

1 Department of Health

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3 Adopted Rules Relating to Relocation of Residents from Nursing
4 Homes and Certified Boarding Care Homes

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6 Rules as Adopted

APR 17 1985

7 RELOCATION OF RESIDENTS FROM NURSING

DIVISION OF HEALTH SYSTEMS

8 HOMES AND CERTIFIED BOARDING CARE HOMES

9 4655.6810 DEFINITIONS.

10 Subpart 1. Scope. The terms used in parts 4655.6810 to
11 4655.6830 have the meanings given them in this part.

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

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

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

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

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

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

1 4655.6820 NOTICE TO DEPARTMENT OF HEALTH.

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

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

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

11 B. the number of residents to be relocated; and

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

15 4655.6830 FACILITY RESPONSIBILITIES.

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

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

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

29 A. Notice shall be sent to the resident who will be
30 relocated and to the individual responsible for the resident's
31 care. This notice must include the name, address, and telephone
32 number of: the individual in the facility to be contacted for
33 assistance and further information; the social service agency;
34 and the area long-term care ombudsman, provided under section
35 307(a)(12) of the Older Americans Act, United States Code, title
36 42, section 3027, as amended through December 31, 1982.

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

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

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

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

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

36 Subp. 7. Site visits. Unless it is medically inadvisable,

1 as documented by the attending physician in the resident's care
2 record, the resident shall be assisted in making site visits to
3 facilities to which they may be transferred.

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

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

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

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

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

22 Subp. 13. Status reports. Commencing the week following
23 the relocation notice to the Department of Health required in
24 part 4655.6820, subpart 1, the facility shall provide weekly
25 written status reports to the Department of Health as to the
26 progress being made in arranging for the relocation. The
27 initial status report must include the relocation plan developed
28 by the facility, the identity of the interdisciplinary team
29 members, and a schedule for the completion of the various
30 elements of the plan. Subsequent status reports must note the
31 progress being made, any modifications to the relocation plan,
32 any change of interdisciplinary team members, and must include
33 the names of residents who have been relocated during the time
34 period covered by the report. Once relocation has been
35 completed, a listing of the residents who have been relocated
36 and the identity of the facilities or other locations to which

1 the residents were moved must be provided to the Department of
2 Health.