

# Emergencies and Resident Relocation for Long Term Care Facilities Frequently Asked Questions

## **What types of events are considered emergencies?**

1. Tornadoes, severe winds, severe storms, floods, or other natural disasters
2. Fire
3. Explosion
4. Loss of electrical power
5. Release of hazardous chemicals or other hazardous material
6. Civil disasters
7. Labor strike that suddenly causes the number of staff members in a facility to be below that necessary for resident care.

## **What resident relocation components of an emergency plan are required by Ohio Medicaid for nursing facilities (NFs) and intermediate care facilities for the mentally retarded (ICFs-MR)?**

1. Procedures for securing emergency shelter including resident identification and tracking
2. Procedures for resident care, including supplies, equipment and staffing
3. Procedures for contacting physicians, family, guardians, other individuals responsible for residents, and government agencies
4. Procedures for resident transportation, hospitalization, therapy, and other appropriate services including post-emergency transportation
5. Procedures for records transfer

## **If my facility encounters an emergency situation that results in resident relocation, do I need to notify the State Medicaid agency (ODJFS)?**

Yes. According to Ohio Administrative Code rule 5101:3-3-02.7, ODJFS must be notified within one working day of any emergency relocation. Please contact one of the ODJFS relocation coordinators listed below.

### ODJFS Contacts

Relocation Coordinators	Phone	E-mail
Kim Irwin	(614) 466-9088	<a href="mailto:Kim.Irwin@jfs.ohio.gov">Kim.Irwin@jfs.ohio.gov</a>
Amy Hogan	(614) 466-9088	<a href="mailto:Amy.Hogan@jfs.ohio.gov">Amy.Hogan@jfs.ohio.gov</a>

## **If my facility encounters an emergency situation that results in resident relocation, do I need to notify the county Medicaid agency (local CDJFS)?**

Yes. According to Ohio Administrative Code rule 5101:3-3-02.7, your local CDJFS office must be notified within one working day of any emergency relocation.

**What information do I need to provide when I notify ODJFS and my local CDJFS that an emergency relocation has occurred?**

1. Nature of the emergency
2. Any significant injuries to residents related to the emergency that result in hospitalization
3. New location(s) of residents who have been relocated
4. Plans for restoration or rehabilitation of the facility to allow residents to reoccupy the facility
5. Estimated time frame for the resumption of operations, if applicable

**Do I need to notify anyone else?**

Yes; the appropriate licensing agency must be notified. For NFs, and for ICFs-MR licensed as nursing homes, the Ohio Department of Health (ODH) must be notified. For ICFs-MR licensed by the Ohio Department of Developmental Disabilities, DODD must be notified. The residents' families and guardians must also be notified.

ODH Contacts

ODH District Office	Contact Name	Phone	E-mail
Akron District Office	Joan Wahl	(330) 642-1300	<a href="mailto:Joan.Wahl@odh.ohio.gov">Joan.Wahl@odh.ohio.gov</a>
Cambridge District Office	Carol Todd	(740) 432-3012	<a href="mailto:Carol.Todd@odh.ohio.gov">Carol.Todd@odh.ohio.gov</a>
Dayton District Office	Lesley Davis	(937) 285-6250	<a href="mailto:Lesley.Davis@odh.ohio.gov">Lesley.Davis@odh.ohio.gov</a>
Toledo District Office	Pat Szyperski	(419) 245-2840	<a href="mailto:Pat.Szyperski@odh.ohio.gov">Pat.Szyperski@odh.ohio.gov</a>

DODD Contact

Contact Name	Phone	E-mail
Ann Weisent	(614) 949-8792	<a href="mailto:Ann.Weisent@dodd.ohio.gov">Ann.Weisent@dodd.ohio.gov</a>

**Residents that were relocated from my facility are being cared for temporarily at another Medicaid-certified facility. How should I handle issues such as PNA accounts and claims?**

ODJFS staff can work with you and with the receiving facility to address how everyday, ongoing operational issues such as preadmission reviews, level of care, PNA accounts, claims processing, MDS reporting for NFs, IAF reporting for ICFs-MR, and cost reporting can be managed by both facilities during the relocation time period.

**Should residents be formally admitted to the receiving facility?**

With consent from both facilities and ODJFS, and if the relocated residents can be safely returned to the original facility within 30 days, residents may not have to be formally admitted to the receiving facility as long as they choose to return to the original facility. However, residents must always be given the option of remaining in the receiving facility.

**How do I keep ODJFS informed about progress during our facility's restoration/rehabilitation?**

Ohio Administrative Code rule 5101:3-3-02.7 requires that the evacuating facility provide weekly updates to the ODJFS emergency coordinator. These weekly updates should include:

1. Information regarding transfer of residents
2. Permanent relocation decisions
3. Issues regarding transfer of PNA accounts, case mix reporting, billing, cost reports, or other issues
4. Problems encountered

**How long are these weekly updates required?**

Weekly updates are required in cases where all residents are returned to the original facility within 30 days. Updates may be required for longer periods of time in cases of partial evacuation.

**What happens if it takes longer than 30 days to get my facility back in working order?**

If a facility that closed due to an emergency is unable to readmit residents within 30 days, it is considered by Medicaid to be closed. Residents in this case must be permanently relocated (i.e., admitted with a new level of care) to another facility. The first facility may re-apply to participate in the Medicaid program.