

Bulletin



Bulletin Number 4365	Date March 21, 2000	Direct inquiries to Ministry of Health Processing Office (address below)
Distribution Physicians, Hospitals, Clinics, Laboratories		

Subject Obtaining and Using the Community Treatment Order (CTO) Information Record

The Ministry of Health and Long-Term Care is asking that physicians issuing a Community Treatment Order (CTO) complete a CTO Information Record. Ontario's amended mental health legislation, which was proclaimed December 1, 2000, requires that the Minister conduct a review of the use and effectiveness of CTOs in the third year after proclamation.

To facilitate this legislated requirement and to ensure a comprehensive review, the Ministry has developed a CTO Information Record. This form will be used to gather pertinent information about all CTOs issued in Ontario. The Information and Privacy Commissioner authorized the Ministry to collect this patient information from physicians for the purpose of conducting the review.

The CTO Information Record form can be obtained in the same way as the Form 45. Both the English and French versions are on the Ministry web site (www.health.gov.on.ca). The form can also be ordered from the Ministry's Adesso Distribution Warehouse (Tel. (416) 327-8222 or Fax. (416) 327-0329). The catalogue number for ordering the English version of the CTO Information Record is 7530-5589 and for the French version, the catalogue number is 7530-5590.

The CTO Information Record form should be completed by a physician at the time a CTO is issued, renewed or re-issued - that is, whenever a Form 45 is completed. Instructions and 'Data Definitions and Guidelines for Completing CTO Information Record' are included on the form.

The CTO Information Record was pilot tested with a sample of physicians across Ontario and takes 10-15 minutes to complete. Fee-for-service physicians will be compensated for the time spent in completing this form, as it is a 'CTO-related' form.

The completed form is to be returned to the Ministry and will be included in a database maintained solely for the purpose of conducting the CTO review. A notice of this data collection to the patient or substitute decision-maker is required by the *Freedom of Information and Privacy Act* and is included on the CTO Information Record form as a convenient tear-off portion.

The Ministry is in the process of developing a ‘closing’ form for the CTO Information Record to track the length of time CTOs are in effect and the reasons for discontinuation/termination. For all CTO Information Records submitted, the Ministry plans to send notification to physicians a few weeks prior to the CTO expiry date. If the CTO will not be renewed, physicians will be asked to complete a brief ‘closing’ form to indicate the date and reason for CTO termination. This Ministry follow-up may serve as a helpful reminder to physicians that the CTO expiry date is approaching.

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Office locations

Barrie 30 Poyntz St. L4M 3P2	Hamilton 119 King St. W P.O. Box 2280, Stn. A L8N 4C8	Kenora 220-808 Robertson St. P9N 1X9	Kingston 1055 Princess St. P.O. Box 9000 K7L 5A9	Kitchener 1400 Weber St. E. Unit B2 N2A 3Z8
London 217 York St., 5th Floor P.O. Box 5700 Terminal A N6A 1B7	Mississauga 201 City Centre Dr. P.O. Box 7020, Stn. A L5A 3M1	North Bay 101-447 McKeown St. P1B 9S9	Oshawa Exec. Tower, Oshawa Centre. 419 King St. W. P.O. Box 635 L1H 8L4	Ottawa Fuller Building 75 Albert Street K1P 5Y9
Owen Sound 981 2nd Avenue E. N4K 2H5	Peterborough 550 Lansdowne St. W. K9J 8J8	St. Catharines 59 Church St 3rd Floor L2R 3C3	Sarnia 452 Christina St. N. N7T 5W4	Sault Ste. Marie Roberta Bondar Place 70 Foster Dr., Ste. 100 P6A 6V4
Sudbury 199 Larch St., Suite 801 P3E 5R1	Thunder Bay 435 James St. S. , Suite 113 P7E 6T1	Timmins 38 Pine St. N., Ste. 110 P4N 6K6	Toronto 2195 Yonge St. P.O Box 1700 Stn. A M5W 1G9	Windsor 1427 Ouellette Ave. N8X 1K1
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While the CTO Information Record form is not legally required the cooperation of physicians in completing this form will be critical to the success of the legislated review. Your assistance with this initiative is much appreciated.

For more information about the CTO Information Record, please contact the Manager, Monitoring, Standards and Evaluation, Operational Support Branch, Ministry of Health and Long-Term Care at 416-327-7350.

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