

Procedure for Requesting Use of Surplus Funds to Purchase Equipment

The South West Local Health Integration Network (LHIN) would like to articulate the procedure to be used for requesting the use of surplus funds to purchase equipment. The procedure relates to the roles and responsibilities for the approval between the LHIN and the Ministry of Health and Long-Term Care.

A Long-Term Care Home (LTC Home) can submit a request to purchase equipment, each costing \$3,000 or more per unit, from the Nursing and Personal Care and Program and Support Services envelopes anytime during the fiscal year up to December 15.

Role of Long-Term Care Homes

- Complete the Long-Term Care Home Equipment Request Form
- Forward the completed request form to the London Service Area Office (LSAO), Ministry of Health and Long-Term Care:
 - 231 Dundas St. Suite 201 London ON N6A 1H1
Attention: Compliance Advisor
Fax: (519) 675-7685

Role of London Service Area Office, Ministry of Health & Long-Term Care

- Distribute the Equipment Request Form to the appropriate Compliance Advisor
- Review the equipment request to ensure it is a valid request
- Compliance Advisor to indicate “Yes / No” on request form if recommended for approval
- Forward the completed request form to the South West LHIN Office:
 - 201 Queens Avenue, London ON N6A 1J1
Attention: Michelle Hay, Program Assistant
Email: michelle.hay@lhins.on.ca or Fax: (519) 672-6562

Role of South West Local Health Integration Network

- Ensure that the request has been reviewed and recommended for approval by Compliance Advisor, LSAO
- Calculate that request is within \$400 per bed limit
- Prepare approval or denial letter addressed to LTC Home and copy to LSAO

Any questions regarding this process should be directed to the South West LHIN office. Please contact the Performance, Contract and Accountability staff member responsible for your geographic area.

Name & Title	Phone	Email	Geographic Responsibility
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