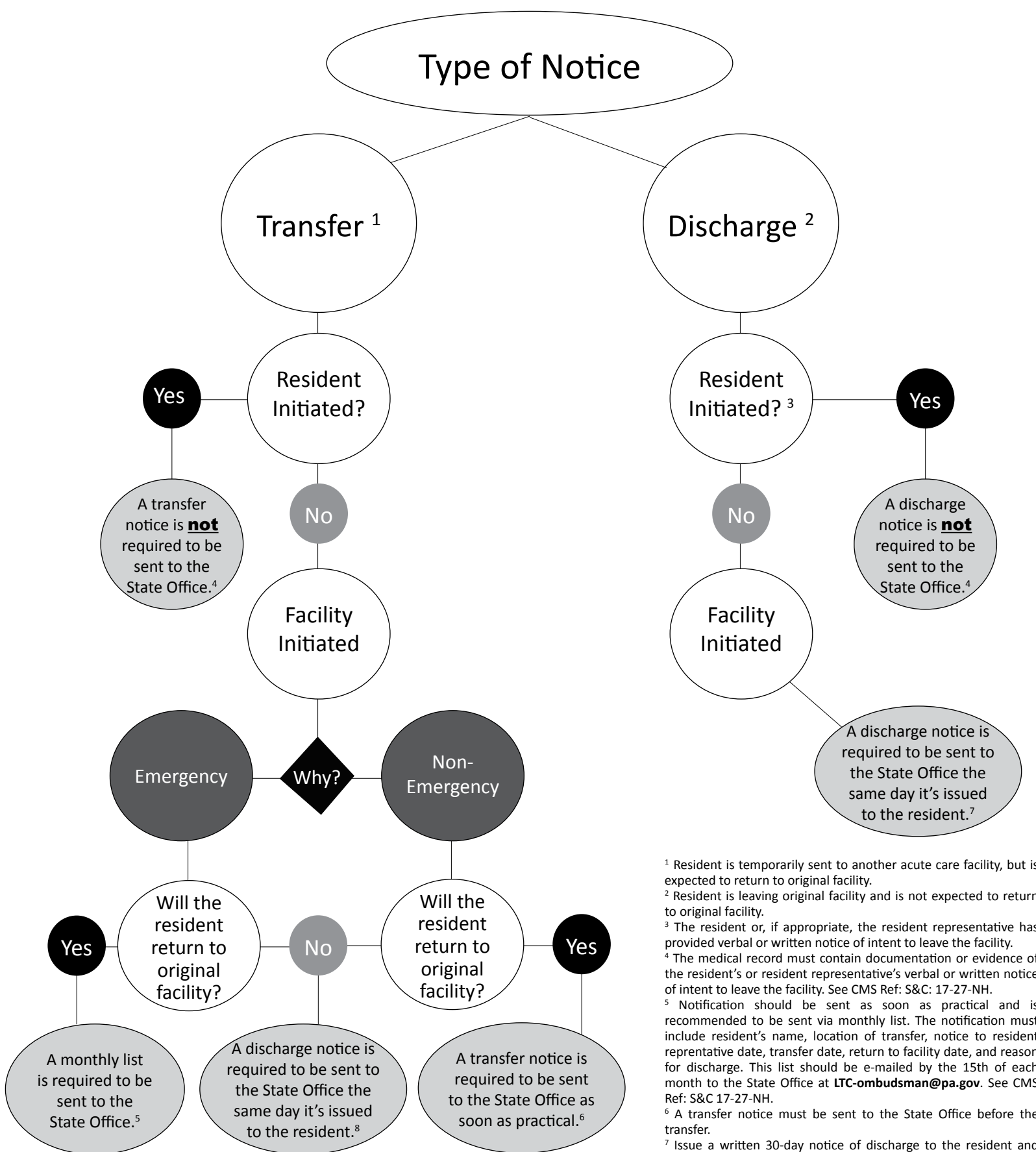


Involuntary Discharge and Transfer Notices

When and what to send to the PA Long-Term Care Ombudsman Office (**State Office**)



¹ Resident is temporarily sent to another acute care facility, but is expected to return to original facility.

² Resident is leaving original facility and is not expected to return to original facility.

³ The resident or, if appropriate, the resident representative has provided verbal or written notice of intent to leave the facility.

⁴ The medical record must contain documentation or evidence of the resident's or resident representative's verbal or written notice of intent to leave the facility. See CMS Ref: S&C: 17-27-NH.

⁵ Notification should be sent as soon as practical and is recommended to be sent via monthly list. The notification must include resident's name, location of transfer, notice to resident representative date, transfer date, return to facility date, and reason for discharge. This list should be e-mailed by the 15th of each month to the State Office at LTC-ombudsman@pa.gov. See CMS Ref: S&C 17-27-NH.

⁶ A transfer notice must be sent to the State Office before the transfer.

⁷ Issue a written 30-day notice of discharge to the resident and e-mail notice to LTC-ombudsman@pa.gov the same day it's issued to the resident. The State Office will distribute the notice to the appropriate local ombudsman.

⁸ A discharge notice is required unless the discharge is now resident-initiated.