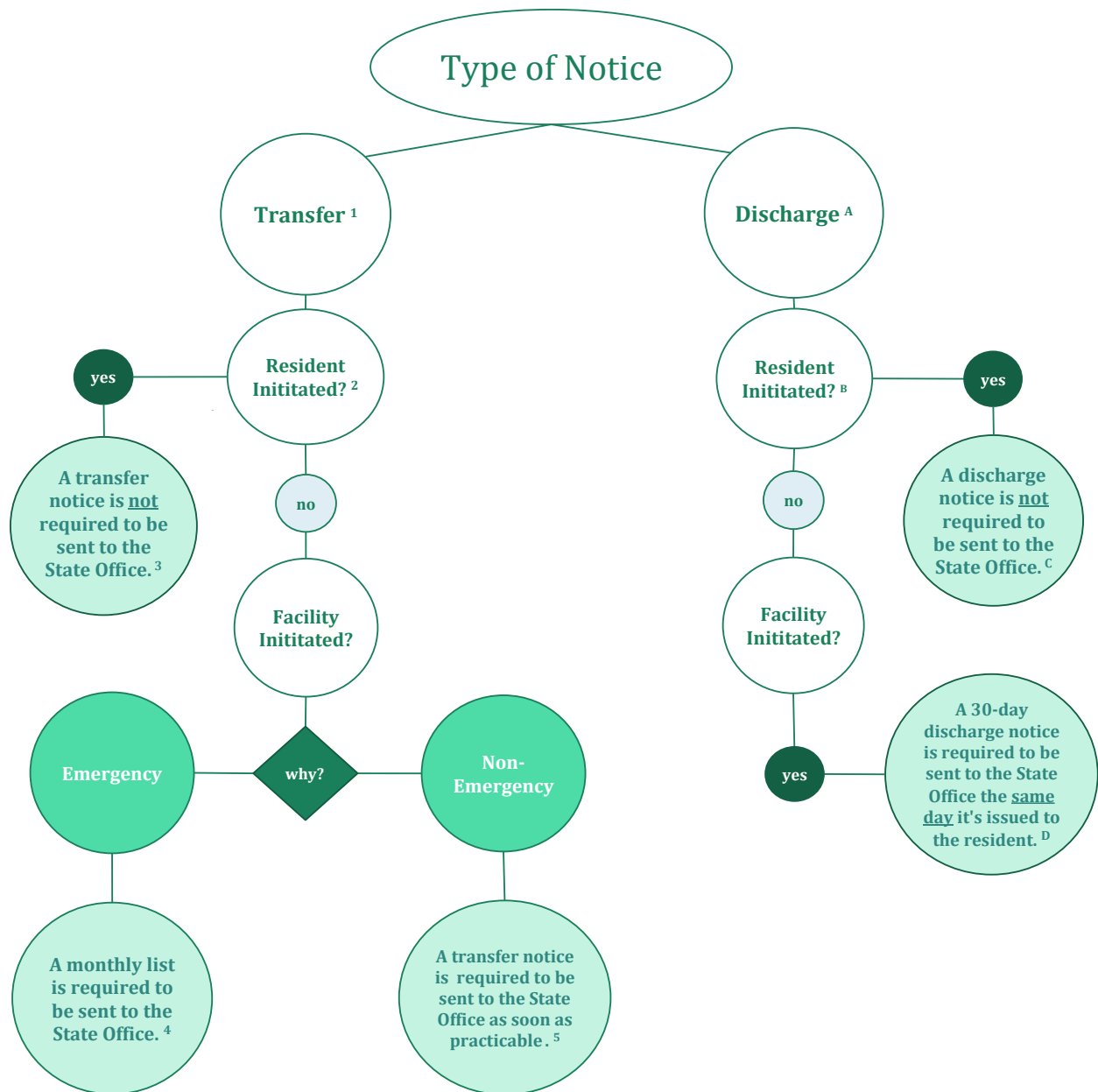


Discharge and Transfer Notices

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



Transfer:

- ¹ Resident is temporarily sent to another certified facility, but is expected to return to original facility.
- ² The resident or, if appropriate, the resident representative has provided verbal or written notice of intent to leave the facility.
- ³ 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.
- ⁴ The State Office has created an Emergency Transfer Log (PAF 5074). This list should be e-mailed to the State Office by the 15th of every month for the preceding month. The State Office will distribute the list to the appropriate local Ombudsman.
- ⁵ A copy of the transfer notice must be e-mailed to the State Office *before* the transfer.

Note: If the facility decides to discharge a resident while the resident is still hospitalized, the facility must comply with all facility-initiated discharge requirements.

Discharge:

- ^A Movement of a resident to another certified facility or location to the community and returning to the original facility is not expected. The six reasons for discharge are listed in 42 CFR 483.15(c)(1).
- ^B The resident or, if appropriate, the resident representative has provided verbal or written notice of intent to leave the facility.
- ^C 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.
- ^D A copy of the 30-day discharge notice must be e-mailed to the State Office the same day it's issued to the resident. The State Office will distribute the notice to the appropriate local Ombudsman.

Note: If any information in the notice changes, the facility must let the resident and resident representative know as soon as practicable and send the updated notice to the State Office.

State Office e-mail: StateOmbudsman@goea.la.gov