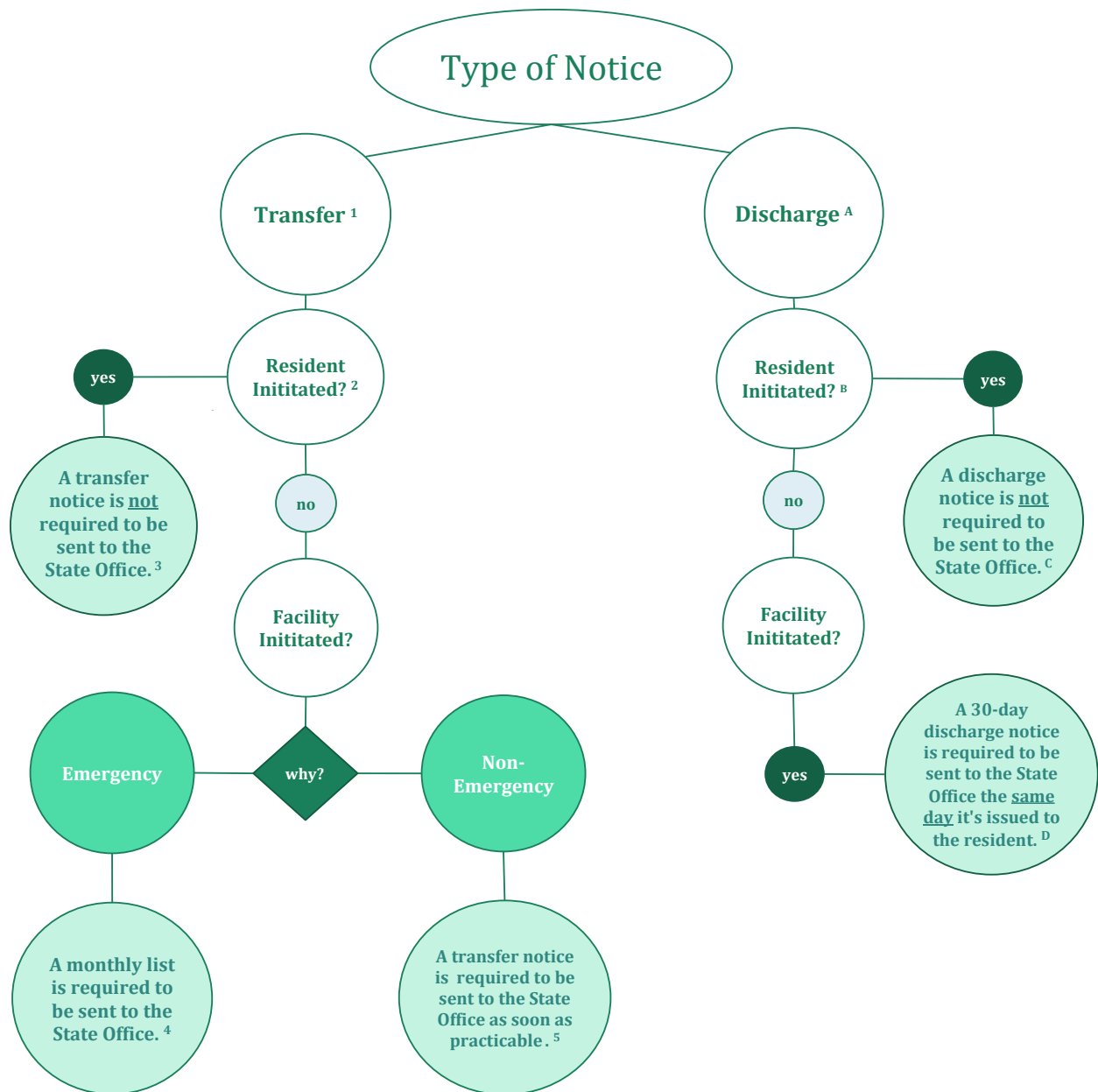


# Discharge and Transfer Notices

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



**Transfer:**

- <sup>1</sup> Resident is temporarily sent to another certified facility, but is expected to return to original facility.
- <sup>2</sup> The resident or, if appropriate, the resident representative has provided verbal or written notice of intent to leave the facility.
- <sup>3</sup> 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.
- <sup>4</sup> 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.
- <sup>5</sup> 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:**

- <sup>A</sup> 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).
- <sup>B</sup> The resident or, if appropriate, the resident representative has provided verbal or written notice of intent to leave the facility.
- <sup>C</sup> 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.
- <sup>D</sup> 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](mailto:StateOmbudsman@goea.la.gov)**