



Emergency and Resident Relocation for Licensed Residential 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 or any other event 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 for a licensed residential facility including Intermediate Care Facilities (ICF/IIDs)?

1. Procedures for securing emergency shelter, including resident identification
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, who do I need to notify?

Notification must occur within one working day of any emergency relocation. Please contact one of the DODD staff listed below.

DODD Contacts	Phone	E-mail
Ann Weisent, Licensure Manager, OPSR	614- 949-8792	Ann.Weisent@dodd.ohio.gov
Josh Anderson, Manager of Operations, MDA	614-387-0576	Joshua.Anderson@dodd.ohio.gov

Do I need to notify anyone else?

Yes, the residents’ families and guardians must also be notified. In addition, ICF/IIDs must also make notification to the Ohio Department of Health (ODH) District Office for your area.

ODH Contacts ODH District Office	Contact Name	Phone	E-mail
Eastern Ohio District Office	Kathy Mitchell	330-643-1340	Kathy.Mitchell@odh.ohio.gov
Western Ohio District Office	Karen Gingery	419-245-2418	Karen.Gingery@odh.ohio.gov



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

Yes. You should notify your local County department of Job and Family Services (CDJFS) office within one working day of any emergency relocation.

What information do I need to provide when I notify DODD, ODH Regional Office and my local CDJFS that an emergency relocation has occurred?

1. Nature of the emergency
2. Resident roster of affected individuals
3. Any significant injuries to residents related to the emergency that result in hospitalization
4. New location(s) of residents who have been relocated (a request for a waiver of licensed capacity may be requested if necessary)
5. Plans for restoration or rehabilitation of the facility to allow residents to reoccupy the facility
6. Estimated time frame for the resumption of operations, if applicable

Residents who were relocated from my facility are being cared for temporarily at another licensed residential facility. How should I handle issues such as PNA accounts and claims?

DODD staff can work with you and with the receiving facility to address how operational issues such as preadmission reviews, level of care, PNA accounts, claims processing, IAF reporting for ICFs, 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 DODD, 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. Please keep in mind that this is not guaranteed and must be approved by DODD. This does NOT apply to respite services, only to emergencies.

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

The evacuating facility should provide weekly updates to DODD and ODH Regional Managers. These weekly updates should be emailed to ann.weisent@dodd.ohio.gov and 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

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

If an ICF/IID that closed due to an emergency is unable to readmit residents within 30 days, it may be considered by Medicaid to be closed. In this case, residents 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.