

## **Meeting with administration pre-notification**

Plan of Correction status?

Staff concerns?

Contingency plans for staff reductions

Notification day plans

Resident meetings, leave letter, discuss options

Team of state and local people. Divide by resident – DD, MH, LTC

Team needs:

Conference room to use

Prep staff for our purpose

Face sheets, offender requirements

Guardian or sponsor information

Family/guardian meeting schedule –teleconference?

Non-ambulatory? Medicaid can transport as a Medicaid covered service

After notification – frequent visits by ombudsmen and AAA. May need to request space to work.

Complete Levels of Care in advance. Prioritize any likely to move out quickly.

Please keep us informed of any changes – staff walk outs, any system not doing what's needed. Difficult transitions.