

Rhode Island – Actual Closure Plan from a Nursing Home

DISCONTINUANCE OF OPERATIONS

PLAN FOR

OCEAN STATE NURSING HOME, OCEAN VIEW, RHODE ISLAND

I. Introduction

This discontinuance of operations plan (this "Plan") was developed and is being submitted pursuant to the determination of the operator of Ocean State Nursing Home (the "Facility"), _____, and the proposed transferee of the right to operate the Facility, _____, to relocate the residents of the Facility and discontinue the operations of the Facility. Ocean State Nursing Home is a facility that is Medicaid certified and located at 1 Narragansett Blvd. Ocean View RI. The licensed bed capacity is Forty (40).

This Plan details the necessary steps and procedures in place and to be implemented to assure the orderly relocation of its residents. It is in accordance with the Department of Public Health ("DPH") and Division of Medical Assistance ("DMA") Regulations. This Plan assumes the receipt of all regulatory consents and approvals, including the approval of this Plan, on or about Sept. 1st, 2010. If all such consents and approvals are received at a different time, the dates set forth in this Plan would be adjusted accordingly. This Plan will become effective once all consents and approvals necessary for the above-described relocation of residents.

The Facility's responsibility for accomplishing the safe and orderly closure of the Facility and for assuring that residents receive appropriate care pending the closure, shall be coordinated by J. Michael Rose , Adm. on behalf of the Facility's management.

The underlying objective of this Plan is to insure a safe, orderly and clinically appropriate transfer of each and every resident and to assure the successful adjustment of each resident with a minimum of stress for residents, family and facility staff. This objective shall be accomplished in as expeditious a manner as possible under the circumstances. All time frames contained within this plan are reasonable approximations.

II. Notification

A. Resident/Family/Guardian

All residents and families will be given prompt written notice of the decision to discontinue the operations of Ocean State Nursing Home as well as personal notification by key facility management staff on or about Sept. 1, 2010. Written notice, in the form attached hereto as Exhibit A, will be given to each resident or representative at least thirty (30) days prior to transfer or discharge.

Beginning no later than Sept., 2010, continuous efforts will be made to notify resident spouses, family, next of kin and interested parties with additional effort applied for those residents who have not had steady family contact or who have no family or next of kin involved.

As part of the notification process, residents and families will be informed of the availability of key staff and the Facility's intention to provide them with essential information throughout the relocation process. Residents will be given additional notice at least five (5) days prior to actual transfer.

B. Public Agencies

The Department of Public Health has been notified of Ocean State Nursing Home discontinuance of operations and the Department of Medical Assistance will be notified once the Plan is accepted. Notification of other state agencies will begin at that time.

C. Attending Physicians

Attending physicians will receive verbal and written notification of the temporary discontinuance of the operations of the Facility on or about Sept. 1, 2010. Providers of clinical services, including pharmacy, mental health services, diagnostic services, etc. also will be notified on or about Sept 1, 2010.

D. Staff

All key staff members have or will be notified of the owner's decision to discontinue the operations of the Facility and the reason(s) therefor. General staff will be notified on Sept. 1, 2010. A log of notification contacts will maintained throughout the notification and relocation process.

III. Relocation Process

A. Preparatory Phase

Facility management staff will organize and conduct group sessions with residents and their families, next of kin, or interested parties, when available, to discuss the reasons for facility closure beginning Sept 1, 2010 at 10:00 a.m. Included in these discussions will be the details of the relocation plan, the provisions for support and assistance to locate new facilities, methods of dealing with adverse resident responses to relocation, and related issues such as continuity of medical and nursing care, financial considerations and scope of resident and family rights and responsibilities.

The goal of the discussions conducted initially and throughout the process will be full disclosure of critical information and assurance that residents who are sufficiently alert/oriented and family members will understand, as precisely as possible, what is to occur. All questions will be answered and issues resolved as completely and expeditiously as possible.

Representatives from key state and community agencies (Ombudsman, Council on Aging, etc.) will be invited to attend resident/family meetings to provide additional information and support to residents and their families. These agencies will be informed and updated regarding resident placement status throughout the relocation process.

The Administrator and Director of Nursing, with the assistance of a DMA Relocation Advisor, will be available to residents and their families during the notification period for advice, technical assistance and support. Psychological preparation or counseling by appropriate facility staff or mental health consultant(s) will be arranged as soon as possible.

B. Coordination with Public Agencies

The Administrator and Director of Nursing will coordinate nursing home bed location and placement efforts with DPH and DMA and will follow relocation guidelines.

C. Staff

Staff members will receive crucial information and counseling to assist them in identifying and appropriately responding to resident needs and problems associated with relocation. The content of such discussions and counseling will include:

- time frame for discontinuance of operations and relocation;
- possible resident and family reactions to relocation;
- methods of identifying resident and family adjustment problems;
- techniques for communicating information concerning relocation;
- steps of discharge planning process
- preparation of resident transfer; and
- transfer procedures, etc.

D. Relocation Procedure

Facility staff will complete all essential steps in the relocation procedure. Individual tasks and responsibilities will be assigned to specific staff members. Individual staff members will be held accountable for the following responsibilities:

- completion of resident assessments, including medical, physical, nursing and psychological information regarding current resident needs;
- location of appropriate available nursing home beds or other suitable placement;
- assignment of permanent staff member(s) responsible for discharge planning and transfer;
- recording all pertinent relocation information;
- establishment of a telephone log to record bed location and placement contacts;
- contact and utilize all available resources for bed location;
- coordination of resident referral screening by nursing homes;
- provision or arrangement of resident counseling adequate to prepare residents for successful transition;
- encourage and facilitate resident and/or family on-site visits to prospective facilities,

- where possible;
- identify resident's personal belongings and arrange for their transfer by the Facility with the resident or by the resident's family;
- forward entire medical record to facility to which resident is transferred and require that the accepting facility note its receipt of the record on a medical record
- receipt form which will be kept by Ocean State Nursing Home.; and
- complete appropriate resident referral form, which will be sent with each resident to his/her placement location.

E. Medical Records

The entire medical record (dating back to admission) of the resident will be sent to the receiving facility. The admitting facility will receive a letter explaining that the entire record was sent with the resident. The admitting facility will be required to sign an acknowledgment stating that such facility has received the medical record in its entirety.

Medical records of previously discharged residents will remain the responsibility of Ocean State Nursing Home and will be stored by:

Ocean State Nursing Home
1 Narragansett Blvd
Ocean View, RI 02888

F. Social Security

The Facility shall complete and mail, on behalf of each resident transferred, a social security change of address form. In addition, a SC-1 form shall be completed for each transferred resident and mailed to the Medicaid Long Term Care Unit.

G. Resident Funds

Funds in each resident's Personal Needs Account shall be transferred for the benefit of the resident. Medicaid auditors shall be informed of the relocation of residents and records of resident funds made available to them so they may track resident funds.

H. Visitation of Facilities

When applicable and requested, all residents, with the help of Social Services, will be given the opportunity to visit facilities of interest.

I. Medications

1. The Facility shall account for resident medications and transfer them with the resident.
2. Controlled substances will be sent with the documentation that pertains to each of the medications sent. A nurse from the transferring facility will count and sign off the drugs to the receiving nurse.

J. Maintenance Effort During Closing

Ocean State Nursing Home will operate at required staffing levels during the discontinuance of operations to ensure that adequate services are provided and the health and safety of the residents maintained.

The facility will conduct an orderly transfer and discharge process of no more than five (5) residents per day, unless a greater number is permitted by state agencies.

Admissions and readmissions to the facility will no longer be accepted.

K. Potential Facilities/Current Census

A. Potential Facilities

In cooperation with the DMA relocation team, Ocean State Nursing Home will identify facilities within a twenty-five (25) mile radius of the facility and/or family and friends that have potential for accepting Ocean State residents. A list of such facilities will be available to residents and families. Ocean State Nursing Home will not, however, limit its search to these facilities. Every effort will be made to keep placements within the greater Rhode Island area in accordance with resident and family preferences.

B. Census

Census of Ocean State Nursing Home as of August 8, 2010, is Thirty Seven (37), 34 of which services are paid for by the Medicaid Program.

FIRST REVISION 8-16-2010