

# HAF Recipient User Guide

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As part of the provincial Patients Before Paperwork (Pb4P) initiative, Ontario Health created the Ontario Health eForms platform to reduce unnecessary tasks in clinicians' daily routines, streamline processes, eliminate redundancy, enhance efficiency, and provide faster service to patients. This platform allows for the digitization and integration of various forms used in patient care.

Currently, a pilot project is underway that aims to digitize the Ministry of Long-Term Care's Health Assessment Form (HAF) and integrate it into the Point-of-Care (PoC) systems used by clinicians and Ontario Health atHome (OHaH) coordinators. This work provides a key opportunity to eliminate the inefficiencies and delays associated with faxing forms. Digital forms provide real-time data access, reduce the risk of lost or misplaced documents, and enhance patient privacy by ensuring secure transmission of information, as identified by the Ministry of Health (MOH) and the Ontario Medical Association (OMA). As this stream of work matures, more forms will be added to the platform.

This training document provides an overview for OHaH placement coordinators reviewing the HAF and related documents.

## Accessing the HAF

- Navigate online to <https://eforms.ontariohealth.ca/receiver>
- Log-in to eForms Recipient Dashboard using your ONE™ID username and password to access eForms Recipient home page. Complete multi-factor authentication (MFA) verification by following the prompts.
- If logged into eForms, select the link from the notification email to access the HAF.
- You are required to accept the 'terms of use' at every log-in.

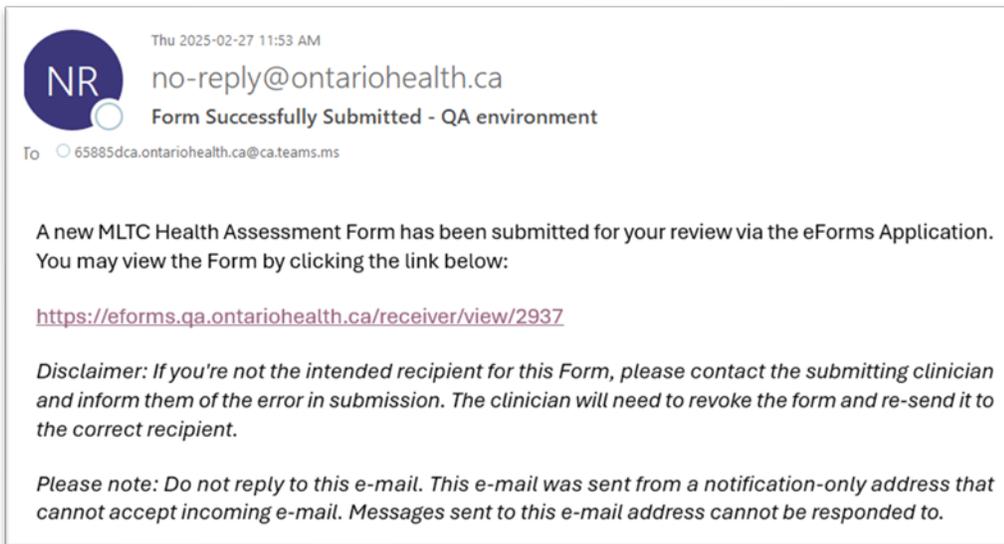


Figure 1: Sample email notification to access the HAF

## Viewing and Managing the HAF

- Use the eForms dashboard to view all HAF forms submitted to that location. You can sort them by selecting any column title. The screen displays the form title, sender information, submission date, time, and status. The most recently submitted or updated form will appear at the top.
- Select the form from the dashboard to view its details:
  - Submitted forms are new applications.
  - Processed forms have already been reviewed.
  - Revoked forms will display a message explaining that the sender revoked them due to necessary edits or because long-term care is no longer needed.
- Important: Once a form is marked 'processed', the sender cannot revoke it.
- To update the OHaH section, download the form by clicking the blue Download button at the bottom right of the page.
- Note: HAF forms and attachments must be downloaded separately. Click the name/title of each attachment to download it.

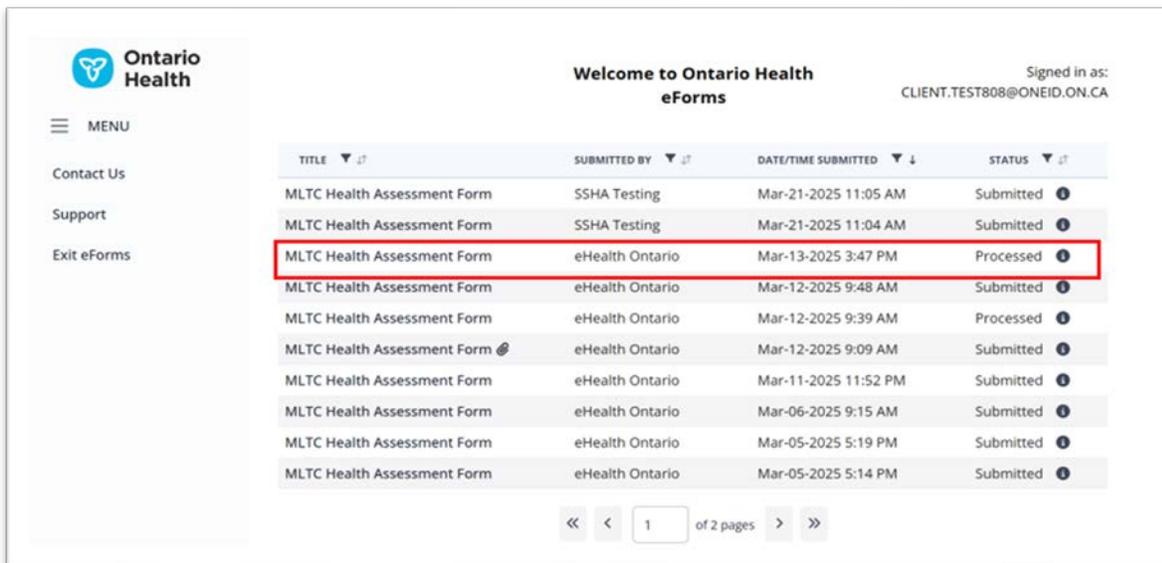


Figure 2: Home page including the list of forms and their status

## Reviewing and Saving the HAF

- Download and review the HAF and any attachments included, then save them.
- Edit the Ontario Health atHome (OHaH) section as needed.
- Mark the form as processed by selecting Set as Processed.
- A confirmation prompt will appear, asking you to confirm that you have downloaded and saved the attachments.
- Accept to finalize the process. This will update the status to Processed on both your dashboard and the sender's dashboard. Note: Once set to processed, the action cannot be undone.

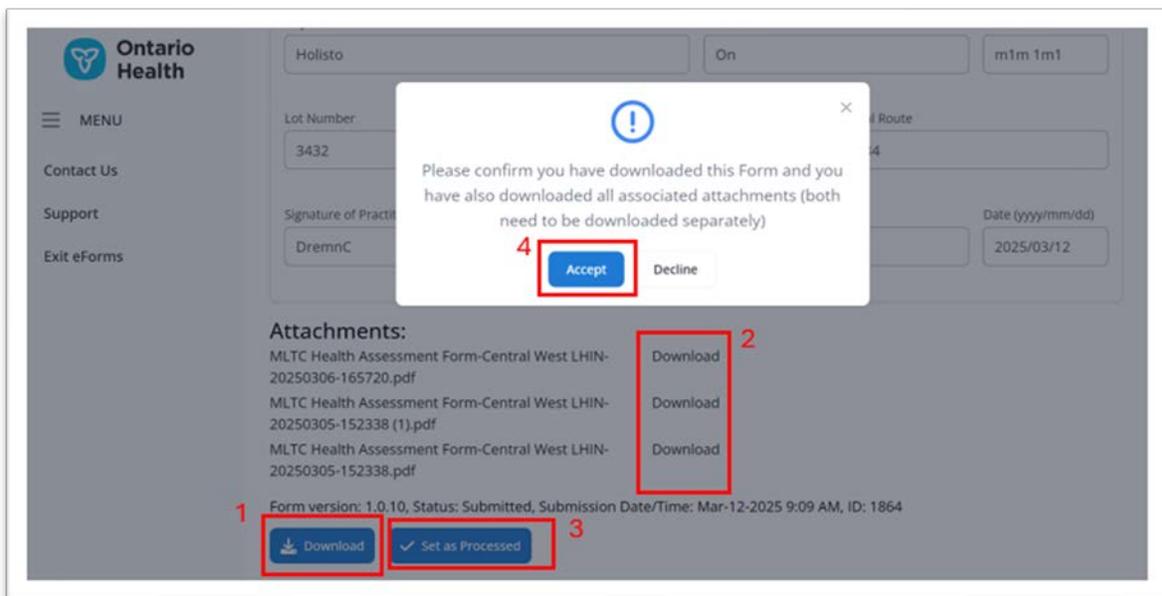


Figure 3:

1. Download the form by selecting the Download button.
2. Download attachments by selecting each item displayed in area two.
3. Update the form status to Set as Processed.
4. Select Accept to set HAF as processed in both the sender and receiver dashboards.

## Logout

To log out, select the menu icon  at the top left corner then select Exit eForms from the list.

## Contact Information

For any questions, concerns or support, users can email the Ontario Health eForms general mailbox at [OHeForms@ontariohealth.ca](mailto:OHeForms@ontariohealth.ca).

For any issues related to logging in, multifactor authentication, or accessing the OH eForms platform via ONE™ID, please call ONE™ID Support at 1-866-250-1554 or send an email to [servicedesk@ehealthontario.on.ca](mailto:servicedesk@ehealthontario.on.ca).