

Nursing Home Regulations: Facility Discharge Notices Protocol

483.15 Admission, transfer and discharge rights:

If a facility decides to transfer or discharge a resident they must first notify the resident and their representative(s) of the transfer or discharge in writing. The notification must include:

- The reasons for the transfer or discharge in a language or manner that they will understand.
- A statement of appeal rights: (name, address and telephone number for the Bureau of Hearings and Appeals) – including information on how to obtain an appeal form and assistance in completing and submitting the form.
- The name, address and telephone number of the representative of the Office of the State Long-Term Care Ombudsman (local ombudsman program address, phone number, email).
- If the facility has residents with intellectual and developmental disabilities; the notice needs to include the mailing address, email address and phone number of the agency responsible for protection and advocacy of individuals with developmental disabilities.
- If the facility has residents with mental disorder or related disabilities; the notice needs to include the mailing address, email address and phone number of the agency responsible for protection and advocacy of individuals with a mental disorder.
- The notice is to be provided at least 30 days prior to the date of transfer or discharge with the following exceptions:
 - ✓ The resident's needs can no longer be met by the facility
 - ✓ The safety of individuals at the facility is endangered due to clinical or behavioral status of the resident
 - ✓ The health in individuals at the facility would otherwise be endangered
 - ✓ The resident has failed, after reasonable and appropriate notice, to pay for their stay at the facility
 - ✓ The facility ceases to operate
- The reason for transfer or discharge is to be recorded in the resident's medical record.
- If a resident is hospitalized or placed on therapeutic leave, and has an expectation to return to the facility, and the facility determines that the resident cannot be re-admitted, the facility must notify the resident in writing. The notification must include the reason for not being re-admitted as well as the appeal rights and contact information for appeal (same as listed above).
- A copy of the notice is to be provided to the State Long-Term Care Ombudsman Office, not the local ombudsman program to:
 - ✓ Avoid duplication of effort,
 - ✓ Minimize sharing of confidential consumer information,
 - ✓ Allow for State Office coordination and tracking, and
 - ✓ Reduce the local burden of response

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Notices should be directed to:

Office of the Long-Term Care Ombudsman
PA Department of Aging
555 Walnut St., 5th Floor
Harrisburg, PA 17101

Fax: (717) 772-3382
Phone: (717) 783-8975

Call to request or verify email contact information