**PURPOSE**

To provide guidelines for a contingency plan if Ohio Living Home Health or Hospice closes.

**POLICY**

There will be a plan and related guidelines to facilitate a smooth transfer of patients still requiring service if Ohio Living closes.

**PROCEDURE**

1. If Ohio Living discontinues operations, patients will be discharged, if their condition allows, with a physician’s order, or transferred with a transfer record to a facility or other home care service, following organizational policies and procedures.
2. All physicians of active patients will be notified at least ten (10) days in advance of organization closing.
3. Verbal and written notification will be made at least ten (10) days in advance of the closing to the State Licensing Organization.
4. All administrative records will be retained for at least three (3) years from the date the last cost report (as applicable) was filed. Clinical/service records will continue to be retained for ten (10) years by Ohio Living home health or hospice.