Session of 2023

## **HOUSE BILL No. 2246**

By Committee on Judiciary

1-31

AN ACT concerning the adult care home licensure act; relating to involuntary transfer or discharge of residents from an adult residential care facility; creating a right to appeal an involuntary transfer or discharge; requiring the secretary for aging and disability services to review notices and preside over appeals.

Be it enacted by the Legislature of the State of Kansas:

Section 1. (a) The administrator or operator of each adult residential care facility shall ensure that a resident is not involuntarily transferred or discharged from the adult residential care facility unless one or more of the following conditions are met:

- (1) The transfer or discharge is necessary for the resident's welfare and the resident's needs cannot be met by the current adult residential care facility;
- (2) the health or safety of other individuals in the adult residential care facility is endangered;
- (3) the resident has failed, after reasonable and appropriate notice, to pay the rates and charges imposed by the adult residential care facility; or
  - (4) the adult residential care facility ceases to operate.
- (b) Before a resident may be transferred or discharged involuntarily, the administrator or operator, or designee, shall:
- (1) Notify the resident, and, if known, a representative or designated family member, of the transfer or discharge and the reason for the transfer or discharge;
- (2) if the reason for transfer or discharge is specified in subsection (a) (1) through (a)(3), record and substantiate in the resident's clinical record as follows:
- (A) The resident's physician shall document the rationale for transfer or discharge in the resident's clinical record if the transfer or discharge is necessary for the resident's welfare and the resident's needs cannot be met by the adult residential care facility;
- (B) the resident's physician shall document the rationale for transfer or discharge in the resident's clinical record if the transfer or discharge is appropriate because the resident's health has improved sufficiently so that the resident no longer needs the services provided by the adult residential care facility; or

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authorizing the secretary for aging and disability services to investigate violations; requiring the state long-term care ombudsman to publish a report

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(C) a physician shall document the rationale for transfer or discharge in the resident's clinical record if the transfer or discharge is necessary because the health or safety of other individuals in the adult residential care facility is endangered; and

- (3) provide a written transfer or discharge notice that shall include the following:
  - (A) The reason for the transfer or discharge;
  - (B) the effective date of the transfer or discharge;
  - (C) the contact information for the state long-term care ombudsman:
- (D) the resident's right to appeal an involuntary transfer or dischargeestablished under this section and information as designated by the secretary to assist the resident in exercising such right;
- (E) for a resident with an intellectual or developmental disability, dementia or another cognitive-limiting condition, the contact information for the agency responsible for the protection and advocacy of individuals with such conditions; and
- (F) for a resident with a mental disorder or related disability, the contact information for the agency responsible for protection and advocacy of individuals with a mental disorder or related disability.
- (c) The administrator or operator, or designee, shall provide the notice of transfer or discharge required by subsection (b) to the resident, or the resident's representative, at least 30 days in advance of the resident's transfer or discharge, unless:
- (1) The safety of other individuals in the adult residential care facility would be endangered; or
- (2) the resident's urgent medical needs require an immediate transfer to another healthcare facility.
- (d) The administrator or operator, or designee, shall provide sufficient preparation and orientation to each resident before a resident's discharge, including development of a discharge plan, with involvement of the resident, the resident's representative and designated family and subject to approval of the resident's physician, if practicable
- (e) (1) If a resident of an adult residential care facility receives notice of a pending involuntary transfer or discharge in violation of this section, such resident, or such resident's representative, may appeal the adult residential care facility's determination to involuntarily transfer or discharge the resident to the secretary for aging and disability services by filing a notice of appeal in the office of administrative hearings within 15 days after the date of such notice. A presiding officer from the office of administrative hearings shall hold a hearing, in accordance with the provisions of the Kansas administrative procedure act, within 30 days after the receipt of the notice of appeal.
  - (2) If a resident files an appeal pursuant to this section, the resident

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an affirmative statement listing what services are necessary for the resident that the existing negotiated services ageement with the facility does not include

The administrator or operator, or designee, shall provide the secretary for aging and disability services and the state long-term care ombudsman a copy of the notice. The secretary and the state long-term care ombudsman shall maintain the copy of the notice for three years.

(f)

the secretary for aging and disability services shall investigate such violation. The secretary, providing notice and an opportunity for a hearing in accordance with the Kansas administrative procedure act, may assess a civil penalty against any facility that violates this section in an amount not to exceed \$5,000.

(g) The state long-term care ombudsman shall publish an annual report regarding notices issued and violations of this section.

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shall remain or be permitted to return and resume residence in the adultresidential care facility while the appeal is pending.

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- (f) As used in sections 1 through 10, and amendments thereto, "adult residential care facility" means an assisted living facility, a residential healthcare facility, home plus or a boarding care home as such terms are defined in K.S.A. 39-923, and amendments thereto.
- Sec. 2. (a) The secretary for aging and disability services shall make available to all adult residential care facilities a 30-day involuntary transfer or discharge notice form that shall include, but not be limited to, the information in subsection (c).
- (b) The administrator or operator of an adult residential care facility, or designee, shall not be required to use the 30-day involuntary transfer or discharge notice form prescribed by the secretary, but any form used by the facility shall include, but not be limited to, the information in subsection (c).
- (c) A 30-day involuntary transfer or discharge notice shall be written and include, but not be limited to:
  - (1) The reason for the transfer or discharge;
- (2) facts and evidence supporting each reason for the transfer or discharge, actions taken to avoid the transfer or discharge and the timing of those actions;
  - (3) the name and contact information of the facility issuing the notice;
- (4) the name and contact information of the person employed by the facility with whom the resident or resident's representative may discuss the notice:
  - (5) the issue date of the notice;
  - (6) the effective date of the transfer or discharge;
- (7) the location where the resident will be transferred or discharged, if known;
- (8) a statement that the resident or resident's representative has the right to appeal the involuntary transfer or discharge within 15 days after the issue date contained in the notice;
- (9) the procedure for the resident or resident's representative to file the notice of appeal;
- (10) a copy of the 30-day involuntary transfer or discharge notice of appeal form;
- (11) a list of the names and contact information of each recipient of the notice and how the notice is being given to each recipient;
  - (12) the contact information for the state long-term care ombudsman;
- (13) a section where the recipient of the notice signs the form to acknowledge receipt of the form if receiving the form in person;
- (14) for a resident with an intellectual or developmental disability, dementia or another cognitive-limiting condition, the contact information

the same contents as required for notice in Section 1, and amendments thereto.

(h)

for the agency responsible for the protection and advocacy of individuals with such conditions; and

- (15) for a resident with a mental disorder or related disability, the contact information for the agency responsible for protection and advocacy of individuals with a mental disorder or related disability.
- (d) The form required by subsection (c) shall include a 30-day involuntary transfer or discharge notice of appeal form that shall include, but not be limited to, the information in subsection (e). Such form shall be provided to all adult residential care facilities.
- (e) The administrator or operator of an adult residential care facility shall not be required to use the 30-day involuntary transfer or discharge notice of appeal form prescribed by the secretary, but any form used by the facility shall include, but not be limited to:
  - (1) The name and contact information of the resident;
- (2) the name and contact information of the person appealing the 30-day involuntary transfer or discharge notice and the person's relationship to the resident;
- (3) the name of the facility issuing the 30-day involuntary transfer or discharge notice:
- (4) the date the 30-day involuntary transfer or discharge notice was issued;
- (5) the date of the transfer or discharge listed on the 30-day involuntary transfer or discharge notice; and
- (6) whether the person appealing the 30-day involuntary transfer or discharge notice requests the secretary to facilitate an informal conference before the administrative hearing.
- Sec. 3. Before issuing a 30-day involuntary transfer or dischargenotice in accordance with section 1, and amendments thereto, the administrator or operator of an adult residential care facility, or designee, shall:
- (a) Notify the resident and the resident's representative in writing of the transfer or discharge and the reason;
- (b) hold a meeting with the resident and the resident's representative regarding the reason for the involuntary transfer or discharge and attempt to resolve the reason for the involuntary transfer or discharge;
- (c) notify the resident and the resident's representative in writing that the resident or the resident's representative may invite family members, relevant health professionals, the state long-term care ombudsman, or other persons of the resident's or the resident's representative's choosing to participate in such meeting with the resident and the resident's representative; and
- (d) record the reason for the transfer or discharge under any of the circumstances specified in section 1(a)(1) through (3), and amendments

thereto, in the resident's clinical record and shall be substantiated asfollows:

- (1) The resident's physician shall document the reason for transfer or discharge in the resident's clinical record if the transfer or discharge is necessary for the resident's welfare and the resident's needs cannot be met by the adult residential care facility; or
- (2)—a physician shall document the reason for transfer or discharge in the resident's clinical record if the transfer or discharge is necessary because the health or safety of other individuals in the adult residential care facility is endangered.
- Sec. 4. (a) The administrator or operator of an adult residential carefacility, or designee, shall deliver the notice to the resident in person and place a copy in the resident's record. On the same day, the administrator or operator, or designee, shall send the notice to:
- (1) The resident's representative in person, by return receipt delivery, or by email, read receipt requested; and
  - (2) the state long-term care ombudsman in person or by email.
- (b) The administrator or operator, or designee, shall document acknowledgment of receipt of the 30-day involuntary transfer or discharge notice by all required recipients by obtaining and maintaining:
- (1) The recipient's signature on the 30-day involuntary transfer or discharge notice form;
  - (2) the return receipt affirming delivery of the notice; or
  - (3) an electronic read receipt from the recipient's email.
- (c) If the recipient refuses receipt of the notice, the administrator or operator, or designee, shall give the document to the recipient through a different method of delivery. The administrator or operator, or designee, shall document the refusal. After attempting delivery by two different methods, if the recipient refuses delivery through both methods, the notice is deemed to be received by the recipient.
- Sec. 5. (a) Except when a facility had its license revoked or not renewed by the secretary for aging and disability services or voluntarily surrendered a license, a resident who receives a 30-day involuntary transfer or discharge notice shall be entitled to an administrative hearing if the resident or the resident's representative requests an administrative hearing in a timely manner.
- (b) A resident who receives a 30-day involuntary transfer or discharge notice, the resident's representative or the state long-term care ombudsman, if requested and on behalf of the resident or the resident's representative, may appeal such transfer or discharge by filing a notice of appeal with the office of administrative hearings within 15 calendar days after the issue date printed on the notice. The secretary may extend the time allowed for requesting an administrative hearing if the secretary

 determines that good cause exists for the failure to make a timely request.

- (c) If the resident is incapacitated and does not have a representative, the state long-term care ombudsman may file a notice of appeal on behalf of the resident.
- (d) If the resident or the resident's representative files the notice of appeal form to the office of administrative hearings, on the same day the resident files the notice of appeal to the office of administrative hearings, the resident shall give a copy of the completed notice of appeal to the administrator or operator, or designee, and the state long-term care ombudsman.
- (e) If the state long-term care ombudsman completes or files the notice of appeal form at the request of the resident or the resident's representative, at the same time the state long-term care ombudsman files the notice of appeal to the office of administrative hearings, the state long-term care ombudsman shall give a copy of the completed notice of appeal to the resident, and the administrator or operator, or designee, and with resident's consent, to the resident's representative.
- (f) Within 15 calendar days after the receipt of the notice of appeal, the office of administrative hearings shall hold a hearing in accordance with the provisions of the Kansas administrative procedure act.
- (g) The office of administrative hearings shall issue a written decision-within 10 business days after the completion of the administrative hearing.
- (h) The resident who has received a 30-day involuntary transfer or discharge notice shall be allowed to continue to reside in the facility until the hearing process is completed. The resident shall be responsible to payfor any services provided by the facility to the resident until the hearing process is completed.
- Sec. 6. (a) After a notice of appeal has been filed but before the administrative hearing, the following people may request the secretary to facilitate an informal conference to discuss the transfer or discharge:
  - (1) The resident:
  - (2) the resident's representative;
- (3) the administrator or operator of an adult residential care facility, or designee; or
- (4) the state long-term care ombudsman, if requested by the residentor resident's representative and when applicable.
- (b) The secretary shall accept a request for an informal conference that is submitted by any means.
- (c) If an informal conference is requested, the conference shall be scheduled within five business days of the secretary receiving the request-for the informal conference.
  - (d) (1) The informal conference shall include:
- (A) The secretary, or the secretary's designee;

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- (B) the resident or the resident's representative; and
- (C) the administrator or operator, or designee.
- (2) The informal conference may include:
- (A) Healthcare professionals; and
- (B) the state long-term care ombudsman.
- (e) The party filing the appeal shall provide notice to the office of administrative hearings that such party is satisfied with the outcome of the informal conference. Upon receipt of such notice, the office shall cancel the administrative hearing.

- (f) The scheduling or holding of an informal conference shall not extend the number of days after the receipt of the notice of appeal in which the office of administrative hearings shall hold a hearing.
- Sec. 7. (a) In the case of an emergency transfer or discharge, the administrator or operator of an adult residential care facility, or designee, shall provide a notice of emergency involuntary transfer or discharge to the resident, or the resident's representative, prior to or within 48 hours following the transfer or discharge. A copy of the notice shall be provided to the secretary and the state long-term care ombudsman.
- (b) If the resident has already been transferred or discharged on anemergency basis, the administrator or operator, or designee, shall hold a space available for the resident pending receipt of an administrative decision. If the resident appeals the transfer or discharge, the resident shallbe responsible to pay for the space held by the administrator or operator, or designee, pursuant to this subsection.
- (c) The secretary for aging and disability services shall adopt rules and regulations to define an emergency or set criteria that the secretary shall use to determine such emergency has occurred. Prior to adopting rules and regulations pursuant to subsection (c), the secretary shall determine whether an emergency occurred by considering the health, safety and welfare of the resident being discharged or transferred, other residents and facility staff.
- (d) If the secretary has determined such discharge or transfer is an emergency pursuant to subsection (c) or (d), sections 8 through 10, and amendments thereto, shall apply. If the secretary has determined such discharge or transfer is not an emergency, then sections 1 through 8, and amendments thereto, shall apply.
- Sec. 8. (a) The secretary for aging and disability services shall make available to all adult residential care facilities an emergency involuntary transfer or discharge notice form that shall include, but not be limited to, the information in subsection (c).
- (b) The administrator or operator of an adult residential care facility, or designee, shall not be required to use the emergency involuntary transfer or discharge notice form prescribed by the secretary, but any form

The secretary and the state long-term care ombudsman shall maintain the copy of the notice for three years.

A notice of emergency transfer or discharge shall include:

- (1) the same contents as required for a transfer or discharge notice in section 1, and amendments thereto; and
- (2) the nature of the emergency that requires the transfer or discharge.

establish other necessary criteria used by adult residential care facilities if determining whether a resident may be subject to an emergency transfer or discharge.

used by the facility shall include, but not be limited to, the information insubsection (c).

- (c) An emergency involuntary transfer or discharge notice shall be written and include, but not be limited to:
- (1) A statement that the resident or resident's representative has the right to appeal the emergency involuntary transfer or discharge within seven calendar days after the receipt of the notice;
- (2) the procedure for the resident or the resident's representative tofile the notice of appeal; and
- (3) a copy of the adult residential care facility emergency involuntary transfer or discharge notice of appeal form.
- (d) The form required by subsection (a) shall include an emergency involuntary transfer or discharge notice of appeal form that shall include, but not be limited to, the information in subsection (e). Such form shall be provided to all adult residential care facilities.
- (e) The emergency involuntary transfer or discharge notice of appeal form shall include, but not be limited to:
  - (1) The name and contact information of the resident;
- (2) the name and contact information of the person appealing the emergency involuntary transfer or discharge notice and the person's relationship to the resident;
- (3) the name of the facility issuing the emergency involuntary transferor discharge notice;
- (4) the date the emergency involuntary transfer or discharge noticewas issued; and
- (5) the date of transfer or discharge listed on the emergency involuntary transfer or discharge notice.
- Sec. 9. (a) Before the administrator or operator of an adult residential care facility, or designee, issues an emergency involuntary transfer or discharge notice to the resident, the administrator or operator, or designee, shall first submit the written notice to the secretary for review and receive a written response from the secretary stating whether the notice and other documentation submitted by the administrator or operator, or designee, complies with the requirements contained in this section.
- (b) The administrator or operator, or designee, shall provide to the secretary a copy of the proposed emergency involuntary transfer or discharge notice that complies with the requirements listed in section 10, and amendments thereto.
- (c) Within two business days after receiving such copy of the proposed emergency involuntary transfer or discharge notice, the secretary shall provide written notice to the administrator or operator, or designee, with a determination of whether the proposed transfer or discharge notice complies with the requirements contained in section 8, and amendments

thereto. If the secretary determines the requirements are not met, the administrator or operator, or designee, shall not issue the emergency transfer or discharge notice.

- (d) If conditions exist that would immediately endanger the resident, other residents or staff that cannot be mitigated by the facility, then the resident may be removed prior to the review required by this section.
- (e) Nothing in this section shall prohibit an administrator or operator, or designee, from submitting or resubmitting an emergency or 30-day involuntary transfer or discharge notice.
- (f) The administrator or operator, or designee, may issue the notice if the secretary determines the provisions of this section are met.
- Sec. 10. (a) A resident who receives an emergency involuntary transfer or discharge notice shall be entitled to an administrative hearing if the resident or resident's representative requests an administrative hearing in a timely manner.
- (b) The filing of a notice of appeal or appeal process shall not delay or change the date of the emergency involuntary transfer or discharge.
- (c) A resident who receives an emergency involuntary transfer or discharge notice, the resident's representative or the state long-term care ombudsman, if requested and on behalf of the resident or the resident's representative, may appeal such transfer or discharge by filing a notice of appeal with the office of administrative hearings within seven calendar days after receiving the written notice. The secretary may accept a notice of appeal after seven calendar days if the secretary determines that good cause exists for failure to make a timely request.
- (d) If the resident is incapacitated and does not have a representative, the state long-term care ombudsman may file a notice of appeal on behalf of the resident.
- (e) If the resident or the resident's representative files the notice of appeal form to the office of administrative hearings, on the same day the resident files the notice of appeal to the office of administrative hearings, the resident shall give a copy of the completed notice of appeal to the administrator or operator of an adult residential care facility, or designee, and the state long-term care ombudsman.
- (f) If the state long-term care ombudsman completes or files a notice of appeal form at the request of the resident or the resident's representative, on the same day the state long-term care ombudsman files the notice of appeal to the office of administrative hearings, the state long-term care ombudsman shall give a copy of the completed notice of appeal to the resident, the administrator or operator, or designee, and with the resident's consent, to the resident's representative.
- (g) Within 14 calendar days after the receipt of the notice of appeal, the office of administrative hearings shall hold a hearing in accordance

with the provisions of the Kansas administrative procedure act.

(h) The office of administrative hearings shall issue a written decision within five business days after the completion of the administrative hearing.

Sec. 41. This act shall take effect and be in force from and after its publication in the statute book.

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Sec. 4. Nothing in sections 1 through 3, and amendments thereto, shall be construed to limit any other remedies available under law to residents or adult residential care facilities.