

**PROSPECT PARK SKILLED NURSING FACILITY
DOING BUSINESS AS ESTES PARK HEALTH LIVING CENTER
PROPOSED FACILITY CLOSURE AND RESIDENT TRANSFER PLAN**

Submitted: February 3, 2021

As we originally communicated to the Colorado Department of Public Health & Environment (the “Department”) on February 1, 2021, the Estes Park Health Living Center, which operates a licensed, Medicare and Medicaid certified skilled nursing facility located at 555 Prospect Ave, Estes Park, CO 80517 plans to close the facility by April 9, 2021, 60 days after submitting the formal notification of intent to close the facility on February 3, 2021 as described in paragraph one (1) below.

Reasons for Closing: As we discussed with the Department, while the Estes Park Living Center has been operating at a deficit for years, the deficit has more recently dramatically increased due to the impact of the coronavirus pandemic and consequent significant census decrease. Our census has fallen from the low 30’s in 2018 to the current 14 residents (decrease to 13 on 2/7/2021). An assessment by Stroudwater Associates identified that to break even financially we would need to fill 47 beds. In addition to decreasing census, as with many organizations nationwide, we have had challenges hiring and retaining skilled personnel, and have had to hire more contractors with associated increased personnel costs and an impact on the quality of care.

In anticipation of such closure, Estes Park Health Living Center submits this proposed facility closure and resident transfer plan (“Closure Plan”) to the Department. Estes Park Health Living Center would like to close the facility on April 9, 2021, dependent upon the status of the coronavirus pandemic and timing that will ensure residents’ choice in their transfer plan and their health, safety, and well-being.

1. On February 3, 2021, Estes Park Health Living Center will submit formal notification of its intent to close the facility and a copy of this proposed Closure Plan to: (a) the Department via email to Jo Tansey at jo.tansey@state.co.us; and (b) the Colorado Department of Health Care Policy and Financing (“HCPF”) via email to Richard Clark at richard.clark@state.co.us.
2. Pat Samples MS RN, Chief Nursing Officer, Estes Park Health (psamples@eph.org), will coordinate all resident relocation activities relating to this closure plan.
3. To the extent that HCPF requires any specific relocation procedures, Estes Park Health Living Center shall coordinate with HCPF to ensure that it complies with such relocation procedures.
4. After the Department’s approval of this Closure Plan, but no sooner than seven (7) days following the date of the notices provided in paragraph 1 above, Estes Park Health Living Center will notify all residents, their legal representatives, the Local and State Long-Term Care Ombudsman’s offices, and the CMS Regional Office of the impending closure of the facility. The notice will inform the residents and their legal representatives (as well as the other agencies receiving notice) that Estes Park Health Living Center will assist the residents in an orderly transfer to the location of their choice that can meet their needs. This notice will be

provided to residents, their legal representatives, and their families at least sixty (60) days prior to the target closure date. Additionally, Estes Park Health Living Center will post signage in a common area of the facility providing closure-related reminders and information.

5. Once Estes Park Health Living Center provides notice of impending closure to all residents and their legal representatives, Estes Park Health Living Center will commence the process of assisting residents with identifying an appropriate facility or setting for transfer in accordance with the following principles and protocols:
 - a. Each resident will be transferred to the most appropriate facility or other setting in terms of quality, services, and location, taking into consideration the needs, personal choices and best interest of each resident determined through each resident's evaluation and discharge planning process.
 - b. Estes Park Health Living Center will assist residents and their representatives with obtaining information required to make an informed decision about where to relocate.
 - i. EPHLC team will meet face to face initially with each POA/guardian and resident to inform them of the closure, the anticipated date, identify their concerns and ensure they are included and addressed in the transition plan.
 - c. Estes Park Health Living Center will be conducting recurring *virtual* group informational meetings for the residents and their representatives and families to keep everyone informed of the process for relocation on a biweekly (once every other week) basis throughout the closure process, or more frequently as needed or requested.
 - i. Estes Park Health Living Center will hold individualized meetings with residents and their family members as frequently as necessary to ensure that the resident and family members are appropriately informed and engaged throughout the relocation process. A list of nearby nursing facilities will be provided to all residents and their representative(s).
 - d. Estes Park Health Living Center will provide a case/social worker to assist residents with finding placement and relocating.
 - e. Given current COVID-19-related restrictions on non-essential visitors to nursing facilities, Estes Park Health Living Center recognizes that residents and their legal representatives may not be able to make in-person visits to prospective transfer facilities. Estes Park Health Living Center will make best efforts to coordinate with prospective transfer facilities to facilitate *virtual* tours of such facilities to the extent possible.
 - f. To the extent any resident of Estes Park Health Living Center is confirmed or suspected to be positive for COVID-19, Estes Park Health Living Center will work with the Estes Park Health Living Center Medical Director, the Department, the local public health department, and prospective transfer facilities to ensure that any prospective transfer facility is capable of admitting such resident.
 - g. Estes Park Health Living Center staff will make every possible effort to lessen transfer trauma for residents, which may include, as appropriate, reviewing the resident's care routines, needs, and preferences with staff at the receiving facility who will be caring for the resident, and assisting residents and or their representatives with obtaining information required to make an informed decision about facility relocation.
 - i. Based on COVID -19 outbreak numbers, we will work with Jo Tansey (state) and the receiving facility to ensure the resident is able to settle in their new facility.

(Maybe a compassion visit with COVID testing and full PPE that EPHLC provides).

6. Once a location for transfer has been determined for each resident, each resident will be provided a Notice of Discharge, which will inform residents of the location of transfer and the proposed date of transfer.
7. Estes Park Health Living Center will arrange for the transportation of residents to the agreed upon transfer facility, at Estes Park Health Living Center will incur sole cost and expense.
8. Estes Park Health Living Center staff will cooperate with representatives from the Department, HCPF, the Colorado State Long-Term Care Ombudsman Program, case workers with the Veteran's Administration (as applicable) is in planning for and implementing the relocation of residents consistent with this Closure Plan.
9. The discharge of each resident will be recorded in the medical record of each resident, and the following information and documents will accompany the resident so they can be delivered to the receiving provider, if any, when the resident is discharged:
 - a. The contact information of the practitioner responsible for the care of the resident;
 - b. Information regarding the resident's legal representative, including contact information;
 - c. A copy of any advance directive in Estes Park Health Living Center possession at the time of discharge;
 - d. All special instructions or precautions for ongoing care, as appropriate;
 - e. Comprehensive care plan goals;
 - f. A copy of the resident's discharge summary consistent with 42 C.F.R. § 483.21(c)(2), which will include a recapitulation of the resident's stay, a final summary of the resident's status, reconciliation of all pre-discharge medications with post-discharge medications, and a post-discharge plan of care; and
 - g. Any other documentation to ensure safe and effective transition of care.
10. No new residents will be admitted to the facility after the date of the notice specified in paragraph one (1) of this Closure Plan.
11. Estes Park Health Living Center will keep a daily log of resident transfers, including the location to which they are transferred and the payor source for the resident. Estes Park Health Living Center will share this log with the Department as requested and, if requested by HCPF with HCPF, on a daily basis.
12. Resident care and services will continue to be provided, monitored, and supervised until each resident is discharged.
13. Estes Park Health Living Center will take such measures as are reasonably necessary to retain appropriate staffing levels at the facility during the resident relocation and facility closure process, which may include staff retention bonuses to key staff members and backup agency staffing as needed.
 - a. EPHLC leadership team will partner with the EPH CHRO to identify a retention plan for staff, supporting their effort to stay on with EPHLC until the census supports their transition out of EPHLC.

14. Estes Park Health Living Center will provide public notice of the closure of the facility and the termination of its Medicare participation at least 15 days before the effective date of such termination in accordance with 42 CFR § 489.52(c).
15. Estes Park Health Living Center will not cease operations until all residents are appropriately placed, even if placement activities extend beyond the target closure date.
16. Within ten (10) calendar days prior to closure, Estes Park Health Living Center will:
 - a. Inform the Department in writing of the specific plan for storage and retrieval of individual client records; and
 - b. Inform all residents or legal representatives thereof, in writing, how and where to obtain their individual records. Estes Park Health Living Center will provide secure storage of any remaining resident records following closure.