

LONG-TERM CARE

QUALITY IMPROVEMENT PLAN PROGRAM

QIP Navigator Frequently Asked Questions

2025/26

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Purpose of This Document

The purpose of this document is to answer questions related to how Ontario Health’s QIP Navigator can be used to prepare the continuous quality improvement initiative report that is a mandatory for all long-term care homes under the [Fixing Long-Term Care Act, 2021](#).

This document was last updated September 6, 2024 and will continue to be updated as more information becomes available.

Additional resource:

- Ontario Ministry of Long-Term Care [Continuous Quality Improvement Initiative fact sheet](#)

Frequently Asked Questions

Are long-term care homes required to submit a continuous quality improvement initiative report?

Each long-term care home in Ontario is required to prepare a continuous quality improvement initiative report for their home and publish the report on its website, as per the requirements set out in section 168 of O. Reg 246/22 of the [Fixing Long-Term Care Act, 2021](#) (FLTCA).

Can Ontario Health's QIP Navigator be used by long-term care homes to prepare the continuous quality improvement initiative report required under the FLTCA?

Yes. In addition to being used for completing and submitting QIPs, the [QIP Navigator](#) platform may be used to prepare the continuous quality improvement initiative report required under section 168 of O. Reg 246/22 of the [Fixing Long-Term Care Act, 2021](#).

QIP Navigator has been updated with prompts and hover help with suggested areas where information for your continuous quality improvement initiative report may be included; however, you may include the information in any section. A copy of the report can be exported through QIP Navigator for publication on the home's website.

Is completion of the annual QIP considered completion of the requirements of the continuous quality improvement initiative report in the Regulation?

Please be advised: If you are using QIP Navigator to complete the continuous quality improvement initiative report, it is the responsibility of the long-term care home licensee to ensure that all legislative and regulatory requirements have been met (see section 168 of O. Reg 246/22 of the [Fixing Long-Term Care Act, 2021](#) for requirements), i.e., that the information required under the Regulation has been entered into QIP Navigator and is present in the report.

Please note that if you are using QIP Navigator to complete the continuous quality improvement initiative report, the submission deadline on the platform is April 1 of each year.

Where can long-term care homes identify their designated lead for the continuous quality improvement initiative report in QIP Navigator?

Homes can include the name and position of their designated lead in the field labelled *Contact Information/Designated Lead*, which is at the end of the QIP Narrative section.

Must homes include a list of their quality committee members in their continuous quality improvement initiative report?

No. There is no requirement to list members of a home's quality committee in the Regulation.

Must homes include a list of the participants who were involved in evaluating the home's quality improvement strategies in the continuous quality improvement initiative report?

No. Although a long-term care home licensee must maintain a record of the names of the people who participated in evaluations of the improvements in the report (required under [section 168 of the Regulation](#)), the list does not need to be included in the continuous quality improvement initiative report.

Where can I submit information that is not requested in any of the QIP Navigator fields but is required for the home's continuous quality improvement initiative report?

The QIP Progress Report and the Workplan sections both have fields labelled *Comments*, where long-term care homes can include additional information. The QIP Narrative section also has a free-text field. The field labelled *Other* in the QIP Narrative section can be used to provide additional information to complete your continuous quality improvement initiative report.

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