

Adult Care Home (ACH) Policy Guidance

Name of Policy: ACH Closure

Written By: ACHP

Effective Date:

ACH Operator Name:

Policy applies to: Operator Resident Manager All ACH Staff

Who is performing this action?

In the event of an ACH closure, the ACH Operator is responsible for ensuring compliance with all closure-specific MCAR requirements.

What actions are to be taken?

The Operator must give written notice to all residents; resident representatives and family members when applicable; resident Medicaid case managers; and the ACHP at least 30 calendar days prior to an ACH closure. Copies of written notices for each resident must be placed their record. If there is a Medicaid contract in place, the Operator must give the ODHS Provider Relations Unit 60-days' notice before terminating the Medicaid contract. The Medicaid contract can be closed by emailing spd.providernumber@odhs.oregon.gov and notifying them of the proposed date of closure.

If the house where the ACH is located is being sold to another individual with intent to operate an ACH at that location, please note that residents' placement in the home are not part of the sale. If the purchaser becomes a licensed Operator, new admission procedures, including screening, must take place for each resident interested in remaining in the home.

When are these actions taken?

The Operator must ensure all residents receive at least 30-days' written notice before closure of the ACH. Additionally, the Operator must ensure that the ODHS Provider Relations Unit receives timely notification of intent to close the Operator's Medicaid contract.