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STRATEGY

CONSUMPTION & TREATMENT SERVICES – FREQUENTLY ASKED QUESTIONS

*Ontario Ministry of Health
(Consumption & Treatment
Services) and Health Canada
(Supervised Consumption
Services) Application &
Operational Requirements*

Consumption & Treatment Services – Frequently Asked Questions

Ministry of Health (Provincial) & Health Canada (Federal) Application & Operational Requirements

Introduction

This document provides a listing of responses to Frequently Asked Questions (FAQ) about the *Ontario Ministry of Health's* [Consumption & Treatment Services \(CTS\) Application](#) (provincial requirement) and *Health Canada's* [Supervised Consumption Services \(SCS\) application](#) (federal requirement).

In Canada, possession of controlled substances is prohibited under the *Controlled Drugs & Substances Act*. *Health Canada's* SCS program is responsible for granting exemptions to Section 56.1 of the *Controlled Drugs & Substances Act* in order to permit local agencies to legally operate SCS services in Canada. The *Ontario Ministry of Health's* CTS program augments *Health Canada's* SCS program to include additional requirements for treatment and recovery services. The Ontario CTS program is responsible for allocating provincial funding to local agencies that meet the ministry-defined criteria to operate CTS sites in Ontario. In order to receive provincial funding to operate a CTS, local agencies must complete and fulfill the requirements of both the *Health Canada* SCS application and the *Ontario Ministry of Health* CTS application.

For more information about the provincial and federal CTS application processes, please refer to the list of FAQs below or visit the following web resources:

- [Ministry of Health – Consumption & Treatment Services: Application Guide \(2018\)](#)
- [Health Canada – Apply to Run a Supervised Consumption Site: Overview \(2018\)](#)

References

Information outlined in this document has been accessed from the following sources:

- Ministry of Health (2018). Consumption & Treatment Services: Application Guide. Retrieved from https://health.gov.on.ca/en/pro/programs/opioids/docs/CTS_application_guide_en.pdf
- Ministry of Health (2018). Consumption & Treatment Services Application Form. Retrieved from https://health.gov.on.ca/en/pro/programs/opioids/docs/CTS_application_form_en.pdf.
- Health Canada. (2018). Apply to Run a Supervised Consumption Site: Overview. Retrieved from <https://www.canada.ca/en/health-canada/services/substance-use/supervised-consumption-sites/apply.html>
- Health Canada. (2018). Section 56.1 Exemption for Medical Purposes under the Controlled Drugs & Substances Act for Activities at a Supervised Consumption Site – Application Form. Retrieved from <https://www.canada.ca/content/dam/hc-sc/documents/services/substance-abuse/supervised-consumption-sites/apply/how-to-apply.pdf>

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Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 1 – What is Ontario’s Consumption & Treatment Services (CTS) program?</p>	<p>Ontario’s Consumption & Treatment Services (CTS) program was launched by the Deputy Premier and the Minister of Health & Long-Term Care in October of 2018. The CTS program is part of a larger harm reduction approach that is aimed at supporting health equity and reducing the risks associated with substance use across communities.</p> <p>The CTS program allocates provincial funding to local agencies that meet the ministry-defined criteria to operate CTS sites in Ontario. CTS sites provide safe spaces for people to consume substances under the supervision of medically trained workers. These sites also provide integrated, wraparound services that connect people who use drugs to harm reduction, primary care, treatment, and other health and social services in their communities. Program requirements also mandate strategies that seek to address community concerns and to foster ongoing community engagement with key stakeholders surrounding established CTS sites.</p>
<p>FAQ 2 – What is the process for seeking provincial funding to operate a local CTS?</p>	<p>In order to receive provincial CTS funding from the Ministry of Health, local level agencies must submit and fulfill the requirements of Ontario’s CTS application. Ontario’s CTS program augments Health Canada’s Supervised Consumption Services (SCS) program to include additional requirements for treatment and support services. Provincial CTS funding is considered for communities that demonstrate that their proposed service meets the federal requirements under Health Canada’s SCS program, as well as the additional requirements under Ontario’s program.</p>
<p>FAQ 3 – What application requirements must be satisfied in order to receive provincial CTS funding?</p>	<p>All CTS applications that are received by the Ministry of Health are reviewed to ensure that the proposed services meet the provincial program criteria (FAQ 4) and that the proposed costs are valid, reasonable, and within program funding levels based on proposed hours and service capacity. Applicants that successfully meet the provincial program criteria, as well as receive a federal exemption under Health Canada’s SCS program to legally operate SCS services in Canada, are considered by the Ministry of Health for provincial CTS funding. Both the provincial and federal applications must be successful in order to operate CTS sites in Ontario.</p>

Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 4 – What program criteria is assessed under the Ontario CTS application?</p>	<p>CTS applications to the Ministry of Health must demonstrate that their proposed service satisfies the following program criteria:</p> <ul style="list-style-type: none"> • Local conditions or neighbourhood evidence that supports the need and site-selection for the proposed CTS (FAQ 5) • Clear capacity to provide consumption and treatment services. Applicants must demonstrate that their agency is eligible to operate a CTS in Ontario, has the capacity to deliver the mandatory CTS services, is able to fulfill a well-suited service delivery and staffing model, and can meet the minimum site requirements for a CTS (FAQ 6 – FAQ 18) • Sufficient proximity to similar services (e.g., existing CTS sites) and sensitive land uses (i.e., parks, schools, child care centers, and post-secondary institutions) (FAQ 19 – FAQ 20) • Evidence demonstrating that the local community supports the proposed CTS. Plans must also be established for supporting ongoing community engagement during the operational phases of the CTS (FAQ 21 – FAQ 25) • Fully accessible in accordance with Ontario’s accessibility standards (FAQ 26)
<p>FAQ 5 – What local conditions must be demonstrated under Ontario’s CTS application criteria?</p>	<p>Local conditions or neighbourhood evidence that supports the need for the proposed CTS must be demonstrated in order to receive provincial CTS funding. The Ministry of Health identifies communities that demonstrate a high need for a CTS based on the following:</p> <ul style="list-style-type: none"> • Mortality data – Number of opioid-related deaths and rate of opioid-related deaths • Morbidity data – Rate of opioid-related emergency department visits and rate of opioid-related hospitalizations • Proxy measures for drug use – Needle distribution and naloxone distribution and oxygen <p>Local conditions or neighbourhood evidence must also support the proposed site-selection. Applicants should also include:</p> <ul style="list-style-type: none"> • Any local or neighbourhood data to support the choice of the proposed CTS site • A description of how the proposed service delivery model is best suited to local conditions

Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 6 – Who is eligible to submit an Ontario CTS application to the Ministry of Health?</p>	<p>Eligible applicants for Ontario’s CTS program include Community Health Centres (CHCs), Indigenous Health Access Centres, or similar incorporated healthcare or community-based organizations that can offer the full range of mandatory services (i.e., legal entities that are capable of entering into contracts).</p>
<p>FAQ 7 – What are the mandatory services that applicants must demonstrate an ability to provide through Ontario’s CTS application?</p>	<p>Applicants under Ontario’s CTS program must demonstrate an ability to provide the following mandatory services:</p> <ul style="list-style-type: none"> • Supervised consumption and overdose prevention services • On-site or defined pathways (i.e., mechanisms to ensure that clients access the intended services, which should be within walking or transit distance from the CTS) to the following services: <ul style="list-style-type: none"> ○ Substance use treatment services ○ Mental health services ○ Primary care services ○ Social services (e.g., housing, food, employment) • Harm reduction services: <ul style="list-style-type: none"> ○ Education on harm reduction, safe drug use practices, and safe disposal of equipment ○ First aid and wound care ○ Distribution and disposal of harm reduction supplies ○ Provision of naloxone and oxygen • Removal of inappropriately discarded harm reduction supplies surrounding the CTS area using the appropriate equipment (i.e., needle-resistant safety gloves) • Public education
<p>FAQ 8 – What types of supervised consumption services are required and funded through Ontario’s CTS program?</p>	<p>In order to receive provincial CTS funding, applicants must demonstrate an ability to provide injection, intranasal, and oral supervised consumption services at the CTS site. The CTS program does not include supervised inhalation services.</p>
<p>FAQ 9 – What service information must be included within the Ontario CTS application as it relates to the delivery of mandatory services?</p>	<p>In addition to demonstrating an ability to provide the mandatory CTS services (FAQ 7), applicants are required to submit the following service information under Ontario’s CTS application:</p> <ul style="list-style-type: none"> • The types of services (e.g., substance use treatment) that will be provided and how each will be delivered • Which services will be offered on-site and which will be offered through defined pathways • Expected wait times for services



Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 10 – Does Ontario’s CTS program fund any additional optional services?</p>	<p>Applicants may request funding for additional optional services through Ontario’s CTS application based on capacity and local conditions. The Ministry of Health will then consider the additional optional services for approval. Of note, optional services may require approval from Health Canada and/or the Ministry of Health based on the type of service.</p>
<p>FAQ 11 – Which service delivery models and hours of operation are rendered preference for provincial funding under Ontario’s CTS program?</p>	<p>Under Ontario’s CTS program, preference is rendered to proposed services that offer consistent hours of operation, seven days per week. Proposed hours should be based on the local context and via consultation with community stakeholders, local community groups, and persons with lived experience. Through the CTS application, applicants must identify the proposed hours of operation and the site’s capacity to offer such services (e.g., number of consumption booths).</p>
<p>FAQ 12 – What are the mandatory staffing requirements that applicants must demonstrate an ability to satisfy through the Ontario CTS application?</p>	<p>Under Ontario’s CTS program, applicants must submit a proposed staffing model to demonstrate that the proposed service meets the following operational and program requirements:</p> <ul style="list-style-type: none"> • A designated health professional must be present at all times • The staffing model must include peers/people with lived experience • The applicant has the capacity within the proposed staffing model to provide immediate overdose response and prevent and manage security incidents
<p>FAQ 13 – What are the mandatory site requirements that applicants must demonstrate an ability to satisfy through the Ontario CTS application?</p>	<p>Applicants under Ontario’s CTS program must demonstrate an ability to satisfy the following site requirements:</p> <ul style="list-style-type: none"> • A suitable floor plan (FAQ 14) • The proposed site meets municipal bylaws and provincial regulations for accessibility • The proposed site meets the ministry design standards for a CTS (FAQ 15-17) • Physical safety and security measures are in place to ensure client, staff, and community safety (FAQ 18)



Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 14 – What are the floor plan requirements outlined through the Ontario CTS application criteria?</p>	<p>Applicants must submit a floor plan in attachment to the Ontario CTS application that indicates the placement and orientation of the following services and stations:</p> <ul style="list-style-type: none"> • Areas for service intake, consumption, and post-consumption care • Areas for other mandatory services (FAQ 7) • Hand hygiene sink and foot wash station • Accessible washrooms
<p>FAQ 15 – What are the minimum ministry design standards (i.e., space types and square footage) for operating CTS services under Ontario’s CTS program?</p>	<p>The minimum ministry design standards for operating CTS services under Ontario’s CTS program are as follows:</p> <ul style="list-style-type: none"> • Consumption booths with individually partitioned desks/tables and chairs – 40sf per person, 240 sf for 6 booths, and 120sf for 3 booths • Assessment room that accommodates an interviewer workstation/chair and a client/chair (two chairs if needed) – 100sf in size, 100 sf for 6 booths, and 100sf for 3 booths • Observation area that includes workstations for supervision staff – 65sf in size, 130sf for 6 booths, and 65sf for 3 booths • Post-consumption area that accommodates at least 6 client chairs and one small desk/chair for supervisory staff – 120sf in size, 120sf for 6 booths, and 100sf for 3 booths (3-4 client chairs and desk/chair for supervisor)
<p>FAQ 16 – What are the Ontario Building Code requirements for Community Health Centres to operate CTS services under Ontario’s CTS program?</p>	<p>Community Health Centres are typically classed as a Class D occupancy building under the Ontario Building Code (OBC) and are built to the OBC standard of the year of construction. The nature of the CTS as offering self-administered “treatment” will likely define this group as individuals potentially needing more time and assistance for evacuation in the event of a fire (due to the potential degree of incapacitation). As a result, this space will likely be considered a B2 occupancy under the OBC and if so, will require additional physical renovations to include the following:</p> <ul style="list-style-type: none"> • Upgraded fire separations • Upgrades to the HVAC system • Fire alarm systems and doors to these areas • The use of “cookers” may also prompt some additional directions from the Ontario Fire Marshal’s office

Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 17 – What are the minimum ministry design standards for safe injection areas under Ontario’s CTS program?</p>	<p>The minimum ministry design standards for the safe injection area of the CTS are as follows:</p> <ul style="list-style-type: none"> • A counter space of +3 linear feet per client • Counter spaces that are non-porous, hygienic, and easily cleanable (e.g., stainless steel) • Appropriate biohazard waste disposal should be available for each client • Fixed mirrors should be provided for each client • Appropriate lighting should be provided to promote safe injection practice • Finish surfaces (i.e., wall, floor) should be non-porous and easily cleanable • A staff monitoring area should be provided in the post-consumption room with an emergency communication system • Lockable supply cabinets should be provided in the room • A hand hygiene sink and foot wash station should be provided in the CTS • Security and access control should be considered as part of the model of care • CSA Class C ventilation should be provided in the space. Enhanced ventilation should be considered if “cooking” is permitted • Other space(s) for clients to relax and/or access care while observation continues and to provide wrap-around services
<p>FAQ 18 – What physical safety and security measures are required under Ontario’s CTS program in order to ensure client, staff, and community safety?</p>	<p>Under Ontario’s CTS application, applicants must verify that the following physical safety and security measures are in place in order to ensure client, staff, and community safety:</p> <ul style="list-style-type: none"> • Provincial and municipal safety requirements • Fire safety plan • Security plan • Paramedics and other first responders have access to the consumption and post-consumption rooms • Occupational health and safety requirements • Infection prevention and control requirements



Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 19 – What are the proximity criteria to similar services (e.g., existing CTS sites) under Ontario’s CTS program?</p>	<p>Applicants to Ontario’s CTS program must outline the proposed site’s distance, in metres or kilometres, from the site to other local CTS sites or similar services. CTS sites should be located at least 600 metres (i.e., two large city blocks) from existing CTS sites or other similar services.</p>
<p>FAQ 20 – What are the proximity criteria to sensitive land uses (i.e., parks, schools, childcare centres, and post-secondary institutions) under Ontario’s CTS program?</p>	<p>Applicants to Ontario’s CTS program must outline the proposed site’s distance, in metres or kilometres, to the closest licensed childcare centre, park, school, or post-secondary institution. If the proposed site is within close proximity to one or more of these institutions (e.g., 100 metres – 200 metres), the applicant must specify the methods to which community concerns will be addressed through community consultation and ongoing community engagement. Evidence of support by local stakeholders, including residents, must be submitted.</p>
<p>FAQ 21 – What are the components of the community consultation criteria through the Ontario CTS application?</p>	<p>Community consultations are a key requirement of Ontario’s CTS program. Consultations should allow the Ministry of Health to understand the efforts that have been undertaken to engage with stakeholders to inform them of the proposed CTS, and to learn about the potential impacts of the CTS on people who use drugs and the local community (as well as how these impacts can be mitigated). CTS applicants must include a description of consultation activities that were conducted for the proposed CTS site. Results from the consultations, including all feedback and comments that were received, should be provided in a summary report.</p>
<p>FAQ 22 – What types of activities constitute as sufficient community consultation methods under the Ontario CTS program?</p>	<p>Sufficient community consultation methods under Ontario’s CTS program include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Door-to-door canvassing (e.g., flyers) • General email account to receive feedback and respond to inquiries • Information meetings/open houses • Presenting at community associations and other meetings • Surveys • Websites that include opportunities for individuals to submit feedback



Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 23 – Who must be consulted on the proposed CTS under Ontario’s CTS program?</p>	<p>At minimum, the following stakeholders must be consulted on the proposed CTS in order to meet the Ministry of Health’s CTS program criteria for community consultation:</p> <ul style="list-style-type: none"> • Health and social service stakeholders (i.e., substance use treatment, mental health, housing) • Local businesses and/or business associations • Local citizens and/or community groups • Local municipality • Police and other emergency services • Public health • Persons with lived experience
<p>FAQ 24 – Which community consultation documents must be submitted with an Ontario CTS application?</p>	<p>As part of the Ontario CTS application, applicants must submit the following documents in order to meet the Ministry of Health CTS program criteria for community consultation:</p> <ul style="list-style-type: none"> • A consultation report that provides information about who was consulted, a summary of feedback from each stakeholder group, concerns raised by stakeholder groups (if any), and how concerns will be addressed • Local municipal council support (i.e., council resolution) endorsing the proposed CTS • Other evidence of support for the CTS, such as letters of support from partnering organizations, local businesses, and/or other stakeholders • Board of health resolutions
<p>FAQ 25 – What are the CTS program criteria for ongoing community engagement?</p>	<p>As part of the Ontario CTS application, applicants must submit a community engagement and liaison plan that outlines how the community will be engaged on an ongoing basis. This plan may include the following:</p> <ul style="list-style-type: none"> • Follow-up(s) after the initial consultations • Public education about the CTS • Engagement mechanisms to identify and address community concerns on an ongoing basis

Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 26 – What accessibility criteria is mandatory under the Ontario CTS program?</p>	<p>As part of the Ontario CTS application, applicants must verify that the proposed CTS is fully accessible and in adherence to the following criteria:</p> <ul style="list-style-type: none"> • The proposed service is compliant with the <i>Accessibility for Ontarians with Disabilities Act</i> • The proposed services are culturally, demographically, and gender appropriate • The proposed service is strategically located, meaning that it is within walking distance from where open drug use is known to occur • The proposed service is easily accessible by public transit
<p>FAQ 27 – What are the operational funding request requirements under Ontario’s CTS program?</p>	<p>As part of the Ontario CTS application, applicants must submit a budget that provides a breakdown of all of the operational costs, including a brief description and rationale for the quantity and cost for each item requested. This may include information about how the item would be used, who would be using it, and an explanation in the rare case where existing staffing or equipment cannot be leveraged.</p>
<p>FAQ 28 – What are the eligible operational costs for coverage via provincial CTS funding?</p>	<p>Ontario’s CTS program funds the operational costs for full-time equivalent employees (FTEs) and supplies directly associated with the consumption service, post-consumption space, referrals, and/or services required for addressing community concerns. Operational cost items can include the following:</p> <ul style="list-style-type: none"> • Salaries and benefits • Supplies and services • Program, administrative, phone, and IT expenses – The Ministry of Health funds up to a maximum of 10% of the total operating budget for administrative and IT expenses (i.e., audit, accounting, and payroll costs).
<p>FAQ 29 – What operational costs are not eligible for coverage via provincial CTS funding?</p>	<p>The following operational costs are not eligible for coverage through provincial CTS funding:</p> <ul style="list-style-type: none"> • Direct costs of wraparound services • Physician funding to deliver clinical services • Costs associated with job postings and staffing recruitment for the CTS, travel, and conferences

Ministry of Health – Consumption & Treatment Services Application & Operational Requirements

Question	Answer
<p>FAQ 30 – Are capital budget requests (i.e., coverage for capital infrastructure, renovations and retrofits) funded through Ontario’s CTS program?</p>	<p>Ontario CTS applicants may submit a one-time funding request to cover capital infrastructure, renovations, and retrofits of facilities required to plan, establish, and operate the CTS with their application. The Ministry of Health will work with applicants to determine capital funding requirements immediately following a notification of the Minister’s approval of a site. The ministry will then provide an overview of the capital funding process, the application form, and the ministry’s funding guide.</p>
<p>FAQ 31 – How does the Ministry of Health transfer provincial CTS funding to local agencies once a CTS application is approved?</p>	<p>Prior to receiving any provincial CTS funds, approved applicants must agree to and sign a transfer payment agreement with the Ministry of Health. Transfer Payment Agreements outline the roles and responsibilities of each party and the accountability and reporting requirements to which the CTS provider must adhere to, including financial reporting and reporting on program indicators and outcomes.</p>
<p>FAQ 32 – What are the reporting and evaluation requirements for CTS operations that receive provincial CTS funding under Ontario’s CTS program?</p>	<p>As part of the monitoring and reporting requirements under Ontario’s CTS program, CTS operations are required to report on the following indicators on a monthly basis:</p> <ul style="list-style-type: none"> • Site data (i.e., # of visits, # of unique clients) • Provision of wrap-around services and treatment uptake (i.e., # of clients accessing on-site or referrals to 1) treatment, 2) mental health, 3) primary care, 4) counselling, 5) first aid/basic care, and 6) social services) • Safety and security (i.e., # of times security staff assisted with 1) an incident in the CTS and/or 2) a security event in the immediate perimeter of the CTS; # of times police were called to the CTS) • Site visits (i.e., visits by time of day and mode of consumption, peer-assisted injections, non-identifiable client demographics, drugs consumed by clients as reported at intake) • Overdose events (i.e., # of overdoses; # of overdoses treated 1) solely with oxygen/rescue breathing and stimulation and/or 2) with naloxone; # of doses of naloxone administered; # of deaths occurring in the CTS) • Emergency service calls (i.e., # of 911 calls related to 1) overdose and/or 2) other reasons, by reason, # of clients transported to an emergency department related to 1) an overdose and/or 2) other reasons, by reason)

<p>FAQ 32 Continued</p>	<ul style="list-style-type: none"> • Provision of basic medical care and education (i.e., # of visits where client received harm reduction education/information, # of visits where needle exchange/syringe services were provided for non-CTS use, frequency of needle 1) pick-ups and/or 2) removals in the surrounding area of the CTS) • Community engagement and liaison (i.e., description of community engagement and liaison efforts, including issues raised and how they have been mitigated) • Other (i.e., drug checking data, if applicable, additional comments at the discretion of the CTS provider) <p>Each CTS provider is also required to complete and submit an annual report, subject to the criteria provided by the ministry, in order to ensure that CTS programs are efficacious and are achieving provincial objectives. Evaluations of all provincially funded CTS programs are also completed by the Ministry of Health.</p>
<p>FAQ 33 – What are the safety and security requirements under Ontario’s CTS program?</p>	<p>Under Ontario’s CTS program, applicants must verify that the following mechanisms will be implemented as it pertains to security, access, and removal of harm reduction equipment:</p> <ul style="list-style-type: none"> • Control CTS site access – Only those intended to use the services will be allowed to enter the CTS • Discourage loitering outside the CTS • Ensure staff are trained in instances in which law enforcement should be contacted (i.e., substances left at a CTS) • Ensure staff are trained on Infection Prevention Control (IPAC) procedures, including needle handling and disposal policies and procedures • Comply with Health Canada rules related to possession, production, trafficking/sharing, and administering of substances within the CTS
<p>FAQ 34 – How are funded CTS programs enforced by the Ministry of Health?</p>	<p>Ontario CTS programs are enforced by the Ministry of Health or other authorized representatives through inspections of the organization’s operations and compliance with the CTS program requirements. This may include, but is not limited to, safety and security provisions and frequency of needle removal/pick-ups. The Ministry or any authorized representative may also audit or review CTS documentation and reports to ensure compliance with other program requirements (i.e., on-site or defined pathways to substance use treatment and wrap-around services). A program enforcement approach is used for any inspection or review. CTS sites may also be subject to inspections by the Ministry of Labour and Health Canada.</p>

Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

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APPROVAL OR REFUSAL OF APPLICATIONS

- [FAQ 52 – What happens after an SCS exemption is approved by Health Canada?](#)
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Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
<p>FAQ 35 – What is Health Canada’s Supervised Consumption Services (SCS) program?</p>	<p>In Canada, possession of controlled substances is prohibited under the <i>Controlled Drugs & Substances Act</i>. In order to legally operate an SCS site for medical purposes in Canada, an exemption is required under Section 56.1 of the <i>Controlled Drugs & Substances Act</i>. Health Canada may grant exemptions for SCS sites after the satisfactory completion of an application.</p> <p>SCS sites are similar to CTS sites in that they are offered in municipalities of high need (i.e., municipalities with high rates of public drug use) to provide health, social, and treatment services to people who use drugs. Sites offer a safe space for people to consume their own pre-obtained substances under the supervision of medically trained workers. SCS sites may also offer a wide range of wraparound services (depending on the applicant’s proposal for services), including drug checking services, emergency medical care, basic health services (e.g., wound care), testing for infectious diseases, on-site access or referrals to substance use/mental health treatment, healthcare, and social service providers, and harm reduction education.</p>
<p>FAQ 36 – What is the process for seeking a legal exemption to Section 56.1 of the <i>Controlled Drugs & Substances Act</i> under Health Canada’s SCS program?</p>	<p>In order to receive a legal exemption to the <i>Controlled Drugs & Substances Act</i> under Health Canada’s SCS program, local agencies must complete and submit an SCS application to Health Canada. Health Canada may grant exemptions for SCS sites after the satisfactory completion of an application.</p>
<p>FAQ 38 – How long are legal exemptions granted for SCS services?</p>	<p>Exemptions for SCS sites are generally granted by <i>Health Canada</i> for one year; however, length of time can vary based on the completeness of the application and compliance history. Once the initial exemption term has expired, applicants may submit a renewal application to extend the exemption.</p>

Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
FAQ 39 – What information is required about the proposed site in order to submit an application through Health Canada’s SCS program?	<p>As part of Health Canada’s SCS application, applicants must submit the following information about the proposed site. In order to receive provincial funding to operate a CTS, this information must comply with the mandatory program requirements that are outlined through Ontario’s CTS program.</p> <ul style="list-style-type: none"> • Current services (if any) offered at the site • Proposed services to be offered at the site • Other proposed services or partnerships for relevant off-site services • Proposed hours of operation • Description of the flow of the site. A floor plan must also be submitted that clearly demonstrates the layout of the site, identifies storage areas for unidentified substances left behind, and any security features in the building (e.g., cameras, motion detectors, locks, etc.). • Method of drug checking and procedures (if applicable) • If the site is a mobile unit, locations of stops to be made along the route and where the mobile unit will be parked outside of operation hours.
FAQ 40 – What local conditions must be demonstrated under Health Canada’s SCS program criteria?	<p>Applicants to Health Canada’s SCS program must submit information about local conditions that support the need for the proposed SCS site within the local municipality/neighbourhood. Mandatory information to include is as follows:</p> <ul style="list-style-type: none"> • Description of the target population to be served at the site, which may include estimates of the number of persons who consume illegal substances, infectious disease rates in relation to substance use, and drug-related overdose deaths • Number of drug-related overdoses and deaths in the local area • Intended health and safety impact of the site on the target population, the general public, and the local area
FAQ 41 – What policies and procedures must be submitted as part of Health Canada’s SCS application?	<p>As part of Health Canada’s SCS application, the following policies and procedures must be developed and submitted:</p> <ul style="list-style-type: none"> • Roles and responsibilities of staff members and their training requirements (FAQ 42 – FAQ 44) • Addressing unidentified substances left behind (FAQ 45) • Loss or theft of unidentified substances left behind (FAQ 46) • Security measures taken to minimize risks (FAQ 47)

Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
FAQ 42 – What is required under the “Roles & Responsibilities of Staff Members and their Training Requirements” SCS Policy?	<p>Site policies and procedures must clearly indicate who will be responsible for supervising consumption at the site. The site is required to have a Responsible Person in Charge (RPIC) (FAQ 43 – FAQ 44). The organization must inform and train the RPIC, A/RPIC(s), key staff members and all staff members on their roles and responsibilities. Organizations must also maintain a training log that indicates who has been trained and when the training has been completed.</p>
FAQ 43 – What are the responsibilities of the Responsible Person in Charge (RPIC)?	<p>The Responsible Person in Charge (RPIC) is responsible for the site and activities at the site during operational hours. The RPIC is not required to be in the consumption area, but must be located within the same building and on the same floor as the SCS during operating hours. When the RPIC is not on site during operating hours, an Alternate Responsible Person in Charge (A/RPIC) assumes the responsibilities of the RPIC.</p>
FAQ 44 – What is required to apply for the Responsible Person in Charge (RPIC) role?	<p>In order to apply for the Responsible Person in Charge (RPIC) role, candidates must submit the following information as part of the Health Canada SCS program:</p> <ul style="list-style-type: none"> • A valid criminal record check • A resume that outlines education and training • Contact information • Proposed schedule • Professional designation and regulatory body license number (if applicable)



Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
FAQ 45 – What is required under the “Addressing Unidentified Substances Left Behind” SCS Policy?	<p>A site-specific policy with procedures on how to deal with unidentified substances left behind at the site should be provided. These should include a description of who is responsible for the substances, how they will be handled, where they will be stored (in a locked location, such as a safe, lockbox, double-locked drawer, etc.), and guidance for staff on how to appropriately transfer substances to law enforcement. Records for any unidentified substance found at the site are required to be maintained at the site and include the following information:</p> <ul style="list-style-type: none"> • The date the substance was found • The location where the substance was found • The name of the staff member who packaged and stored the substance • The date the local Police were contacted to request removal of the substance • The name and signature of the officer who removed the substance • The date the substance was removed from the site
FAQ 46 – What is required under the “Loss or Theft of Unidentified Substances Left Behind” SCS Policy?	<p>The site must have policies and procedures in place to prevent the loss or theft of unidentified substances left behind at the site, which includes record-keeping requirements. Loss or theft of any unidentified substance left behind must be reported to police immediately and to the OCS within 24 hours.</p>
FAQ 47 – What is required under the “Security Measures Taken to Minimize Risks” SCS Policy?	<p>The SCS must have a main door that locks. With respect to the SCS space, there are no prescribed physical or security specifications that need to be met. Applicants are responsible for ensuring that adequate measures are in place at the site for the security of staff and clients at all times. Security features and physical layout may be designed in a manner that is appropriate for the particular site needs and operational model. Security measures that may be included are as follows:</p> <ul style="list-style-type: none"> • Video surveillance • Restricted or controlled access areas • Locked or unidirectional doors separating rooms within the facility • Key card/keypad/fob/key access within the site • Panic alarms • Security alarms • Security personnel on site <p>In addition, there must be a system in place for keeping records of the entry and exit of clients and visitors from the consumption area of the site.</p>

Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
FAQ 48 – Is a policy required for the disposal of sharps and biohazardous materials?	A copy of this procedure does not need to be provided with the Health Canada SCS application; however, there should be one in place for the site. The site policies and procedures for the disposal of biohazardous waste may be adapted from or aligned with the approved policies and procedures used by the health authority or organization operating the site.
FAQ 49 – What are the records retention requirements of Health Canada’s SCS program?	<p>As part of Health Canada’s SCS application, applicants must submit information about how the following records will be maintained at the SCS sites:</p> <ul style="list-style-type: none"> • Staff training log • Client or visitor entry and exit log • Record-keeping form for unidentified substances left behind <p>Records should be maintained for a minimum of 2 years; however, it is the responsibility of the applicant to ensure that all requirements set out by other applicable federal, provincial, and municipal legislation relevant to SCS services are met. A copy of the above records do not need to be provided with the SCS application; however, these records must be maintained at the SCS site and available to OCS if required.</p>
FAQ 50 – What are the community consultation requirements under Health Canada’s SCS program?	As part of Health Canada’s SCS application, applicants must submit a consultation report that includes a description of the consultation activities that were undertaken for the proposed sites. Results from the consultations, including all feedback and comments that were received, must also be provided. Any advertising materials, forms, or documents used for collecting opinions may be included as supporting documentation. A description of measures to address concerns that were raised during the consultations should also be included. An optional requirement is to submit a letter of opinion from the provincial or territorial Minister of Health.
FAQ 51 – What are the financial planning requirements under Health Canada’s SCS program?	<p>As part of Health Canada’s SCS application, applicants must submit a financial plan for the proposed SCS site. The purpose of the financial plan is to allow Health Canada to better understand whether the site has the resources needed to operate safely and effectively. Documents that can be included within the financial plan are as follows:</p> <ul style="list-style-type: none"> • Financial statements or audits for the organization applying • Documentation confirming sources of funds (private or public) • Confirmation of funding commitments • Budget proposals

Health Canada – Supervised Consumption Services (SCS) Application & Program Requirements (FAQS)

Question	Answer
FAQ 52 – What happens after an SCS exemption is approved by Health Canada?	If an SCS exemption is approved by Health Canada, an exemption document will be issued containing any required terms and conditions, including data collection requirements. Health Canada will also conduct an inspection before the site offers services to the public. The Department may issue an exemption before an inspection takes place if the SCS site is not fully constructed, thereby removing any uncertainty around the applicant’s investment of funds in the renovation process.
FAQ 53 – What happens if an SCS exemption is refused by Health Canada?	If an SCS exemption is refused by Health Canada, the applicant will be notified of the intent to refuse with the reasons for refusal. The applicants will be provided an opportunity submit additional information or reasons that the refusal may be unfounded. Final refusal and reasons for the refusal will be posted on Health Canada’s website.

