

Licensed Residential Care Transition Plan Requirements

A transition plan needs to be submitted to Licensing if persons in care are moving from an existing licensed facility to a new or redeveloped one. The plan should include information on how you will ensure the health, safety, dignity, and rights of persons in care during the transition.

A licensing officer will review your plan and provide you with a written response indicating whether the plan is acceptable to Licensing.

Please include the following information in your transition plan:

Persons in Care and/or their Representative:

- The plan to inform persons in care and/or their representative of the move and the process to receive their consent.
- The plan for admission and orientation and how you will provide information and advise them of any changes in policy, systems, and/or practice.
- The plan for moving persons in care into the building, including how bedrooms will be assigned
- The plan for transferring persons in care's medications, personal belongings, equipment, supplies and records.
- A sample of the form used to document written consent for the transfer.
- A sample of the person specific plan detailing transfer/transition needs.

Staffing:

- The plan for transitioning, orienting, and training of existing and new staff.
- The training agenda and schedule for staff education.
- The staffing schedule for moving and admitting persons in care. Include evidence of how the staffing levels will be sufficient to meet the care and supervision needs of persons in care.

Nutrition and Food Service:

- The plan for ensuring that food service systems will continue to meet the needs of persons in care, including any nutrition interventions outlined in their care plan.

Medications:

- The plan to ensure medication needs for persons in care are met.
- Evidence that the Medication Safety Advisory Committee has approved of the plan.

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Risk Management:

- Any other actions that will be taken to mitigate the risk to persons in care during the transfer/admission process.

All legislative requirements must be met prior to the admission of persons in care. Licensing Officers conduct inspections to confirm that new facilities have been built in accordance with approved site and floor plans and ensure compliance with the Community Care and Assisted Living Act (CCALA) and Residential Care Regulation (RCR).

Should you have any questions regarding the above-mentioned, please contact your Licensing Officer or call 604-587-3936 and request to speak to a Licensing Officer.