

Cover Sheet for Notices from Skilled Nursing Facilities (SNF) to the Office of Ombudsman for Long-Term Care (“OOLTC”)

General Information

Date of Notice to OOLTC:

Name of Skilled Nursing Facility:

SNF Physical Address:

HFID Number:

Staff Name and Contact:

Type of Notice (select one type of notice per submission):

Notice of Facility-initiated discharge/transfer §483.15(c) (please check one)

- ☐ The transfer or discharge is necessary for the resident's welfare and the resident's needs cannot be met in the facility.
- ☐ The transfer or discharge is appropriate because the resident's health has improved sufficiently so the resident no longer needs the services provided by the facility.
- ☐ The safety of individuals in the facility is endangered due to the clinical or behavioral status of the resident.
- ☐ The health of individuals in the facility would otherwise be endangered.
- ☐ The resident has failed, after reasonable and appropriate notice, to pay for a stay at the facility.

Notice of facility closure §483.15(c)(8) (please check one)

- ☐ Notice is being provided not less than 60 days prior to intended closure
 - ☐ Our closure plan has not yet been approved by MDH
 - ☐ Our closure plan has been approved by MDH
- ☐ Shortened notice is being provided due to involuntary termination of our participation in the Medicare/Medicaid program

Timing of the notice (select one):

- ☐ Notice is being provided at least 30 days before the resident is transferred or discharged
- ☐ A shortened notice is being provided consistent with applicable state and federal regulations

Reminder:

- The requirements of 42 CFR 483.15(c) should be met for all notices
- Notices must contain the information required under 42 CFR 483.15(c)(5)
- Please do not include protected personal information, such as a Social Security Number or date of birth in the notice.

Please send the required notice with this cover sheet: Send by Fax: 651-431-7452, or Email: MBA.OOLTC@state.mn.us to the [Office of Ombudsman for Long- Term Care \(“OOLTC”\)](#)

Questions? Phone: 651-431-2555 or 1-800-657-3591