to nursing and provide the greatest amount of direct care to Manitobans.

A shortage of certified (trained) HCAs has been well substantiated. Employers have had increasing difficulty filling positions. One strategy for recruitment is the use of financial compensation to facilitate and encourage HCAs to work in hard to recruit programs.

In response to the proposed enhancements to the hours of direct care for residents in personal care homes, MCPN established a grant to assist in addressing the workforce requirements.

3.0 PURPOSE

- 3.1 To encourage certified (trained) HCAs to work in personal care homes in Manitoba.
- 3.2 To encourage UHCAs to upskill to become certified (trained) HCAs and work in personal care homes in Manitoba.
- 3.3 To support the implementation of the enhancements to the hours of direct care in

personal care homes by increasing the supply of trained HCAs working in personal care homes.

3.4 To reduce the numbers of HCAs vacancies in personal care homes.

4.0 DEFINITIONS

4.1 **Personal Care Home Grant:** Financial assistance of \$4,000 for a return of service commitment to work in a personal care home in Manitoba.

4.2 **Personal Care Home:** A provincially licensed proprietary or non-proprietary personal care home.

4.3 **Return of Service Commitment:** A written contract stating the employee's commitment to provide service in a personal care home in a position at 0.4 EFT or higher in return for the investment of the HCA personal care home grant by the MCPN.

5.0 POLICY

HCAs on a one-time only basis shall be eligible for financial assistance of \$4,000 for a return of service commitment to work in an approved personal care home in Manitoba.

5.1 Eligibility Criteria

5.1.1 HCAs must be newly hired as an HCA within the previous six months of applying for the grant application. Indefinite terms do not count as previous employment within the same PCH if a permanent or term position is secured within six months of starting at the PCH.

5.1.1.1 Confirmed employment as an HCA by an approved employer in a permanent position at 0.4 EFT or higher. Casual and term positions do not qualify for the grants.

5.1.1.2 Grant is \$4,000.

5.1.2 Uncertified HCAs must have enrolled in an approved Training Program and obtained a permanent "Health Care Aide Trainee" position at a minimum of 0.4 EFT or higher within one year of hire.

5.1.2.1 \$2,000 upon confirmation of enrollment into approved Bridging Program.

5.1.2.2 \$2,000 upon confirmation of successful completion of Bridging Program.

5.1.3 Approved employers are personal care homes that are licensed by the province of Manitoba. *Private for-profit agencies are not eligible.*

5.1.4 Acceptance of and compliance with the conditions of a return of service commitment of one year.

5.2 Eligibility Criteria for Employers

5.2.1 Personal care homes that are licensed by the province of Manitoba.

6.0 CORE SUPPORTING DOCUMENTS: STANDARDS, PROCEDURES

6.1 Standards

6.1.1 HCA Employee Responsibilities

- 6.1.1.1** The HCA is responsible for reviewing the terms and conditions of the Personal Care Home Grant policy and upon acceptance, must comply with these terms and conditions.
- 6.1.1.2** The HCA must confirm employment as a direct caregiver in a permanent position at 0.4 EFT or higher in a personal care home. Casual and term positions do not qualify for the grant.
- 6.1.1.3** The HCA must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient must agree to repay the amount of the Personal Care Home Grant.

6.1.2 UHCA Employee Responsibilities

- 6.1.2.1** The UHCA is responsible for reviewing the terms and conditions of the Personal Care Home Grant policy and upon acceptance, must comply with these terms and conditions.
- 6.1.2.2** The UHCA must provide confirmation of enrollment in an approved Bridging Program.
- 6.1.2.3** The UHCA must provide a letter of support signed by the personal care home and Shared Health.
- 6.1.2.4** The UHCA must confirm employment with an approved employer in a permanent position at 0.4 EFT or higher in a personal care home. Casual and term positions do not qualify for the grant.
- 6.1.2.5** The UHCA must sign a return of service commitment, and if conditions of the service commitment are not fulfilled, the recipient must agree to repay the amount of the Personal Care Home Grant.

6.1.3 Employer Responsibilities

- 6.1.3.1** The employer will be responsible for reviewing the terms and conditions of the HCA Personal Care Home Grant and compliance with the terms and conditions.
- 6.1.3.2** The employer will be responsible for confirming a permanent position at 0.4 EFT or higher in a personal care home.
- 6.1.3.3** The employer will be responsible for retaining complete records for each employee who received an HCA Personal Care Home Grant.
- 6.1.3.4** The employer will be responsible for notifying the MCPN if the service commitment is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 7.1).

6.1.4 MCPN Responsibilities

6.1.4.1 The Facilitator of the MCPN will review all requests for the HCA Personal Care Home Grant and approve applications in accordance with this policy.

6.1.4.2 The Facilitator of the MCPN will advise individuals of the status of their application via letter.

6.1.4.3 The Facilitator will maintain an account of approvals.

6.1.4.4 The MCPN will provide a public report annually.

6.2 Procedures

6.2.1 The MCPN reviews allocations annually for the purpose of supporting the HCA Personal Care Home Grant program.

6.2.2 HCA/UHCAs meeting the eligibility criteria are entitled to apply to the MCPN for a HCA Personal Care Home Grant (Appendix 7.2: Personal Care Home Grant Application).

6.2.3 The HCA/UHCA must provide documentation of the confirmed permanent position with an approved employer, at 0.4 EFT or higher in a personal care home in Manitoba and any other documents referenced in 6.1 above. Casual and term positions do not qualify for the grant.

6.2.4 Applicants who change employers within the one-year return of service commitment but maintain eligibility for the Personal Care Home Grant must submit a revised return of service commitment signed by the new employer. The employee must fulfill the remainder of their contract with the new employer.

6.2.5 Upon receipt of a written request, the MCPN will consider extending the time to complete the one-year return of service commitment or grant temporary absences.

6.2.6 The amount of the HCA Personal Care Home Grant will be forgiven after the return of service commitment has been completed.

6.2.7 Requests for funding and the required documentation are to be submitted in accordance with paragraph 5.1, in an approved personal care home in Manitoba, to the Facilitator of the MCPN at 1502-155 Carlton Street, Winnipeg, MB R3C 3H8 or nrrf@sharedhealthmb.ca.

7.0 POLICY DOCUMENTS (APPENDIX)

7.1 Employer Verification of Incomplete Service Agreement Form.

7.2 Personal Care Home Grant Application Form.