

**Memorandum To:** MCCSS funded, licensed and direct-operated congregate care settings and placing agencies.

**From:** Rupert Gordon  
Assistant Deputy Minister, Community Services Division  
Ministry of Children, Community and Social Services

David Mitchell  
Assistant Deputy Minister, Youth Justice Division  
Ministry of Children, Community and Social Services

David Remington  
Assistant Deputy Minister, Child Welfare and Protection Division  
Ministry of Children, Community and Social Services

**Date:** August 30, 2021

**Subject:** Reporting vaccination rates for congregate care residents

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Dear Residential Service Providers,

Thank you for your ongoing collaboration and for the tremendous efforts you and your staff have made to help protect the people you support throughout the COVID-19 pandemic.

The Ministry is requesting that service providers with congregate care settings collect the COVID-19 immunization status of **their residents (by site)** and share aggregate statistics with the ministry **by September 23, 2021**. Updates will be requested on a monthly basis thereafter.

Our objective is to undertake a sector-level review of resident vaccination rates to identify where additional supports and collaboration may be required. Service providers will not be penalized for low vaccination rates. We will provide service providers with a link to an online form. Attached is a guide to completing the service provider survey. In addition, a Q&A document that you can share with your residents and their families is attached.

Service providers ***should not*** disclose personal information or personal health information to the ministry (e.g. names, dates of birth, individual vaccination status). We are requesting only aggregate statistics, which may be shared with the Ministry of

Health or Public Health Units to support health-related measures including vaccine roll-out. Service providers will need to ensure that the data is collected, retained and disposed of in a manner that respects privacy, including complying with the *Personal Health Information and Protection Act, 2004 (PHIPA)* and other relevant legislation where applicable.

If you are a placing agency, please share this package with any outside paid resources to have them complete the survey for residents under their care.

As you are aware, the province has announced that COVID-19 vaccination policies will be mandatory in higher-risk settings. More information on the reporting requirements report related to employees, staff, contractors, volunteers, and students will be coming in the near future.

If you have any questions, please reach out to your regional office.

Sincere regards,

		
Rupert Gordon Assistant Deputy Minister, Community Services Division	David Mitchell Assistant Deputy Minister, Youth Justice Division	David Remington Assistant Deputy Minister, Child Welfare and Protection Division

CC:

Karen Glass, Assistant Deputy Minister, Strategic Policy Division  
Aki Tefera, Assistant Deputy Minister, Business Intelligence and Practice Division  
Regional Office Directors

Attachments (2):

How to Complete the Vaccination Survey for MCCSS Congregate Care Settings: A Guide for Service Providers

Survey of Vaccination Coverage in Congregate Care Settings Funded or Licensed by the Ministry of Children, Community and Social Service: Q&A for Residents and Families