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CHAPTER 4655 DEPARTMENT OF HEALTH NURSING AND BOARDING CARE HOMES; OPERATION

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RELOCATION OF RESIDENTS FROM NURSING HOMES AND CERTIFIED BOARDING CARE HOMES

4655.6810 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 4655.6810 to 4655.6830 have the meanings given them in this part.

Subp. 2. **Certified boarding care home.** "Certified boarding care home" means a facility licensed pursuant to Minnesota Statutes, sections 144.50 to 144.56, and certified as an intermediate care facility as defined in United States Code, title 42, section 1396d, as amended through December 31, 1982.

Subp. 3. **Facility.** "Facility" means a nursing home or certified boarding care home.

Subp. 4. **Nursing home.** "Nursing home" means a facility licensed pursuant to Minnesota Statutes, section 144A.01, subdivision 5.

Subp. 5. **Relocation.** "Relocation" means a situation when residents are to be discharged from a nursing home or certified boarding care home as the result of the closing of the facility or the curtailment, reduction, or change of operations or services offered there.

Subp. 6. **Service offered in the facility.** "Service offered in the facility" includes participation in the Medicare and Medicaid programs, or both programs, pursuant to United States Code, title 42, sections 1395 et seq., and 1396 et seq., as amended through December 31, 1982.

Subp. 7. **Social service agency.** "Social service agency" means the county or multicounty agency authorized under Minnesota Statutes, sections 393.01, subdivision 7 and 393.07, subdivision 2, for the county in which the facility is located.

Statutory Authority: *MS s 144.56; 144A 02 to 144A.08, 144A.31 subd 4*

History: *10 SR 622*

4655.6820 NOTICE TO DEPARTMENT OF HEALTH.

Subpart 1. **Notice required.** The licensee of the facility shall notify the Department of Health, in writing, at least 90 days prior to the cessation or the curtailment, reduction, or change of operations or services which would result in the relocation of residents.

Subp. 2 **Notice information.** The written notice shall include the following:

A. the date of the closing, curtailment, reduction, or change of operations or services;

B. the number of residents to be relocated; and

C. the names and telephone numbers of the persons in the nursing home responsible for coordinating the relocation of residents.

Statutory Authority: *MS s 144 56, 144A 02 to 144A 08; 144A 31 subd 4*

History: *10 SR 622*

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4655.6830 FACILITY RESPONSIBILITIES.

Subpart 1. **Cooperation.** The licensee of the facility and facility staff shall cooperate with representatives from the Department of Health and from the social service agency in planning for the relocation of residents.

Subp. 2. **Interdisciplinary team.** The administrator of a facility shall establish an interdisciplinary team which shall be responsible for coordinating and planning the steps necessary to relocate the residents. The interdisciplinary team shall consist of members involved in providing direct care services to residents.

Subp. 3. **Advance notice.** The facility shall send the written notices in items A to C at least 60 days in advance of the date by which the relocation of residents is to be completed.

A. Notice shall be sent to the resident who will be relocated and to the individual responsible for the resident's care. This notice must include the name, address, and telephone number of: the individual in the facility to be contacted for assistance and further information; the social service agency; and the area long-term care ombudsman, provided under section 307(a)(12) of the Older Americans Act, United States Code, title 42, section 3027, as amended through December 31, 1982.

B Notice shall be sent to the attention of the commissioner of human services and to the social service agency. This notice must include the name of each resident to be relocated and the name, address, and telephone number of the individual responsible for the resident's care and the individual in the facility to be contacted for further information.

C. Notice shall be sent to the attending physician of the resident to be relocated. The resident's attending physician shall be requested to furnish any medical information needed to update the resident's medical records and to prepare transfer forms and discharge summaries. This written notice must include the name and telephone number of the individual in the facility to be contacted for further information.

Subp. 4. **Bed list.** A list of available beds to which the resident can be relocated must be prepared. This list must contain the name, address, and telephone number of the facility, the certification level of the available beds, the type of services available, and the number of beds that are available. This list must be made available to the resident, the individual responsible for the resident's care, the area long-term care ombudsman, and the social service agency.

Subp. 5. **Informational meetings.** The facility shall conduct small group meetings for the residents and the individuals responsible for the care of the residents, to notify them of the steps being taken in arranging for the transfer. Individual residents shall be assisted as necessary.

Subp. 6. **Resident inventory.** The inventory of the resident's personal possessions must be updated and a copy of the final inventory provided to the resident, the individual responsible for the resident's care, or both. A final accounting of personal funds held in the facility must be completed in accordance with part 4655.4170. Arrangements must be made for the transfer of the resident's possessions and personal funds.

Subp. 7. **Site visits.** Unless it is medically inadvisable, as documented by the attending physician in the resident's care record, the resident shall be assisted in making site visits to facilities to which they may be transferred.

Subp. 8. **Administrative duties.** All administrative duties must be completed prior to the actual relocation of the resident. Personnel in the facility to which the resident will be moved shall be provided with the information necessary to provide care and services to the resident, in accordance with part 4655.3500.

Subp. 9. **Final notice.** Unless otherwise agreed to by the resident or the individual responsible for the resident's care, at least a 14-day notice shall be provided to a resident prior to the actual relocation.

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Subp. 10. **Transportation.** The resident shall be assisted in making arrangements for transportation to the new facility.

Subp. 11. **Ease in transition.** There must not be a disruption in the provision of meals, medications, or treatments of the resident during the relocation process.

Subp. 12. **Notice to physician.** If not previously notified, the resident's attending physician shall be informed of the new location of the resident within 24 hours after the actual relocation.

Subp. 13. **Status reports.** Commencing the week following the relocation notice to the Department of Health required in part 4655.6820, subpart 1, the facility shall provide weekly written status reports to the Department of Health as to the progress being made in arranging for the relocation. The initial status report must include the relocation plan developed by the facility, the identity of the interdisciplinary team members, and a schedule for the completion of the various elements of the plan. Subsequent status reports must note the progress being made, any modifications to the relocation plan, any change of interdisciplinary team members, and must include the names of residents who have been relocated during the time period covered by the report. Once relocation has been completed, a listing of the residents who have been relocated and the identity of the facilities or other locations to which the residents were moved must be provided to the Department of Health.

Statutory Authority: *MS s 144.56; 144A.02 to 144A.08, 144A 31 subd 4*

History: *10 SR 622*