



OFFICE OF THE ASSISTANT DEPUTY MINISTER

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AR 44113

July 15, 2025

Continuing Care Home
Operator/Provider

As Assistant Deputy Minister of Continuing Care, I would like to extend my sincere appreciation to all continuing care facilities for your dedication to supporting Albertans across our communities.

I am grateful for your ongoing efforts to provide accurate bed capacity information through the Ministry of Assisted Living and Social Services. Your dedication and contributions are instrumental in helping us better assess provincial capacity needs and collaborate with Alberta Health Services to support the smooth transition of Alternate Level of Care patients into continuing care.

The new digital Assisted Living Capacity Reporting and Monitoring application will be available at access.alberta.ca as of July 17, 2025. This tool will replace the current Assisted Living Alberta Weekly Capacity and Vacancy Report and features auto-population of facility data and automatic calculation of bed capacity figures, reducing the need for manual entry and streamlining your reporting processes.

Starting July 22, 2025, all facilities will begin using this application to submit bed capacity information for publicly funded continuing care home spaces. A tip sheet to support implementation is attached. For technical support, please reach out to alss.alacapacity@gov.ab.ca.

Your commitment to providing accurate and timely information is critical to ensuring transparency and enabling effective planning for the delivery of continuing care services across Alberta. Should you encounter any challenges or delays with data submission, please notify us at your earliest convenience via the email address above. Otherwise, we will initiate follow up to ensure continued alignment with reporting expectations.

Thank you again for your partnership and commitment to quality care.

Sincerely,

A handwritten signature in blue ink, appearing to read "Maggie Carroll".

Maggie Carroll
Assistant Deputy Minister, Continuing Care
Attachment

Assisted Living Capacity Reporting and Monitoring

Background

The Assisted Living Capacity Reporting and Monitoring application is a centralized digital platform used to track and monitor bed availability across facilities in real time. It allows facility staff to enter, check, and submit weekly updates on beds funded by the Government of Alberta. These reports help with operational planning, surge response, and resource allocation. Program Coordinators help oversee the process to ensure reports are submitted accurately and on time. Over time, the data collected supports important decisions about how best to serve Albertans and support the facilities that care for them.

Weekly reporting responsibilities:

- The Facility Reporter is responsible for submitting weekly bed capacity reports for all bed types within their assigned facility.
- Bed capacity reports must be submitted every Tuesday.

Accessing the Assisted Living Capacity Reporting and Monitoring application

- Use the following link to access the application: alacapacity.alberta.ca
- Login using your registered email address and password.

What you can do in the application:

- View a list of all your assigned facilities, including each report's due date, submission date, status, and the name of the person who submitted it.
- Enter the number of operational and occupied beds each week.
- The total number of operational beds in the facility may be lower than the maximum number of funded beds due to temporary closures caused by staffing shortages, illness, maintenance, or other constraints.
- Occupied beds include all beds assigned to clients, including both current residents and matched placements. The number of occupied beds may temporarily exceed the number of operational beds due to overlaps during move-ins, move-outs, or other short-term circumstances.
- Save and return to complete in-progress reports.
- Finalize and submit your weekly report.
- Use the 'No changes this week' checkbox to quickly re-submit the same data if there are no updates from the previous week.

Managing facility reporter access:

To add or remove a Facility Reporter, a representative from the facility must submit a request using the official [Request Form](#)

Technical support:

Email: ALSS.alacapacity@gov.ab.ca or click the Technical Support link on the Capacity Reports Overview page (top-right corner, under your name)

<http://alacapacity.alberta.ca/>

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Classification: Protected A

