.47 Relocation of Residents.

A. The facility shall develop and implement a written plan to provide for the smooth and orderly transfer of residents if the facility closes.

B. The plan for relocation shall include:

1. A description of how residents, families, or guardians will be notified and by whom;
2. Sample letters and other documents that will be used during a closure;
3. Procedures for notifying Medicaid and other payment sources;
4. Procedures for notifying the Office of Health Care Quality; and
5. A mechanism to ensure the safe and orderly transfer of residents that takes into account:
   a. Roommates, medical care, religious affiliation, geographical location and payer source;
   b. Proper assessment and identification of any special needs;
   c. Transfer of medical information and records; and
   d. Transfer of personal property.