

Licensed Residential Care Transition plan requirements

If persons in residential care are being transferred from an existing licensed facility into a new or redeveloped facility, a transition plan shall be submitted to Community Care Facilities Licensing demonstrating how you will ensure the health, safety, dignity, and rights of persons in care.

Licensing staff will review your plan and provide you with a written response indicating whether the plan demonstrates compliance with the *Community Care and Assisted Living Act* and the *Residential Care Regulation*.



Please include the following information in your transition plan:

➤ **Persons in Care and/or their Representative**

1. The plan for informing persons in care and/or their representative of the move and the process to receive their consent. Confirm how their collective and individual interests have been considered and how the residents council and/or family council(s) have been involved in decision making regarding the transition.
2. The plan for the admission and orientation of persons in care including how you will provide required information and advise them of any changes in policy, systems, and/or practice.
3. The plan for moving persons in care including how bedrooms will be assigned and how their medications, personal belongings, equipment, supplies and records will be transferred.
4. A sample of the form used to document written consent for the transfer.
5. A sample of the person specific plan detailing transfer/ transition needs.

➤ **Staffing**

1. The plan for transitioning, orienting, and training existing and new staff.
2. The training agenda and schedules for staff education.
3. The staffing schedule for moving and admitting persons in care. Include evidence that direct care hours are met at both sites until all persons are moved to the new or redeveloped facility.

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➤ **Nutrition and Foodservice**

Detail the plan for coordinating foodservice systems to ensure that persons in care receive the appropriate diet including any nutrition interventions as outlined in their care plan.

➤ **Medications**

Detail the plan to ensure medications are appropriately provided and that the Medication Safety Advisory Committee has approved the transition plan.

➤ **Risk Management**

Detail any additional actions to mitigate risk and to ensure that the health, safety, dignity, and rights of persons in care will be met during the transfer/admission process.

If you have any questions regarding transition plan requirements, please contact your Licensing Officer or the Licensing Development Coordinator - as applicable.

Prior to the transfer/admission of any residents all legislated requirements must be met and approval must be received from Community Care Facilities Licensing. Inspections will be conducted to confirm the new facility has been built in accordance with the approved plans and to ensure compliance with the *Community Care and Assisted Living Act* and the *Residential Care Regulation*. Evidence must be provided to demonstrate that where applicable, funding agency requirements are met.

Resources for Licensees relevant to Community Care Facilities Licensing are on the Fraser Health website at www.fraserhealth.ca/residentialcare.

Relevant Legislation

Residential Care Regulation Sections 6, 7, 8(2), 9(2), 41 to 45, 48 to 50, 59, 62 to 70.

Community Care and Assisted Living Act Section 7(1)(b)(i)(ii)

Community Care Facilities Licensing Offices

A complete list of all Licensing offices is available on the Fraser Health website at www.fraserhealth.ca/ccfl. To contact the local licensing office by phone, please call Population Public Health Central Call Centre at:

604-587-3936 and request to be connected to your local area office.