

## LTCO/Closure Team Needs & Information<sup>1</sup>

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to the transfer of residents the LTCO/Closure Team meets with the Administrator to discuss the process and the items necessary for a smooth transition.

Documentation requested from resident's records are to be copied by the facility and placed in folders Documentation requested may include but is not limited to:

- Resident's room number
- Indication of the city or town the resident resided in prior to coming to the facility
- Name of next of kin, responsible party or guardian and contact information
- Whether or not the resident is a smoker
- Any specialized services the resident is receiving (hospice, dialysis, etc.)
- Resident's payment source/individual contribution towards care/applied income
- Funeral arrangements on record
- Advanced Directives
- Copies of all insurance coverage
- PNA funds
- Primary language
- DOB
- Date of admission to facility

The Closure Team will add to each resident's folder the following forms: Emergency Resident Transfer Form and Progress Note Form

The facility is responsible for providing the following:

- Boxes and/or bags appropriate for all resident's belongings (plastic bags for toiletries and soiled laundry, and medications)
- Adhesive labels with resident's names and facility they are being transferred are to be made by facility and placed on each box/bag of resident belongings.
- A facility staff person will be assigned to oversee the packing of the resident's belongings and that non-boxed items are also labeled
- Water soluble bags will be used that dissolve in the wash cycle for any suspicion of insect infestation (bed bugs)

Additional Information:

The Closure Team will also meet with the social worker to discuss the needs of each resident as well as care or behavioral issues. This information is documented on a Progress Note Form in each resident's folder. The Progress note Form will also be used by the Closure Team for all notations regarding the transfer process.

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<sup>1</sup> From "Facility Closure Information" by the Office of the Rhode Island Long Term Care Ombudsman Program located in Alliance for Better Long Term Care, Inc. (2017).

The facility will provide the Closure Team with an office containing desks/table/chairs, a telephone(s) access to a fax machine and a copy machine.

Facility will also provide appropriate meeting space for the Closure Team to meet with residents and their family/responsible party.

The Closure Team will maintain a log for team communication.

All resident discharges will be recorded on the Final Discharge List by the Closure Team.