

LTCO Discharge 'To Do' List¹

24 hours prior to discharge:

- Arrange transportation (wheelchair or stretcher van). Find out who will be billed?
- Interagency (Long Form) completed and faxed over to receiving facility.
- If receiving facility requests, have staff place all resident clothing and washable belongings (including blankets and comforters). All other belongings can be boxed or bagged. Make sure everything is labeled as belongings may be transported separately. Check to make sure any religious items and wall hangings that belong to the resident are packed as well.
- Notify resident and next of kin of discharge.
- Find out about moving of large items such as televisions and heavy furniture.
- Have staff complete inventory sheets for resident's belongings.
- Plan narcotics transfer if needed.

Morning of discharge:

- Place the following documents in an envelope to be sent with the resident to the new facility:
 - o Medication sheets (copies)
 - o Interagency (original)
 - o Obtain Personal Needs money (in check form) as well as health card, funeral arrangements and any other important information from business office.
 - o Narcotic sheets (copy from med book).
 - o Make sure resident is prepared to leave with a change of clothing, jacket or sweater if needed and any small personal items such as a pocketbook or wallet.
- Alliance staff to write progress note and complete transfer form.

¹ 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).