
Program and Policy Manual

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Policies and Procedures

Missouri State Long-Term Care Ombudsman Program

Table of Contents

100.0	General Information	6
101.0	Statutes & Regulations.....	6
102.0	Missouri Program Organization	7
102.1	Organizational Structure – Overview	7
102.2	Organizational Structure – Division.....	8
102.3	Organizational Structure – Local Ombudsman Entities.....	9
200.0	Definition.....	9
300.0	Establishment of the Missouri Office of the State Long-Term Care Ombudsman	11
301.0	Employment of State Long-Term Care Ombudsman.....	14
302.0	Program Administration	15
303.0	Designation of Regional Programs	15
303.1	Designation of Local Ombudsman Entities (LOEs)	16
	(Provider and Host Agencies)	
303.1(a)	Criteria for Designation as a LOE.....	16
303.1(b)	Process for Designation of a AAA as a LOE or Host Agency.....	18
303.2	Office Contracts with an AAA to be the LOE	18
303.3	Designation of LOE, where the AAA contracts with a Local Agency	20
303.4	De-Designation or Withdrawal of LOE	23
303.5	De-Designation of AAA as LOE	23
303.6	De-Designation of a LOE in contract with AAA	24
303.7	Voluntary withdrawal of a LOE	25
303.8	Continuation of Ombudsman Program services	25
304.0	Designation of Individual as Representative of the Office	26
304.1	General Employment/Appointment.....	26
304.2	Employment of and Regional Ombudsman Program Directors (ROPDs) and Regional Ombudsman Coordinators (ROCs) by LOE or AAA	26
304.3	Recruitment and Background Checks for LOE Employees.....	27
304.4	Recruitment and Background Checks for Volunteers	29
305.0	Training and Certification.....	30
305.1	Training of State Long-Term Care Ombudsman.....	30
305.2	General Training of Representatives of the Office	30

305.2(a) Training of Regional Ombudsman Coordinators (ROCs) and Regional Ombudsman Program “Directors ROPDs)	31
305.2(b) Training of Volunteers as Representatives of the Office	33
305.3 Continuing Education for Representatives of the Office.....	34
305.3(a) Continuing Education training for ROCs and State Office Staff	34
305.3(b) Continuing Education for Volunteers	34
306.0 Volunteer Ombudsman Leave of Absence and Return to Ombudsman Program	35
307.0 Designation of an Individual as a Representative of the Office	36
308.0 Transfer of Volunteer Ombudsman from one LOE to Another LOE	37
309.0 Performance of Ombudsman Program Functions by Volunteer Ombudsman for More than one LOE	37
310.0 Refusal to Designate an Individual as a Representative of the Office	39
311.0 Suspension of Designation of an Individual as a Representative of the Office .	39
312.0 De-Designation of Individual as a Representative of the Office	40
400.0 Functions and Responsibilities	42
401.0 Responsibilities of DSDS related to the Program.....	42
401.1 Funding	42
401.2 Legal Counsel	43
401.3 Supervision and Management of the Ombudsman and State Office Staff	44
401.4 DSDS Monitoring of the LTC Ombudsman Program.....	44
402.0 Functions and Responsibilities of the State Long-Term Care Ombudsman	44
403.0 Responsibilities of the LOE related to the Program.....	46
404.0 Responsibilities and Duties of the Representative of the Office	46
404.1 Visits to LTC Communities	47
404.2 Complaint Processing	48
404.2(a) Receipt of Complaints	48
404.2(b) Complaint Response	53
404.2(c) Complaint Investigation.....	55
404.3 Information and Assistance	58
404.4 Community Education and Facility In-Service	58
404.5 Resident and Family Councils	58
404.6 Facility Closures.....	59
404.6(a) Notification of Facility Closure	60
404.6(b) Emergency Closure	63
500.0 Monitoring.....	64
501.0 Fiscal Management and Monitoring.....	64
502.0 Monitoring of LOEs and Representatives of the Office.....	65

503.0	Supervision of Volunteers	66
503.1	Volunteer Monitoring.....	66
504.0	Annual Report	68
600.0	Access	68
601.0	Access to Resident and LTC Communities	69
602.0	Access to Resident Records.....	69
603.0	Interference	71
700.0	Disclosure	72
800.0	Systems Advocacy	73
900.0	Grievance Process.....	75
901.0	General Grievance Requirements	75
902.0	Complaints against State Ombudsman	76
903.0	Complaints against Representative of the Office	76
1000.0	Records	78
1100.0	Conflicts of Interest	79
1101.0	Organizational Conflicts of Interest.....	79
1102.0	LOE Conflict of Interest	81
1103.0	Individual Conflict of Interest.....	82
1104.0	Disclosure of Conflict of Interest	83
1105.0	Remediation of Conflicts of Interest	84
1105.1	Organizational Conflicts of Interest Remediation.....	85
1105.2	Individual Conflict of Interest Remediation.....	86
1105.3	Failure to Identify or Remedy a Conflict of Interest.....	87
Appendices		
Appendix 1	Ombudsman Code of Ethics	88
Appendix 2	Complaint Response for Resident Consent Chart	89
Appendix 3	Release of Information.....	91
Appendix 4	Grievance Form.....	92
Appendix 5	Conflict of Interest Screening	93
Appendix 6	Conflict of Interest Identification, Removal & Remedy	96
Appendix 7	Organizational Conflict of Interest Screening	98
Appendix 8	Organizational Conflict of Interest Identification, Removal & Remedy	101

Appendix 9 Confidentiality Statement	103
Appendix 10 Glossary of Terms	104
Appendix 11 Documentation Policy	110
Policy and Procedure Manual Summary of Updates	128

100.0 General Information

These policies address the manner in which the Missouri Division of Senior and Disability Services (DSDS) and the Missouri State Long-Term Care Ombudsman Office (Office) develop the State Long-Term Care Ombudsman Program (Program), monitor Host Agencies and Local Ombudsman Entities (LOEs), including local program's activities, files, records, and other information maintained by the Office.

These policies are established under the authority of the State Long-Term Care Ombudsman, in consultation with the DSDS, to carry out the Ombudsman program in accordance with the Older Americans Act and all relevant regulations, policies, and procedures.

The Program protects and improves the quality of care and quality of life for residents of Long-Term Care (LTC) Communities in Missouri through individual and systemic advocacy for and on behalf of residents, including representing the interests of residents before government agencies, reviewing and commenting on existing and proposed laws, responding to media requests, the promotion and cultivation of best practices within LTC services, and through the promotion of family and community involvement in LTC Communities.

The Program is a resident centered advocacy program. The resident is the program's client, regardless of the source of the complaint or request for service. The Ombudsman will make every reasonable effort to assist, empower, represent, and advocate on behalf of the resident.

101.0 Statutes & Regulations

The Missouri Long-Term Care Ombudsman Program (Program) is authorized by, and in accordance with, the federal Older Americans Act, 42 U.S.C. Section 3001 *et seq.*

Older Americans Act sections that govern the operation of the Office are contained in Public Law 109-365, Title VII, Chapter 2, Sections 711 to 713.

Federal regulations governing the Office are contained in 45 CFR Parts 1321, and 1324.

Missouri statutes concerning the establishment and operation of the Missouri State Long-Term Care Ombudsman Office are contained in Secs.192.2300-2315, RSMo.

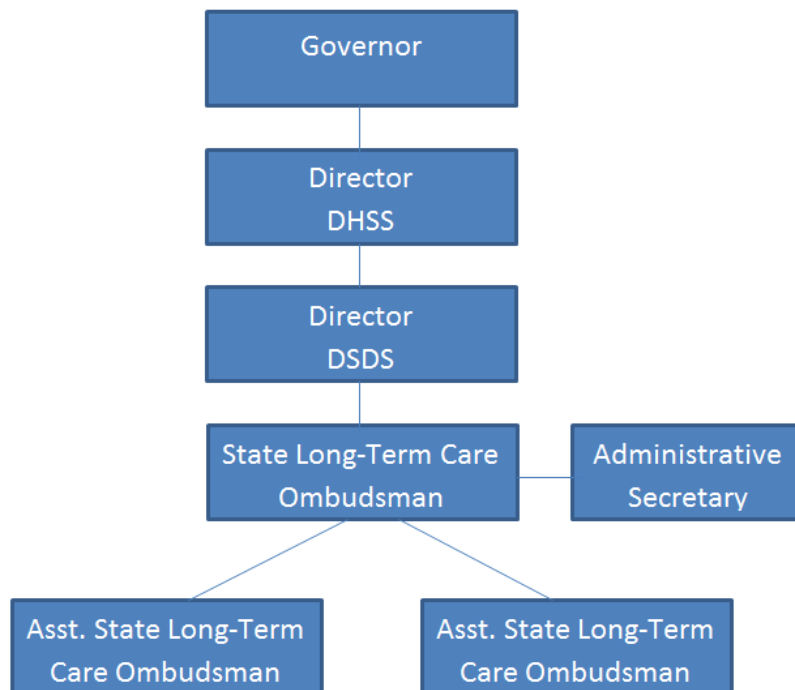
Missouri regulations governing the operation of the Office are contained in 19 CSR 15-4.060.

These policies and procedures govern the operations of the Program and establish the relationship and responsibilities of Area Agencies on Aging (AAA) and their contracted Local Ombudsman Entities (LOEs), where applicable, and the Missouri Division of Senior and Disability Services (DSDS), in relation to the Program.

102.0 Missouri Program Organization

In accordance with the Older Americans Act, Missouri statute established the Office of the State Long-Term Care Ombudsman in the Missouri Department of Health and Senior Services (DHSS) within the Division of Senior and Disability Services (DSDS).

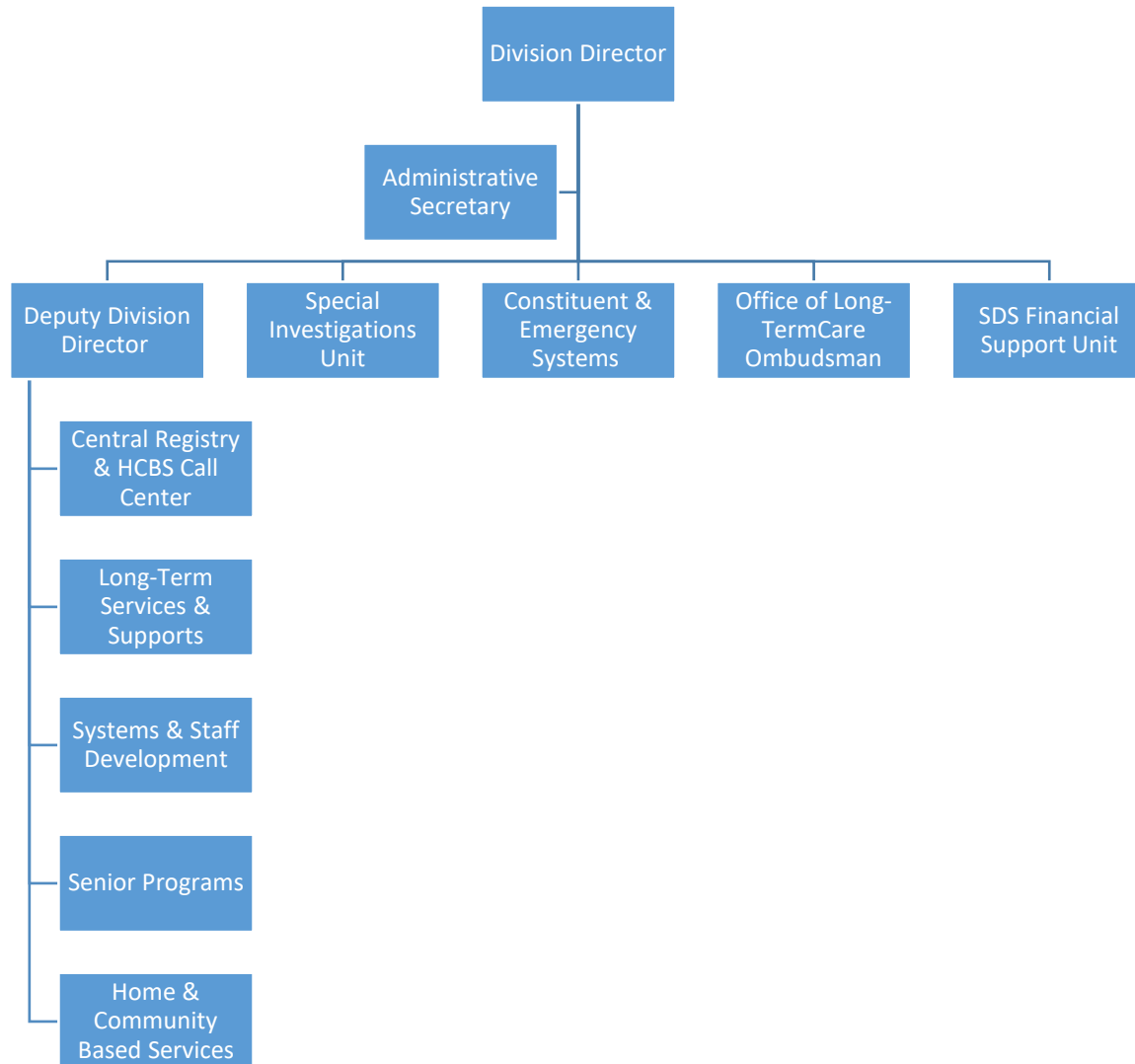
102.1 Organizational Structure – Overview



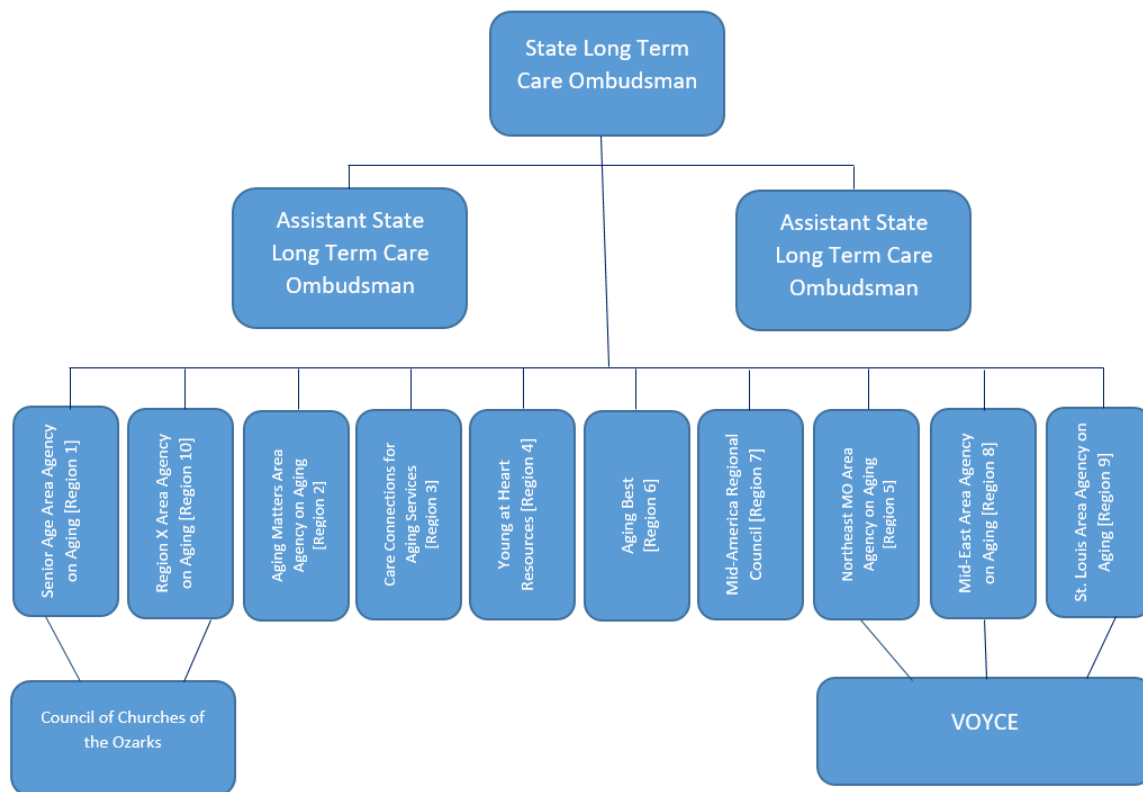
102.2 Organizational Structure - Division

Department of Health & Senior Services

Division of Senior & Disability Services



102.3 Organizational Structure Local Ombudsman Entities (LOEs)



200.0 Definitions

1. “Act,” or “Older Americans Act,” the Older Americans Act of 1965, reauthorized most recently in 2016.
2. "Department", the Missouri Department of Health and Senior Services;
3. “Division” or “Agency,” The Division of Senior and Disability Services, within the Missouri Department of Health and Senior Services;
4. “Host Agency” means an Area Agency on Aging (AAA) in contract with the Office where the AAA contracts with another local agency to provide the direct local program activities thus the local agency is the LOE and the AAA is the Host

Agency. The Host Agency will be required to monitor the LOE and coordinate with the Ombudsman.

5. “Immediate family,” pertaining to conflicts of interest as used in these policies, means a member of the household or a relative with whom there is a close personal or significant financial relationship including a spouse, parents, children, and siblings.
6. “Local Ombudsman Entity,” (LOE) means an entity designated by the State Long-Term Care Ombudsman to assist in directly carrying out the duties and services of the Program. The LOE acts as the provider of the local Program and may be either the AAA in contract with the Office; or an agency in contract with the AAA where the AAA acts as a Host Agency. If the AAA performs the duties of the Program, then they are the LOE; if they contract with another agency for the direct services, the AAA is the Host Agency. Missouri law requires that the Department of Senior and Disability Services contracts with the AAAs to provide OAA program services. However, the AAA may choose to contract with a third party.
7. "Long-Term Care Community", (LTC Community) any facility licensed pursuant to chapter 198 and long-term care (LTC) communities connected with hospitals licensed pursuant to chapter 197;
8. “Office of the State Long-Term Care Ombudsman,” (Office) as used in these policies, means the organizational unit which is headed by a State Long-Term Care Ombudsman.
9. “Representative of the Office of the State Long-Term Care Ombudsman”, (Representative of the Office) as used in these policies, are the employees or Volunteers designated by the Ombudsman to fulfill the duties set forth in the Final Rule 1324.19(a), whether personnel supervision is provided by the Ombudsman or his or her designees or by a Local Ombudsman Entity.
10. “Regional Ombudsman Coordinators”, (ROCs) designated individuals working for, or under contract with, the area agencies on aging (AAA), and are so designated by and certified by the State Ombudsman as meeting the qualifications established by the Office, and who coordinate the regional activities of the Program under the direction of the Ombudsman.

11. "Regional Ombudsman Program Director", (ROPD) This Regional Ombudsman Coordinator has extra duties outlined in their job description such as fiscal reporting and supervising other Program Representative in their region.
12. "Resident", any person who is receiving care or treatment in a long-term care community.
13. "Resident representative," is any of the following:
 - (a) An individual chosen by the resident (can be and is often an informal designation by the resident) to act on behalf of the resident in order to support the resident in decision-making; access medical, social or other personal information of the resident; manage financial matters; or receive notifications.
 - (b) A Legal representative who is a person authorized by State or Federal law (including but not limited to agents under power of attorney, representative payees, and other fiduciaries) to act on behalf of the resident in order to support the resident in decision-making; access medical, social or other personal information of the resident; manage financial matters; or receive notifications;
 - (c) The court appointed guardian or conservator of a resident.
14. "State Long-Term Care Ombudsman" or "Ombudsman", the state Ombudsman for long-term care community residents;
15. "Willful Interference" is the action or inaction taken by an individual in an attempt to intentionally prevent, interfere with, or attempt to impede the Ombudsman from performing any of the functions or responsibilities set forth in 45 CFR 1324.13 or the Ombudsman or a Representative of the Office from performing any of the duties set forth in 45 CFR 1324.19.

300.o Establishment of the Missouri Office of the State Long-Term Care Ombudsman

The Missouri Division of Senior and Disability Services (DSDS) shall establish an Office of the State Long-Term Care Ombudsman (Office) which will operate a statewide Long-

Term Care Ombudsman Program (Program) in accordance with the Older Americans Act (Act), and applicable federal and state laws, rules and regulations.

The Office shall assure that all residents of Missouri LTC communities have access to the services of the program and that every area of the State has a designated Regional Program. The Office shall be headed by a State Long-Term Care Ombudsman (Ombudsman) who personally or with designees carries out the functions of the Office.

Regional Program services shall be delivered through contracted local entities and individuals designated by the Office and shall be operated through a contract with the Division and an Area Agency on Aging (AAA) or other nonprofit organization.

The DSDS shall:

- A. Submit a State Plan on Aging pursuant to the Older Americans Act in order to receive an allotment under Title III and Title VII from the Administration for Community Living, Administration on Aging, U.S. Department of Health and Human Services.
- B. The Office shall carry out the Program as a distinct entity, separately identifiable and located within or connected to the State agency.
- C. Ensure that the program has sufficient authority and access to LTC communities, residents, and information needed to fully perform all of the functions, responsibilities, and duties of the Office of the Long-Term Care Ombudsman.
- D. Determine that the policies and procedures related to the determinations of the Office must ensure that the Ombudsman, as head of the Office, shall be able to independently make determinations and establish policy positions of the Office, without necessarily representing the determinations or positions of the State agency or other agency in which the office is organizationally located regarding:
 1. Disclosure of information maintained by the Ombudsman program within the limitations set forth in section 712(d) of the Act;
 2. Recommendations to changes in Federal, State, and local laws, regulations, policies, and actions pertaining to the health, safety, welfare, and rights of residents; and

3. Provision of information to public and private agencies, legislators, and media and other persons, regarding the problems and concerns of residents and recommendations related to the problems and concerns.
- E. Provide that the Office be headed by a full-time Ombudsman who meets the minimum qualifications set forth by 45 CFR 1324.11(d)(1)-(4) which states, “The State agency and other entity selecting the Ombudsman shall ensure that the Ombudsman meets minimum qualifications which shall include, but not be limited to, demonstrated expertise in:
1. Long-term services and supports or other direct services for older persons or individuals with disabilities;
 2. Consumer-oriented public policy advocacy;
 3. Leadership and program management skills; and
 4. Negotiation and problem resolution skills.”
- F. Determine the available funding levels, and ensure that federal requirements and reporting are met. The SLTC Ombudsman determines the use of the fiscal resources appropriated or otherwise available for the operation of the Office. Where local Ombudsman entities are designated, the Ombudsman shall approve the allocations of Federal and State funds provided to such entities, subject to applicable Federal and State laws and policies. The Ombudsman shall determine that program budgets and expenditures of the Office and local Ombudsman entities are consistent with laws, policies and procedures governing the Ombudsman program.
- G. Further interagency coordination through the establishment of working relationships with other state agencies involved in meeting the needs of residents of LTC communities.
- H. Use funds made available and not supplant any funds that are expended under any federal or state law to carry out the program in accordance with Section 705(a)(4) of the OAA minimum funding requirements.
- I. At a minimum, ensure that the Office shall have access to an attorney knowledgeable about the federal and state laws protecting the rights of residents and governing long-term care communities. Legal representation of the

Ombudsman program or another Ombudsman who is a licensed attorney shall not by itself constitute sufficiently adequate legal counsel.

301.0 Employment of the State Long-Term Care Ombudsman

The Missouri State Long-Term Care Ombudsman Office (Office) is headed by a full-time State Long-Term Care Ombudsman (Ombudsman). The leadership and management of the Office, including the functions, responsibilities, and duties, are to constitute the entirety of the Ombudsman's work, as set forth in 45 CFR §1324.13 and §1324.19. No entity shall require or request the Ombudsman to be responsible for performing the work of non-Ombudsman services or programs except on a time-limited, intermittent basis.

The DSDS in hiring the State Long-Term Care Ombudsman shall utilize the Missouri Human Resources hiring practices following the policies and procedures defined in the Department's Administrative Manual. The Ombudsman position is a non-classified position in the state civil service system.

Minimum Qualifications

The Department of Health and Senior Services shall ensure the Ombudsman meets minimum qualifications as defined in 45 CFR 1324.11(d) including but not limited to:

- demonstrated expertise in long-term services and supports or other direct services for older persons or individuals with disabilities;
- consumer-oriented public policy advocacy;
- leadership and program management skills;
- negotiation and problem resolution skills; and
- graduation from an accredited college or university with a Bachelor's Degree in Human Services, Nursing, Social Work, Psychology, Long Term Care, Public or Business Administration, Gerontology, Education or a closely related field.

In accordance with Section 712(f) of the Older Americans Act, the individual employed as the Ombudsman must be free from conflicts of interest including not having worked in or been employed by a LTC community within the previous twelve (12) months and/or not having any fiduciary relationship with a LTC community including ownership or employment of immediate family.

Under no circumstance shall the DSDS hire an Ombudsman who:

- has direct involvement in the licensing or certification of a LTC community;
- has an ownership or investment interest (represented by equity, debt, or other financial relationship) for themselves or immediate family member in a LTC community;
- has been employed by or participated in management of a LTC community within the previous twelve months; or
- receives, or has the right to receive, directly or indirectly, remuneration (in cash or in kind) under a compensation arrangement with an owner or operator of a LTC Community.

302.0 Program Administration and Structure

The Missouri Long-Term Care Ombudsman Program is administered by the Office of the State Long-Term Care Ombudsman located in the Missouri Department of Health and Senior Services (DHSS) within the Division of Senior and Disability Services (DSDS).

The State Office of the Long-Term Care Ombudsman (Office), with the State Ombudsman as its head, provides the management, direction and programmatic oversight of all activities related to the Office.

Missouri law requires the DSDS to contract with Area Agencies on Aging (AAA) to operate the programs and services of the Older Americans Act (OAA), including the Long-Term Care Ombudsman Program services.

303.0 Designation of Regional Programs

All entities and individuals that perform ombudsman services must be designated by the State Ombudsman. Designation includes multi-step processes for both potential Local Ombudsman Entities (LOEs) and individuals.

Refusal to designate occurs prior to designation and stops the process. Refusal to designate is based on information received by the Ombudsman including, but not limited to, an un-remedied conflict of interest.

303.1 Designation of Local Ombudsman Entities (LOEs) and Host Agencies

The State Ombudsman shall have the authority to designate and refuse, suspend, or remove designation of LOEs and Representatives of the Office. This includes instances where an identified conflict of interest cannot be adequately removed or remedied, as well as situations in which the LOE fails to comply with the Office's policies and procedures.

The Ombudsman shall designate LOEs to provide Ombudsman services throughout Missouri. At least one Regional Ombudsman Coordinator (ROC) will be hired for each planning and service area (PSA).

303.1(a) Criteria for Designation as a LOE

The DSDS will enter into contracts with each PSA in order to provide Ombudsman services in a statewide manner.

In accordance with federal law 42 U.S.C. 3058g(a)(5)(C), in order to be eligible for designation by the SLTC Ombudsman as a Local Ombudsman Entity (LOE) or Host Agency, an organization must:

- Be a public or nonprofit entity;
- Not be an agency or organization responsible for licensing, or certifying long-term care services;
- Not be an association (or an affiliate of an association) of providers of long-term care or residential services for older persons
- Have no financial interest in a long-term care facility;
- Have demonstrated capability to carry out the responsibilities of the provider or host agency
- Have a clearly definable unit to function as the Regional Program
- At a minimum have at least one paid designated Regional Ombudsman
- Be free of conflicts of interest (as defined by 1324.21 and the OAA) and not stand to gain financially through an action or potential action brought on behalf of individuals the Ombudsman serves;
- Have no un-remedied conflict of interest; and
- Meet all applicable requirements of the Missouri DSDS and the Office.

The LOE, as contracted or otherwise arranged, must have the capacity and ability to administer the program in a manner compliant with both federal and state laws and regulations. This will include compliance with fiscal requirements as well as programmatic requirements including, addressing un-remedied conflicts of interest. The agency or entity must demonstrate commitment to the goals of the program by providing adequate support and resources.

Missouri law provides that the state Area Agencies on Aging are to be the contracted entities for Older Americans Act services. In order to determine the AAA as a LOE or Host Agency in the Ombudsman Program, the DSDS will follow the Missouri state contracting process. The Missouri contracting process shall include the following:

- A. DSDS and the Ombudsman will provide written recommendation of program standards and criteria for providing services.
 1. Long-Term Care Ombudsman Program service components will include, but are not limited to:
 - a. Identification, investigation and resolution of complaints on behalf of residents;
 - b. Regular presence in long-term care communities;
 - c. Information and assistance and community education;
 - d. Issue advocacy;
 - e. Support development of resident and family councils.
 - f. Shall set forth service activities for each fiscal year and meet or exceed any benchmark measures set by the Office.
 2. A regional agency is designated by the State Ombudsman to house the Regional Program and assure the provision of Ombudsman services in the service area designated by a contract with the AAA.
 3. Activities of the designated Regional programs shall be evaluated by the Office on a regular basis.
 4. The LOE shall be responsible for the personnel management, but not the programmatic oversight of the Ombudsman Program services.

- B. The AAA must provide documentation that the organization meets the program standards and criteria set forth by the contract. Valid documentation shall be determined by the Ombudsman.
- C. If it is determined that the applying entity has an un-remedied conflict of interest, such entity may not be designated to be the LOE. Thus the Ombudsman will refuse to designate that entity.

303.1(b) Process for Designation of an AAA as a LOE or Host Agency

The Ombudsman is responsible for designating an AAA as an LOE based on the contracting process established by the Department.

Where the AAA meets all criteria and seeks to serve as the LOE, the designation shall occur as follows:

- A. The AAA may be considered as the LOE where the Ombudsman determines that either:
 - 1. The designation of the AAA as the LOE is necessary to assure an adequate supply of Ombudsman services;
 - 2. The Ombudsman services are directly related to the AAA's administrative functions; or
 - 3. The Ombudsman services can be provided more economically, and with comparable quality by the AAA.

303.2 Office Contracts with an AAA to be the LOE

- A. The AAA will provide DSDS with information confirming the AAA's ability to meet the contract criteria and standards including:
 - 1. The goals and objectives of such entity in providing Program services;
 - 2. A description of how each Program component shall be met by such entity;
 - 3. The staffing plan for the LOE;

4. A description of the resources of the entity which will be provided to assist in the operation of the Program; and
 5. A description of the recruitment of anticipated volunteers and the implementation of the Office training and supervision procedures.
- B. The AAA shall forward to the Office copies of the completed information.
- C. The State Ombudsman shall review and consider all submitted information to the DSDS. The State Ombudsman shall notify the DSDS director of its designation determination and shall notify the responding entities of the State Ombudsman decision.
- D. In the event that submitted information is incomplete, the State Ombudsman shall request additional information from the AAA.
- E. Upon designation by the Ombudsman, the DSDS shall enter into a contract with the AAA for the provision of Program services in the relevant service area. Such contract must:
1. Specify the service area;
 2. Require the AAA to adhere to all applicable federal and state laws, regulations and policies; and
 3. Provide that designation by the Ombudsman continues for the duration of the contract and subsequently renewed contracts within the period specified within the contract unless the AAA is de-designated or the contract is terminated for cause.
- F. The execution date of the LTCO contract with the AAA to provide Program services shall be the start date plainly labeled on the executed contract between DSDS and the AAA.
- G. Should the contract between the DSDS and the AAA to provide Program services not be renewed or be terminated for any reason, the DSDS shall:
1. Immediately notify the Ombudsman (within 48 hours);
 2. Follow the steps to designate a new LOE (above) as soon as possible; and
 3. Follow steps to provide continuation of Program services.

- H. As of the effective date of these policies and procedures, any entity providing ombudsman services under an existing agreement with the Missouri DSDS is designated as a LOE for the period of the existing contract. Future contracts will be reviewed on an annual basis and reissued every year.

303.3 Designation of LOE, where the AAA contracts with a Local Agency

Where an AAA contracts with a local agency to be the LOE, the designation of the LOE shall occur as follows:

- A. The AAA shall issue a request for proposal (RFP) developed by the AAA with the approval of the Office seeking an entity to provide Long-Term Care Ombudsman Program services within its service area.
- B. The RFP shall follow the written recommendation required in Section 303.1(A)(1) of this manual for providing services. Long-Term Care Ombudsman Program service components will include but are not limited to:
 - 1. Identification, investigation and resolution of complaints on behalf of residents;
 - 2. Regular presence in long-term care communities;
 - 3. Consultation and community education;
 - 4. Issue advocacy;
 - 5. Support development of resident and family councils.
 - 6. Set service activities for each fiscal year; and
 - 7. Meet or exceed any benchmark measures set by the Office.
 - 8. Activities of the designated Regional programs shall be evaluated by the AAA and the Office on a regular basis.
 - 9. The LOE agency shall be responsible for the personnel management, but not the programmatic oversight of the Ombudsman Program services.

- C. The AAA must provide documentation that the local organization meets the program standards and criteria set forth by the RFP.
- D. If it is determined that the applying entity has an un-remedied conflict of interest, such entity may not be selected to be the LOE. Thus the Ombudsman will refuse to designate that entity.
- E. The AAA shall request, at a minimum:
 - 1. As part of the RFP packet, the potential LOE will provide a document of assurance that the entity meets all criteria for designation as a LOE.
 - 2. The goals and objectives of such entity in providing Program services;
 - 3. A description of how each Program component shall be met by such entity;
 - 4. The staffing plan for the LOE;
 - 5. A description of the resources of the entity which will be provided to assist in the operation of the Program; and
 - 6. A description of the recruitment of anticipated volunteers and the implementation of the Office training and supervision procedures.
- F. The AAA shall forward to the Office copies of the completed RFP of all responding entities.
- G. The AAA shall recommend an entity for designation as a LOE to the Office and shall provide the Office with information supporting its recommendation.
- H. The State Ombudsman shall review and consider all RFPs submitted to the AAA and the recommendation of the AAA, and shall determine the entity most appropriate to be designated as the LOE for the service area.
- I. If the State Ombudsman agrees with the AAA recommendation, the State Ombudsman shall notify the AAA of its designation determination within 30 days of receiving the AAA's recommendation. The State Ombudsman shall notify the Director of all designation decisions.
- J. The AAA shall notify the responding entities of the State Ombudsman's designation decision within fifteen (15) days of receiving such notification. The AAA notification shall include notice of the right of every entity not chosen to

appeal the State Ombudsman determination pursuant to the Department's procedures.

- K. If the State Ombudsman does not agree with the AAA recommendation, the State Ombudsman will meet with the AAA to discuss the decision and attempt to reach an agreement.
- L. If an agreement is reached, the State Ombudsman shall notify the AAA of its designation determination and the AAA shall notify the responding entities of the State Ombudsman decision.
- M. In the event an agreement cannot be reached, the State Ombudsman will review a summary of the recommendation rationale. The Ombudsman will render a final designation decision. The AAA shall notify the responding entities of the Ombudsman's decision. The AAA notification shall include notice of the right to appeal the designation decision pursuant to the procedures of the Office.
- N. Upon designation by the Ombudsman, the AAA shall enter into a contract with the chosen agency for the provision of Program services in the relevant service area. Such contract must:
 - 1. Specify the service area;
 - 2. Require the chosen agency to adhere to all applicable federal and state laws, regulations and policies; and
 - 3. Provide that designation by the Ombudsman continues for the duration of the contract and subsequently renewed contracts within the period specified within the RFP unless the chosen agency is de-designated or the contract is terminated for cause.
- O. The execution date of the chosen agency's contract with the AAA to provide Program services shall be the start date plainly labeled on the executed contract between DSDS and the AAA.
- P. Termination or voluntary removal of LOE:
 - 1. Should the contract between the chosen LOE agency and the AAA to provide Program services not be renewed or be terminated for any reason, the AAA shall:
 - a. Immediately notify the Ombudsman (within 48 hours);

- b. Follow the steps to designate a new LOE (above) as soon as possible; and
- c. Follow steps to provide continuation of Program services.

303.4 De-Designation or Withdrawal of LOE

The Ombudsman has the authority to refuse to designate or de-designate an entity as a LOE for failure to meet the requirements of applicable federal and state laws, rules and regulations, and the Missouri State Long-Term Care Ombudsman Policies and Procedures Manual, including but not limited to the following:

- 1. Failure of the entity to continue to meet the criteria for designation;
- 2. Failure of the entity to disclose, seek to remedy, or actually remedy a conflict of interest;
- 3. Violation of Program confidentiality requirements by a person acting as an agent of the entity;
- 4. Failure of the entity to provide mandated Program services, including but not limited to, failure to perform enumerated responsibilities, failure to fill a vacant Ombudsman position within a reasonable time, and failure to perform Ombudsman services; or
- 5. Failure of the entity to comply with provisions of the grant or contract.

303.5 De-Designation of AAA as a LOE

Where an AAA serves as a LOE, the process to de-designate shall be as follows:

- A. The Ombudsman shall send written notice of the intent to de-designate on a specified date to the AAA. The notice shall include the reasons for withdrawal of designation, effective date of decision, and notice of appeal procedures of the DSDS.
- B. In the case of suspension, indicate the circumstances under which the suspension will end or be reconsidered. Suspension may occur, but is not limited to, when an

LOE is under the appeal process or is in the process of coming into compliance with reporting or conflict of interest.

C. Withdrawal of designation of the AAA as a LOE shall not become effective until all appeals are exhausted.

D. The Appeals process is as follows:

The LOE receives notice from the Ombudsman, and the LOE may:

1. Request further review of the decision by the Ombudsman.
2. The LOE may provide additional information pertinent to the decision.
3. Upon review, final decision by the Ombudsman stands.

E. The AAA and the Ombudsman shall provide for the continuation of Ombudsman services until designation of another entity is effective.

F. DSDS will terminate the portion of the contract between the AAA and the DSDS which provides for Ombudsman Program services.

303.6 De-Designation of a LOE in contract with AAA

Where an AAA contracts with a LOE agency, the process to de-designate the LOE shall be as follows:

- A. The Ombudsman shall send notice of the intent to de-designate on a specified date to the AAA and the LOE.
- B. The notice shall include the reasons for withdrawal of designation and notice of appeal procedures of the DSDS.
- C. In the case of a suspension, indicate the circumstances under which the suspension will end or be reconsidered.
- D. Reconsideration may occur where the LOE is in the process of coming into compliance, for example, when coming into compliance with reporting or conflict of interest.
- E. The Appeals process shall be as follows:

The

LOE receives notice from the Ombudsman the LOE may request:

1. Request further review of decision by the Ombudsman at the request of the ROC or AAA Director. DSDS director may hear appeal and provide recommendation but Ombudsman has final decision.
2. The LOE may provide additional information pertinent to the decision at the request of the ROC or AAA Director.
3. Upon review, final decision by the Ombudsman stands.

If de-designation stands:

- F. The AAA and the Ombudsman shall provide for the continuation of Ombudsman services until designation of another entity is effective.
 1. Withdrawal of designation of a provider agency shall not become effective until all appeals are exhausted.
 2. The AAA shall terminate its contract for Program services with the provider agency.

303.7 Voluntary withdrawal of a LOE

A LOE may voluntarily relinquish its designation by providing notice to the Ombudsman and to the AAA (where appropriate) in the relevant service area. Such notice shall be provided sixty days (60) days in advance of the date of the relinquishment of designation.

303.8 Continuation of Ombudsman services

Where a LOE is in the process of appealing its de-designation or has relinquished designation or the designation is suspended:

- A. The AAA, if applicable, and the Ombudsman shall arrange for the provision of Program services until a new LOE is designated;

- B. The LOE shall surrender intact to the Ombudsman, or the Ombudsman designee, all Program case records, documentation of all Program activities, access to computer systems, and complaint processing as required by the Ombudsman Program reporting system and identification cards of all representatives of the Program associated with the LOE or provider agency;
- C. The LOE shall, at the discretion of DSDS and consistent with federal and state requirements, surrender any equipment purchased with funds designated for Program services.

304.0 Designation of Individuals as Representatives of the Office

304.1 General Employment/Appointment

The Agency in which the Office is organizationally located and Local Ombudsman Entities (LOEs) must not have personnel policies or procedures which prohibit the Representatives of the Office from performing the functions, duties and responsibilities of the Program as set forth in 45 CFR 1324.13 and section 712 of the Older Americans Act. This does not prohibit the agency from requiring the Ombudsman, or other Representatives of the Office, including Volunteers, from adhering to the personnel policies of the entity.

The State LTCO Office staff persons are hired by and work at the direction of the Ombudsman. State LTCO Office staff persons are employees of the state and hold classified positions. State LTCO Office staff receives training, certification and designation as LTC Ombudsman Representatives of the Office. The Ombudsman provides statewide leadership for the Program including, but not limited to, directing activities of the LTCO Office staff, Regional Ombudsman Program Directors (ROPDs), Regional Ombudsman Coordinators (ROCs), and Volunteers in order to fulfill the functions of the Office set forth in the Act.

304.2 Employment of Regional Ombudsman Program Directors (ROPDs) and Regional Ombudsman Coordinators (ROCs) by AAA or LOE

Designated LOEs will develop employment procedures for recruitment of potential candidates as ROPDs and ROCs with the review and approval of the Ombudsman.

LOE's provide personnel management but not programmatic management. LOE's are to provide personnel oversight, as well as, to provide fiscal and administrative support for RPODs and ROCs. ROPDs and ROCs are therefore employed by the LOE but are program representatives of the Office and receive policy and program supervision from the Office.

304.3 Recruitment and Background Checks for LOE Employees

The LOE will recruit for positions as soon as notice is given or the position is vacated. Recruitment will follow the equal opportunity employing practices of the LOE.

All applicants must be screened for conflicts of interest and pass the Family Care Safety Registry background check.

In accordance with the 45 CFR 1324, LOE's will coordinate with the Ombudsman in the employment or appointment of Representatives of the Office by sharing information about applicants for the ROCs position with the Ombudsman for his/her input and approval.

In large service areas, it may be necessary for the LOE to define additional responsibilities in employment for one individual (ROC) position to serve as Regional Ombudsman Program Director (ROPD). The employment of this individual will meet requirements in an expanded job description.

For all individuals, the employment process shall be as follows:

Individuals selected to serve as Representatives of the Office must:

- Meet the minimum qualifications for the applicable Program position required by the Office. Job descriptions and qualifications will be established by the Ombudsman.
- Be free of un-remedied conflicts of interest;
- Successfully pass Family Care Safety Registry background checks;
- Have demonstrated capability to carry out the responsibilities of a Representative of the Office;
- Complete the initial training set forth by the Ombudsman;
- Agree to conform to the moral and ethical requirements of the Office (See Appendix 1);

- Sign the Confidentiality Statement (also required annually) (See Appendix 9); and
 - Agree to complete required hours of continuing education training.
- A. A successful candidate must have education and/or experience to perform the duties of the Office to which they have been chosen.
- B. A person employed as a Regional Ombudsman Coordinator (ROC) should have the same minimum qualifications as laid out in the Federal regulation for the State Ombudsman, which should include:
1. experience in long-term services and supports or other direct services for older persons or individuals with disabilities;
 2. consumer-oriented public policy advocacy;
 3. leadership and program management skills;
 4. negotiation and problem resolution skills;
 5. should not have been employed by a long-term care community in the previous 12 months; and
 6. having no un-remedied conflicts of interest.
- C. The LOE will share applicant information with the Ombudsman for his/her input and approval.
1. The Ombudsman should review at least the top three potential employees.
 2. After review, the Ombudsman shall make recommendation for employment to the LOE.
 3. The Ombudsman shall have final approval of the potential ROC candidate.
 4. The Ombudsman shall inform the AAA of his/her decision.
- D. The LOE will inform the Office in writing of the hiring or appointment of a ROC within two (2) business days following acceptance of an employment offer from the LOE.
- E. When a ROC has resigned, the LOE will notify the State Office in writing (via email) within one (1) business day informing them of the last day of employment.

- F. When a ROC has been terminated, the local Ombudsman entity shall inform the Office in writing (via email) within one (1) business day of the action. Any disciplinary action should be shared with the Ombudsman as it occurs.

No Representative of the Office shall investigate any complaint unless he/she has completed the required initial training, been screened for potential conflicts of interest, and is designated. A designated Ombudsman is authorized to provide services anywhere in the State only with the consent of the State Ombudsman or the Regional Ombudsman in the respective area.

304.4 Recruitment and Background Checks for Volunteers

The Program will recruit volunteers on an ongoing basis. All potential volunteers must fill out an application, be screened for conflict of interest, complete an interview, and pass a Family Care Safety Registry background check.

- A. The ROC in each area should advertise for volunteers using various methods such as articles in newspapers, radio shows, posters in community gathering places, etc.
- B. The Office requires all volunteer applicants to fill out a volunteer application and a conflict of interest form. (See Appendix 5)
- C. The ROC will request a Family Care Safety Registry (FCSR) check to identify any criminal or civil cases that indicate a concern about the individual's conduct before scheduling an interview.
- D. The ROC will interview the volunteer in person to explain the program and the volunteer duties and responsibilities, identify the individual's reason for wanting to volunteer, and detect any issues/behaviors that would preclude a successful volunteer experience. The ROCs may screen out potential volunteers who do not appear to be a good fit for the program due to behavior, attitude, or past history (i.e. due to incomplete or negative reference checks, not conforming to the Code of Ethics).
- E. At any time during training, the volunteer, the ROC, or the Ombudsman (or designee) may decide that a volunteer is not a good fit for the Program. This type of decision will immediately stop the volunteer training and cause the

Ombudsman to refuse to designate that individual. The Office will notify the volunteer in writing.

305.0 Training and Certification

305.1 Training of State Long-Term Care Ombudsman

The State Ombudsman will annually attend national training provided by the National Ombudsman Resource Center (NORC) and the Administration on Aging in order to remain current on Program requirements. Funding for annual training of the State Ombudsman is provided as part of the Title VII funding from the Administration on Aging.

Based on training provided by NORC and additional information related to resident rights and care, the Ombudsman will develop materials for training the Representatives of the Office including Volunteers.

305.2 General Training of the Representatives of the Office

In order to provide standard training across the State of Missouri, the Office will provide a training manual for all LOEs and Individuals. All Representatives of the Office shall undergo designation training that complies with the Administration for Community Living (ACL) standards during their first six (6) months with the program using the training materials provided by the State LTCO Office. The requirement to use the training manual does not preclude any local program from developing and using additional materials of its own creation. However, additional materials developed and used in local programs must be pre-approved for use by the State Ombudsman.

The Ombudsman will ensure that all Representatives of the Office meet the Program training requirements under the OAA. All Representatives of the Office are prohibited from carrying out the duties of the Office until they have completed the required designation training and 10 hours of field training within the first six (6) months of connection to the Program.

All Representatives of the Office whether employees or volunteers will complete the Program training curriculum which follows recommendations made by the National Ombudsman Resource Center for Program training best practices. The curriculum will

include a minimum of 36 hours of coursework and field training within their first six (6) months with the program.

305.2(a) Training of Regional Ombudsman Coordinators (ROCs) and Regional Ombudsman Program Directors (ROPDs)

The Ombudsman will ensure that all Representatives of the Office meet the Program training requirements under the Act. All Representatives of the Office are prohibited from carrying out the duties of the Office until they have completed the required initial training, which has been verified by a ROPD (where applicable), ROC, and by the State Ombudsman.

Full ROC training includes initial designation training and mentoring, NORS coding training, NORC and training on the Ombudsman electronic database.

The Office will ensure opportunities for training are provided for the Ombudsman and Representatives of the Office in order to maintain expertise to serve as effective advocates for residents of LTC communities.

Regional Ombudsman Coordinator Training Requirements:

All Representatives of the Office must the initial designation training and mentoring within six (6) months of the date of employment.

The State Ombudsman certifies individuals as Representatives of the Office after they have completed the designation training and mentoring as well as met the other requirements including study of training material, passing the background check, and having no un-remedied conflict of interest. Certification is a multi-step process which includes application, background check, training, and request for certification. After certification, the individual can be recommended for designation. The State Ombudsman will determine designation.

In order to be recommended for certification, an individual must complete the designation training and mentoring for initial certification. In addition, Representatives of the Office must meet the training requirements as follows:

Designation Training includes but is not limited to:

- A. The ROC will complete a minimum of 36 hours of initial training curriculum which includes at least these four (4) parts and other ACL training standards:
 - 1. Overview of the Long-Term Care Ombudsman Program;
 - 2. The Aging Process;
 - 3. Resident Rights; and
 - 4. LTC Community Visits and Case Resolution.
- B. Mentoring (Shadowing): After (or while in the designation training process) the new employee will complete field training of at least 10 hours of supervised long-term care community visits with a ROC. The final visit will be led by the new employee to demonstrate competence of Program skills. Field training should also include attendance at both a resident and a family council meeting, if possible.
- C. New ROCs will schedule an appointment with the Ombudsman to spend a day going through an overview of the Program.
- D. The new employee will meet individual training goals during the first six (6) months of employment. These goals will include at a minimum:
 - 1. Completion of the NORC online Program training. Completed tests/reviews will be provided to the Ombudsman or his/her designee.
 - 2. Completion of the NORS training curriculum. Completed tests/reviews will be reviewed by the Ombudsman or his/her designee including training on the use of the Missouri Ombudsman Electronic Reporting System with the Ombudsman or designee.
 - 3. Review of specific areas of the NORC website to be determined by the Ombudsman.
 - 4. Review of the Program policies.
 - 5. Review of the LOE's procedures for completing paperwork for travel, timesheets, mileage, time management, LTC community visits, intakes, and requesting IT support with the Ombudsman or designee.

Additional Training may include, but is not limited to, any or all of the following, depending on the experience of the new employee.

- A. List of agencies to review in order to :
 - 1. learn about resources,
 - 2. referrals, and
 - 3. develop networks;
- B. Review programs and training for agencies and individuals working with dementia, falls prevention, elder abuse, and other resident issues determined by the Ombudsman.
- C. Review of federal and state laws and regulations relating to long-term care as determined by the Office.
- D. Additional information as determined by the Ombudsman.

305.2(b) Training of Volunteers as Representative of the Office

In order to provide consistent training statewide, the Volunteer training manual will be furnished by the Office to the ROCs, as needed. Additional materials developed by the ROCs will be pre-approved by the Ombudsman. **Note: Once the background check has come back clear, a new volunteer can complete a shadowing visit before starting designation training to see if they think ombudsman work is a fit for them.**

- A. Designation Training: A designated ROC or State Office will teach the initial training curriculum which includes four (4) parts and other ACL training standards.
 - 1. Overview of the Long-Term Care Ombudsman program;
 - 2. The Aging Process;
 - 3. Resident Rights; and
 - 4. LTC Community Visits and Case Resolution.
- B. Mentoring (Shadowing), 10 hours of field training (shadowing) will be completed by the volunteer under the supervision of the ROC responsible for the LTC

community to which the volunteer has been assigned. The final visit will be led by the volunteer to demonstrate competence of Program skills. The ROC or volunteer may request additional visits be completed. **Note: Some shadowing hours can be completed with a seasoned volunteer, but at least two (2) hours need to be completed with a ROC.**

- C. Mentor training will include the process for volunteer documentation and additional information as needed.
- D. Volunteers will be expected to complete designation training and shadowing within six (6) months of hire.

305.3 Continuing Education for Representatives of the Office

305.3(a) Continuing Education Training for ROCs and State Office Staff

- A. All ROCs will participate in at least 18 hours annually of continuing education. Continuing education for ROCs will be provided by the Ombudsman Office or other Office approved sources including:
 - 1. Regular conference calls scheduled by the Ombudsman; and
 - 2. Two (2) face-to-face meetings scheduled by the Ombudsman with all staff annually.
 - 3. A third face-to-face continuing education opportunity will occur in years when there is a volunteer training conference. ROC continuing education training will be added to the volunteer training conference.
 - 4. Web-based training provided by NORC, Consumer Voice, NCLER, NCEA, or other Office approved sources.
- B. Time sensitive and immediate continuing education information will be provided by the Office via electronic updates, as needed.

305.3(b) Continuing Education for Volunteers

- A. Volunteers will participate in at least 18 hours continuing education trainings annually provided by a ROC or the Office. The Ombudsman will determine

material for all or part of the continuing education trainings in order to provide consistent statewide education.

- B. Continuing education materials will be furnished by the Office. Additional LOE created materials must be pre-approved by the Ombudsman.
- C. Continuing education opportunities may be provided by face-to-face meetings, referral to electronic informational material, or volunteer conferences.
- D. Continuing education topics may include (but are not limited to) nursing home laws and regulations, possible referral agencies, and networks.

306.0 Volunteer Ombudsman Leave of Absence and Return to Ombudsman Program

A. Leave of Absence Allowed for Volunteer Ombudsman

Local Ombudsman Entities (LOE) may allow a volunteer ombudsman to take a leave of absence from the Ombudsman Program. A volunteer ombudsman must not perform Ombudsman Program functions, with the exception of continuing education, while on a leave of absence.

B. Return of Volunteer to Ombudsman Program After Leave of Absence

a. Leave of absence of less than six months

A volunteer ombudsman who returns from a leave of absence of less than six months may immediately resume performance of Ombudsman Program functions but must complete the continuing education hour requirements.

b. Leave of absence of at least six months but less than one year

A volunteer ombudsman who returns from a leave of absence of at least six months but less than one year must complete the following before resuming performance of Ombudsman Program function:

- Conflict of Interest Screening for a Representative of the Office;
- Conflict of Interest Identification, Removal, and Remedy, if applicable;
- Code of Ethics;
- Confidentiality Statement; and
- Complete continuing education hour requirements.

c. Leave of absence of one year or more

A volunteer returning to performance of Ombudsman Program functions from an absence of one year or more must complete the designation training again and be certified by the State Ombudsman. The volunteer ombudsman must also start the volunteer onboarding process over again and complete the following:

- A new background check to reflect new onboarding date;
- Conflict of Interest Screening for a Representative of the Office;
- Conflict of Interest Identification, Removal, and Remedy, if applicable;
- Code of Ethics; and
- Confidentiality Statement.

Note: In rare circumstances, the State Ombudsman may approve a refresher training versus completing all of the designation training again.

307.0 Designation of an Individual as a Representative of the Office (including State Staff Ombudsman, Regional Ombudsman Coordinator, (ROC), Regional Ombudsman Program Director (ROPD), or Volunteer Ombudsman)

After an individual meets the basic requirements and completes the specified training required for a Staff Ombudsman, ROC, or Volunteer, the individual will be considered certified and ready for designation. The LOE Director will request designation for a ROC and the appropriate ROC will request designation of a Volunteer by the Ombudsman.

An individual is considered certified after completion of the designation training and shadowing, passing background checks, and having no un-remedied conflicts of interest. Designation is required to perform Program services and must be given by the Ombudsman.

The designation request should include the following:

- A. Resume of individual for Staff Ombudsman position, ROC position, or application of Volunteer;
- B. Confirmation that the individual has completed designation training and mentoring;

- C. Confirmation that the individual has no un-remedied conflicts of interest. Conflicts of interest that are identified during hiring or application must be remedied before an individual's starting date of employment;
- D. Documentation that the individual has successfully passed background checks.

Upon approval of Designation, the Ombudsman notifies the LOE Director and the ROC when appropriate. The Office sends the individual the designation certificate and the required form of identification (ID Badge) to officially designate that person as a Representative of the Office.

The Ombudsman designates individuals as Representatives of the Office to participate in the Program and to represent the Office. Individuals employed by the Office, AAA, or LOE must be designated by the Ombudsman. Volunteers must also be designated.

308.0 Transfer of Volunteer Ombudsman from one LOE to Another LOE

A volunteer ombudsman may transfer from one LOE to another LOE if the ROPD with the transferring LOE and the ROPD with the receiving LOE approve of the transfer. If both ROPDs approve a request from a volunteer ombudsman to transfer from one LOE to another LOE, the receiving LOE must obtain a copy of the following regarding the volunteer ombudsman from the transferring LOE:

- Individual Conflict of Interest Screening of a Representative of the Office;
- Conflict of Interest Identification, Removal, and Remedy, if applicable;
- Code of Ethics;
- Certified Ombudsman Certificate;
- Family Care Safety Registry background check; and
- Certified Ombudsman Application.

309.0 Performance of Ombudsman Program Functions by Volunteer Ombudsman for More than one LOE

- A. **Requirement to obtain permission from the State Ombudsman and ROPDs to perform functions for more than one LOE**

To be a volunteer ombudsman for more than one LOE at the same time, a volunteer ombudsman must request and obtain approval from the State Ombudsman and the ROPD of each LOE.

B. Responsibilities of each LOE

If the State Ombudsman and ROPDs approve a request for a volunteer ombudsman to be a volunteer ombudsman for more than one LOE at the same time, the ROPDs must agree on which LOE will be the primary LOE and secondary LOE.

Both LOEs must retain a copy of the following regarding the volunteer ombudsman:

- Individual Conflict of Interest Screening of a Representative of the Office;
- Conflict of Interest Identification, Removal, and Remedy, if applicable;
- Code of Ethics;
- Certified Ombudsman Certificate;
- Family Care Safety Registry background check; and
- Certified Ombudsman Application.

C. Primary LOE responsibilities

Only one LOE may be a primary LOE. The primary LOE must:

- provide initial certification training to the volunteer ombudsman;
- provide continuing education to the volunteer ombudsman;
- enter all initial certification training and continuing education in the ombudsman database;
- provide supervision for the performance of functions by the volunteer ombudsman in the service area of the primary LOE; and
- enter the volunteer ombudsman's activity report data in the ombudsman database for cases and activities in the primary LOE's service area.

D. Secondary LOE responsibilities

An LOE that is not a primary LOE is a secondary LOE. A secondary LOE must:

- provide supervision for the performance of functions by the volunteer ombudsman in the service area of the secondary LOE; and
- enter the volunteer ombudsman's activity report data in the ombudsman database for cases and activities in the secondary LOE's service area.

310.0 Refusal to Designate an Individual as a Representative of the Office

The Ombudsman may refuse to designate an individual as a Representative of the Office. Certification and designation are at the discretion of the Ombudsman. The Ombudsman will take into consideration the recommendations of the AAA or LOE.

Possible reasons for refusing to designate an ROC or volunteer are:

1. Recommendation of LOE Director or ROC in the case of a volunteer's behavior, attitude, personnel matters, or past history (i.e. conforming to the Code of Ethics);
2. Failure of the individual to meet the criteria for designation;
3. Existence of a conflict of interest that has not been remedied;
4. Violation of confidentiality requirements (i.e. while shadowing other designated Office of Representatives);
5. Failure to successfully pass the specified background check.

311.0 Suspension of Designation of an Individual as a Representative of the Office

The Ombudsman may suspend Designation of a Representative of the Office including Volunteers. Suspension can only be done by the Ombudsman but could come at the recommendation of the AAA or LOE. Suspension can occur in instances where it is determined that the individual can retain their position if remedial action occurs. Remedial action is determined by the Ombudsman.

The Ombudsman would make a determination for Suspension after receiving information from persons inside or outside of the Office regarding misconduct of a Representative of the Office.

Possible reasons for suspension are:

1. Existence of an un-remedied conflict of interest where a process is in progress to remedy same.
2. Failure to meet service requirements for the position i.e. not visiting assigned facility.
3. Having a grievance in process.

4. Based on personnel matters as identified by the LOE.

312.0 De-Designation of Individual as a Representative of the Office

The Ombudsman has the authority to suspend or withdraw designation of an individual as a Representative of the Office.

The Ombudsman shall de-designate a Representative of the Office for the following reasons:

- Voluntary separation from Office (moved, unable to volunteer any longer, etc.);
- Has a conflict of interest that cannot be adequately removed or remedied;
- Deliberate failure of the individual to disclose any conflict of interest;
- Violation of confidentiality requirements;
- Falsifying records or providing false information;
- Violation of the Ombudsman code of ethics (see Appendix I);
- Failure to follow Program policies and procedures;
- Refusal to follow the direction of Ombudsman or designee;
- Failure to act in accordance with applicable federal and state laws, regulations and policies; or
- Annual performance review shows failure to satisfactorily perform duties of the Office including a volunteer's failure to make monthly visits or complete monthly reports.

The process for de-designation includes:

- A. For employee voluntary de-designation, the Ombudsman shall follow the policies and procedures of the SLTCO.
- B. For involuntary de-designation situations, the Ombudsman or ROC shall consider remedial actions which could be taken to avoid the de-designation. Remedial actions to avoid de-designation can include retraining of individual, additional supervision, pairing individual with a mentor, and weekly meeting with the ROC for further evaluations.

- C. The Ombudsman or ROC shall provide written notice of the decision to de-designate which shall include:
 - 1. Specific reasons for de-designation;
 - 2. Effective date of the decision;
 - 3. A copy of the Program appeals procedure; and
 - 4. The Ombudsman shall follow the policies and procedures of the Office.
- D. Prior to suspending designation or withdrawing designation for an individual as a Representative of the Office, the Ombudsman shall consult with the relevant AAA and the LOE to consider remedial actions which could be taken to avoid the, suspension of designation, or the withdrawal of designation.
- E. The Ombudsman shall provide written notice of the decision to suspend designation, or withdraw designation of an individual as a Representative of the Office to the LOE, the AAA if applicable, and the Director of DSDS. The written notice shall:
 - a. Specify the reasons for and effective date of the decision; and
 - b. In the case of a suspension, indicate the circumstances under which the suspension will end or be reconsidered.
- F. The Appeals process is as follows:
 - 1. The LOE or Individual Representative of the Office receives notice from the Ombudsman.
 - 2. The LOE may request further review of decision by the Ombudsman at the request of the Representative of the Office.
 - 3. The LOE may provide additional information pertinent to the decision at the request of the Representative of the Office.
 - 4. Upon review, final decision by Ombudsman stands.

If suspension or de-designation stands:

- G. The AAA and the Ombudsman shall provide for the continuation of Ombudsman services until designation of another individual is effective.

- H. Specify the reasons for and effective date of the decision.
- I. The LOE shall promptly notify the administration of LTC communities which had been regularly visited by such individual of the, suspension of designation, or withdrawal of designation.
- J. If the decision to, suspend designation, or withdraw designation of an individual as a Representative of the Office results in the absence of Ombudsman Program services in the relevant service area, the LOE and the Ombudsman shall arrange for the provision of Program services until a Representative of the Office is designated.
- K. After de-designation or suspension of a Representative of the Office, the ROC or designee will:
 - a. Recover name tags from employee;
 - b. Recover name badge from volunteer;
 - c. Remove computer access;
 - d. Recover any hard copy records; and
 - e. Recover any property used in performance of Ombudsman Program services that belongs to the Office.
- L. The ROC or designee shall notify the LTC community contact where the Representative of the Office was responsible for visiting.

400.0 Functions and Responsibilities

401.0 Responsibilities of DSDS related to the Program

401.1 Funding

The state agency shall provide funding for the statewide Program in accordance with the Act and through application of a statewide allocation formula approved by the Ombudsman.

The state agency will provide administrative support for the personnel, fiscal, contractual, data, and budgetary management, including administration of contracts for the Program between the DSDS and the AAA's.

401.2 Legal Counsel

The DSDS ensures that the legal counsel for the Department of Health and Senior Services is available to the Office for consultation and assistance with legal matters, including, but not limited to, the production of memoranda of understanding with other entities.

- A. The Ombudsman and Representatives of the Office shall have access to adequate legal counsel to support Ombudsman activities. Consultation and assistance will be arranged by the Office.
- B. The Ombudsman and Representatives of the Office assist residents in seeking administrative, legal, and other appropriate remedies. In so doing, the Ombudsman or ROC shall coordinate with the legal services developer, legal services providers, and victim assistance services to promote the availability of legal counsel to residents.
- C. Per RSMo 192.2315, a Representative of the Office shall:
 - 1. Not be held liable for good faith performance of his or her official duties under the provisions of sections 192.2300 to 192.2315
 - 2. Be immune from suit for the good faith performance of such duties.
 - 3. Be considered a state employee under section 105.711.
 - 4. Contact the Ombudsman when needing legal counsel in order to access the appropriate level of legal representation.
- D. The Ombudsman may consult with the DSDS General Counsel or the State Office of the Attorney General about legal action or threatened legal action against a Representative of the Office.
- E. No reprisal or retaliatory action may be taken against any resident or employee of a long-term care community for any communication made or information given to the Office. Representatives of the Office will contact the Ombudsman when seeking legal advice regarding issues initiated by or on behalf of residents.
- F. Any person who knowingly or willfully violates the provisions of this subsection shall be guilty of a Class A misdemeanor.

The Ombudsman and Representatives of the Office shall have access to adequate legal counsel to support Ombudsman activities.

401.3 Supervision and Management of Ombudsman and State Office Staff

DSDS shall provide personnel supervision and management for the Ombudsman and Representatives of the Office who are employees of DSDS. Such management shall include an assessment of whether the Office is performing all of its functions under the Act.

401.4 DSDS Monitoring of Ombudsman Program

DSDS shall provide monitoring, as required by 45 CFR 1321.11(b), including but not limited to fiscal monitoring, where the Office and/or Local Ombudsman Entity (LOE) is organizationally located within an agency under contract or other arrangement with the State agency.

Such monitoring shall include an assessment of whether the Ombudsman program is performing all of the functions, responsibilities and duties set forth in 45 CFR 1324.13 and 45 CFR 1324.19. The State agency may make reasonable requests of reports, including aggregated data regarding Ombudsman program activities using a monitoring and assessment tool developed by the Ombudsman.

402.0 Functions and Responsibilities of the State Long-Term Care Ombudsman

The Ombudsman is head of a unified, statewide program. The Ombudsman provides leadership and management of the statewide Program. In accordance with federal and state requirements, the Ombudsman establishes policies and procedures for administration of the Program and shall require Representatives of the Office to fulfill the program's duties in accordance with those policies and procedures.

The State Ombudsman shall:

- A. Determine designation, and refusal, suspension, or removal of designation, of Regional Ombudsman Programs. Notwithstanding the grievance process, the State Ombudsman shall make the final determination to designate or to refuse, suspend, or remove designation of a Regional Ombudsman Program.
- B. The Ombudsman will ensure adequate training of all Representatives of the Office by establishing procedures for training, certification, and continuing education.
- C. Under the direction of the Ombudsman, the Representatives of the Office shall identify, investigate and resolve complaints that are received through the program, by or about residents, or relating to incidents that may adversely affect residents that are initiated or propagated by providers, public agencies or health and social service agencies.
- D. The Ombudsman through the Representatives of the Office shall ensure that services are provided to protect the health, safety, welfare and rights of residents, as well as informing residents about how to obtain the services of the Program.
- E. The Ombudsman or designee shall monitor the performance of all Representative of the Office to ensure they carry out the duties of the Office, including supervision of Office staff and investigation of allegations of misconduct of Representatives of the Office.
- F. The Ombudsman or designee shall be responsible for monitoring the files, records and other information maintained by the Program to ensure the quality and timeliness of data. Neither the Ombudsman nor designee shall disclose identifying information of any complainant or LTC community resident to individuals outside the Program. The Ombudsman shall have the sole authority to make determinations concerning the disclosure of such information per 45 CFR 1324.11(e)(3).
- G. As required in 45 CFR 1324.13 (a)(5), the Ombudsman shall represent the interests of residents before governmental agencies and provide leadership in systems advocacy as required to support their interests, as outlined in the Systems Advocacy section of these policies.
- H. The Ombudsman will provide direction to the Representatives of the Office and LOEs through periodic site visits, at least twice a year or more often if needed, to provide technical assistance and support as deemed necessary by the Office.

- I. The Ombudsman personally and through Representatives of the Office will promote, and provide technical support for the development of, and provide ongoing support as requested for resident and family councils to protect the well-being and rights of residents.
- J. The Ombudsman will support other programs and initiatives that support the health, safety, welfare and rights of residents by leading or participating in community task forces, work groups, and stakeholder groups.
- K. The Ombudsman shall review Program policies and procedures at least every 3 years; or more often if needed to accommodate change.

403.0 Responsibilities of LOE related to the Program

The LOE shall be responsible for the personnel management, but not the programmatic oversight, of Representatives, including employee and volunteer representatives, of the Office.

The LOE shall not have personnel policies or practices which prohibit the Representatives of the Office from performing the duties, or from adhering to the access, confidentiality, and disclosure requirements of section 712 of the Act, as implemented through 45 CFR 1324.17 and the policies and procedures of the Office.

Policies, procedures and practices, including personnel management practices of the LOE, which the Ombudsman determines conflict with the laws or policies governing the Program shall be sufficient grounds for the refusal, suspension, or removal of the designation of the LOE by the Ombudsman.

Nothing in this provision shall prohibit the LOE from requiring that the representatives of the Office adhere to the personnel policies and procedures of the LOE which are otherwise lawful.

404.0 Responsibilities and Duties of the Representatives of the Office

Representatives of the Office will have the following responsibilities:

- To identify, investigate and resolve complaints;
- To provide services to protect residents and their interests;

- To provide timely access to Program services;
- To review laws and regulations;
- To provide technical support to resident and family councils; and
- To facilitate the public's ability to comment on laws and regulation

404.1 Visits to LTC Communities

Representatives of the Office shall provide a regular presence in LTC communities in order for residents to have access to Program services. Regular visits provide resident access to the Program services.

- A. ROC's will be encouraged to visit each LTC Community in their assigned area quarterly (4 times per year). However, it is required that the ROC visit assigned facilities not less than two (2) times during a reporting year. A visit for the purpose of investigating a complaint, working with resident councils, in-service for LTC community staff, or any other program related reason may be made simultaneously with a routine visit to maximize efficient use of time, and resources.
- B. The ROC shall visit a community more frequently than once a quarter when the community has:
 1. A history of serious or frequent complaints;
 2. A change in ownership or administration;
 3. Imposition of a serious state or federal sanction or plan of correction;
 4. An imminent closure;
 5. By request of the Ombudsman in the interests of protecting residents' rights.
- C. It is the duty of Representatives of the Office to visit residents in LTC communities in their assigned region. These visits serve the purpose of gathering information about the residents, including whether the residents have concerns about their care, their living environment, their rights, or any other facet of their lives.
- D. Ombudsman shall confirm that communities prominently post the Long-Term Care Ombudsman Program poster in a place accessible to the residents and the

public as required by law. If the majority of the residents speak a language other than English, then the majority of the posters shall be in that language. The poster shall include the current address and phone number of the Office and the Regional Program.

- E. Representatives of the Office should be able to provide residents, families, and community staff with Ombudsman Program brochures.
- F. All complaints will be documented as required and the Representatives of the Office will work with residents in accordance with Ombudsman training to resolve issues.
- G. Except for planned in-services for LTC community staff or meetings, visits to LTC communities shall be unannounced and staggered so that LTC communities have no basis to predict the timing of the visit.

404.2 Complaint Processing

Regardless of the source of a complaint, Representatives of the Office serve the resident of a LTC community.

Resolution of a complaint, including but not limited to a complaint related to abuse, neglect or exploitation, is always focused on resolution to the satisfaction of the resident, and protecting the health, welfare, and rights of the resident.

The Ombudsman or Representative of the Office must maximize and support resident participation in the process of complaint resolution, as provided in the Federal Rule.

404.2(a) Receipt of Complaints (See Appendix 2 for chart)

- A. Complaints may be initiated by:
 - 1. Residents, families and friends of residents, long-term care facility staff, and any other person.
 - 2. Complainants who wish to remain anonymous. In the majority of cases, the program can proceed without knowing the complainant's or resident's identity and should continue to investigate the issue. If the ROC or volunteer receiving the complaint is able to communicate directly with the anonymous complainant, the ROC or volunteer shall explain to the complainant that, in

some circumstances, anonymity could limit the ability of the Program to investigate and resolve the complaint.

3. Representatives of the Office when they have personal knowledge of an action, inaction, or decision that may adversely affect the health, safety, welfare, or rights of residents including actions, inactions, or decisions of:
 - a. Facilities in response to natural disasters, evacuations, relocations, involuntary change of management, closures, or other unusual events; or
 - b. Governmental agencies in response to the concerns and conditions of residents in long-term care communities.
- B. When information regarding a complaint or problem is received, the ROC or volunteer should explain that the Program's role is to act in accordance with resident wishes and maintain confidentiality.
- C. The ROC or Volunteer should meet with the resident or complainant to:
 1. Collect all relevant information from the complainant including previous actions to remedy the problem. The conversation should include the following:
 - A personal discussion with the resident (or resident's representative when the resident is unable to communicate consent) will help to determine the perspective of the resident as to the complaint;
 - the wishes of the resident as to resolution or desired outcomes;
 - whether the resident wishes to report the complaint to outside agencies;
 - whether the resident understands his/her rights;
 - the perspective of the resident in the plan of action;
 - whether the resident considers the resolution satisfactory.
- D. The ROC or Volunteer should determine if the complaint is appropriate for Ombudsman services.
 1. The following complaints are not appropriate for Ombudsman activity:
 - a. Complaints that do not directly impact residents;
 - b. Complaints that are outside the scope of the mission or authority of the Program; and

- c. Complaints which would create an irresolvable conflict of interest.

NOTE: The program may seek resolution of complaints in which the rights of one resident and the rights of another resident or residents appear to be in conflict or in dispute.

- 2. Complaints involving non-elderly residents are appropriate.

E. Complaints regarding a Deceased resident.

NOTE: if the resident dies during the time that a case is open, the Representative of the Office will close the case.

Special consideration shall be given when the program receives a complaint about a deceased resident.

The Ombudsman shall:

- a. Determine if the case should be opened as a systemic case. If the Ombudsman determines that the case should not be opened as a systemic case, the Ombudsman will inform the complainant that the Ombudsman will not open a case as there is no client for which an issue can be resolved.
- b. Refer the complainant to the appropriate Missouri Department.
- c. Suggest to the complainant other referral options including police, private attorneys, coroner, etc. as possible.

F. Resident is unable to give Informed Consent.

- 1. If the resident is unable to communicate informed consent, and has no representative, the Ombudsman or Representative of the Office shall attempt to investigate and resolve the complaint in order to protect the health, safety, welfare and rights of the resident.
- 2. If the resident cannot give consent or the Representative of Office witnesses the incident, the Representative of the Office will request consent to investigate from the Ombudsman.
- 3. The Ombudsman or designee shall give decision on consent for an investigation within 24 hours of receipt of case information.

In order to process the case, the Ombudsman or Representative of the Office shall:

1. Investigate and work to resolve the complaint in order to protect the health, safety, welfare and rights of the resident.
2. Determine, if possible, whether the complaint has been resolved to the satisfaction of the resident. This will include a determination of whether a resident's representative has legal authority to speak for the resident.
3. In determining whether to rely upon a resident representative to communicate or make determinations on behalf of the resident related to complaint processing, the Ombudsman or Representative shall ascertain the extent of the authority that has been granted to the representative under court order (in the case of a guardian or conservator), by a power of attorney, or other document by which the resident has granted authority to the representative, or under other applicable state or federal laws.
4. Investigation by the Ombudsman or Representative of the Office shall proceed only with the express consent of the resident or resident representative except in systemic cases or when the Representative of the Office has concern regarding the safety and best interest of the resident.
5. Communication of informed consent may be made in writing, orally, or visually, including through the use of auxiliary aids and services, and such consent must be documented contemporaneously by the Ombudsman or Representative of the Office.
6. If the resident is unable to communicate informed consent and has no representative, the Ombudsman or Representative of the Office may attempt to determine what the resident's wishes would have been, particularly in the case where the health, safety, welfare and rights of the resident would be affected.
7. If the resident expresses a desire to have regulatory, protective services, or law enforcement action taken on the complaint, the Ombudsman or Representative of the Office must contact the Ombudsman for approval. Once approval from the Ombudsman is obtained, the Representative of the Office will assist the resident in contacting the appropriate agency and/ or disclose the information the resident has consented to for such purposes.

G. Complaints of Abuse, Neglect and Exploitation:

Per 45 CFR 1324.11(e)(3)(iii)(c)(iv), The Regional Ombudsman Coordinators and Ombudsman volunteers shall have the authority to report instances of abuse and neglect to the Ombudsman.

1. No Ombudsman or Representative of the Office is required to immediately report or cause a report to be made under sections 192.2400 to 192.2470 RSMo. Volunteer Ombudsman is instructed to report all possible abuse, neglect and exploitation cases to the ROC.
2. If the Ombudsman or Representative of the Office has not obtained informed consent from the resident or residents' representative, the Ombudsman and Representative are prohibited from reporting except under the following circumstances:
 - a. If the resident or resident's representative refuses consent to reporting suspected neglect, abuse, or exploitation, the Ombudsman or Representative of the Office shall not report the suspected abuse, neglect or exploitation.
 - b. However, if the Representative of the Office has reason to believe the representative of the resident is not acting in the best interest of the resident, the State Ombudsman may make the determination to report based on evidence in the case.
3. If the resident is the alleged victim of abuse, neglect and/or exploitation and is unable to provide consent, the ROC shall:
 - a. Check to see if the resident has a legal guardian or legal representative;
 - b. If there is no legal guardian or legal representative and the Ombudsman has reason to believe that the resident is a victim of abuse, neglect and/or exploitation, approve further action;

Contact the Office of the State Ombudsman to discuss the case, seek guidance and get approval to take further action.
4. If the Representative of the Office witnesses abuse, neglect or exploitation of a resident:
 - a. With resident informed consent, the ROC will proceed with abuse reporting to the Ombudsman and follow the appropriate process.

- b. In a case where a Volunteer witnesses abuse, neglect or exploitation, the Volunteer should contact the ROC as soon as possible. The Volunteer may take some action first if necessary and then contact the ROC. The ROC will then proceed with the complaint investigation with initial information from the Volunteer.
- c. If the resident is unable to give informed consent, has no resident representative and the Representative of the Office has reasonable cause to believe that an action or further action may adversely affect the health, safety and welfare of the resident, the Representative of the Office shall open a case with the Ombudsman program as the complainant and follow the complaint resolution procedures outlined in Appendix 2.
- d. Where the resident is unable to give informed consent and has no resident representative, the Representative of the Office may proceed with the complaint, after receiving approval from the Ombudsman, if they have no evidence indicating that the resident would not wish a referral to be made and has reasonable cause to believe that it is in the best interest of the resident to make a referral. The Ombudsman shall grant approval within 24 hours or the next business day after receipt of complaint information.
- e. The Ombudsman or Representative of the Office shall refer the matter and disclose identifying information of the resident to the management of the facility in which the resident resides and/or to the appropriate agency or agencies for substantiation of abuse, gross neglect or exploitation to other appropriate agencies for regulatory oversight, protective service, access to administrative, legal or other remedies, and/or law enforcement action.

404.2(b) Complaint Response

Regardless of the source of the information or complaint, the resident of a long-term care community is the Program's client and all complainants shall be so informed.

Complaints will be accepted via whichever method or modality the complainant chooses to employ. Complaint information will determine the response time as indicated in the chart below. A response to the complaint is expected no later than seven (7) business days from receipt of the complaint.

COMPLAINT RESPONSE TIMELINE

If a complaint involves:	THEN the standard of promptness for a Representative of the Office response is:
abuse or gross neglect, and the Ombudsman has reason to believe the resident may be at risk actual or threatened transfer or discharge from the facility within two (2) calendar days use of restraints	within the next working day from the receipt of the message or information by the Regional Program
abuse or gross neglect, and the Ombudsman has no reason to believe that a resident is at any risk (i.e., the resident has left the facility for home or a hospital) actual or threatened transfer or discharge from a facility where a “Notice of Involuntary Transfer or Discharge” is issued	Within three (3) working days from the receipt of the message or information by the Regional Program
other types of complaints	within 5-7 working days or less depending upon severity of complaint

Appropriate responses include, but are not limited to:

- Direct response to complainant, including visits to resident;
- Advice and guidance to complainant and/or resident;
- Technical assistance;
- Referral to Hotline, in cases of abuse, neglect, or exploitation; and/or
- Referral to outside agency (e.g. MoHealthNet for Medicaid issues).

404.2(c) Complaint Investigation

- A. In order to investigate, verify, and ultimately resolve a complaint, the Ombudsman or Representative of the Office shall take one or more of the following steps as appropriate to the nature of the complaint and with the express consent of the resident:
1. Research relevant laws, rules, regulations and policies;
 2. Interview the resident and/or complainant, offer privacy to the resident for the purpose of confidentially providing information and investigating the complaint;
 3. Advise the resident (and representative, where applicable) of resident rights;
 4. Determine the wishes of the resident with respect to the resolution of the complaint, including whether the allegations are to be reported and if so, whether the Representative of the Office may disclose resident-identifying information or other relevant information to the facility and/or appropriate agencies;
 5. Observe the situation and evident issues;
 6. Interview any staff administration, physician, residents and family members with consent from the resident;
 7. Identify relevant agencies and interview and/or obtain information from their staff;
 8. Examine any relevant records including clinical, medical, social, financial, and other records in keeping with access and confidentiality policies and procedures;
 9. Review any other information available to the Representative of the Office and pertinent to the investigation;
 10. Consider the most appropriate time to conduct an on-site visit;
 11. Consider combining these issues with other problems in the same facility, corporation, agency, or program; and
 12. Determine the sequence of investigatory steps.

- B. An investigation shall minimally include the following investigative activities:
1. Face-to-face visit and interview with the resident(s) and/or his or her representative (if applicable); and
 2. Direct contact and interview with the complainant, which may be by a face-to-face visit, a telephone call, an email or a letter. However, direct contact with the complainant is not required if the complaint was made anonymously or if the complainant requests not to be contacted.
- C. Exceptions to face-to-face (FTF) contact with the resident are as follows:
1. If the resident requested that he or she not be visited or contacted;
 2. If the resident is the complainant and confirms that an FTF visit is not needed;
 3. If the case involves a notice of involuntary transfer or discharge for non-payment and the Representative of the Office is able to speak to the resident directly over the telephone and resolve the case without a FTF visit; and
 4. If the case involves a Medicaid application and the Representative of the Office is able to speak to the resident directly over the telephone and resolve the case without a FTF visit.
- D. Investigate the complaint to determine if the complaint is verified.
- E. Complaints will be resolved with maximum participation of the resident. The resident will guide the resolution as much as possible, especially in regard to the resident's consent to the investigation and resolution of the complaint.
- F. At the conclusion of the investigation and resolution, the Representative of the Office will determine whether the resident is satisfied with the outcome. Attempts should be made to resolve the complaint to the resident's satisfaction. If resident satisfaction is not achieved it should be noted in the record. This will also be documented in the Missouri Ombudsman Electronic Reporting System.
- G. Where the resident is unable to communicate informed consent, and has no representative, the Representative of the Office shall:
1. Take appropriate steps to investigate and work to resolve the complaint in order to protect the health, safety, welfare and rights of the resident; and

2. Determine whether the complaint was resolved to the satisfaction of the complainant.
- H. In determining whether to rely upon a resident representative to communicate or make determinations on behalf of a resident related to complaint processing, the Representative of the Office shall ascertain the extent of the authority that has been granted to the resident representative under court order (in the case of a guardian or conservator), by a power of attorney, or under other applicable state or federal law.
- I. Investigation by the Representative of the Office shall proceed only with the express consent of the resident, or their resident representative except in systemic cases or as outlined with Ombudsman permission in cases where there is concern that the resident representative is not acting in the best interest of the resident.
- J. Communication of informed consent may be made in writing, orally, or visually, including through the use of auxiliary aids and services, and such consent must be documented contemporaneously by the Representative of the Office.
- K. The resident may choose to refuse consent or withdraw consent for the Representative of the Office to pursue a case investigation. If this occurs, the Representative of the Office may:
1. Determine whether the type of complaint is recurring with other residents and may proceed with a Representative of the Office generated complaint as a systemic problem.
 2. Inform the resident that he may contact the Program in the future regarding the withdrawn complaint.
 3. Provide contact information such as a business card or brochure informing the resident on how to contact the program; and
 4. Discontinue work on the individual complaint.
 5. For all abuse and neglect complaints in which the resident, knowing full well the potential consequences of his or her refusal to give or withdraw consent, the Representative of the Office shall:
 - a. Complete the steps 1-4;

- b. Discontinue work on the complaint; and
- c. Report the withdrawal or refusal immediately to the Office.

404.3 Information and Assistance

The Program shall provide information and assistance regarding long-term care issues and the needs and rights of residents. Information and assistance requests may be received from anyone including LTC Community staff.

Information and Assistance may generate research in order to provide adequate information but should not generate an investigation.

The Program shall promptly respond to requests for information, however, responses should not take more than five (5) working days when practicable.

Complaints and information and assistance for residents, LTC communities, other Representatives of the Office, and members of the public will be documented in the Missouri Ombudsman Electronic Reporting System, under the appropriate category and noting the complaints' final disposition.

Documentation in the Missouri Ombudsman Electronic Reporting System should follow the basic principles for National Ombudsman Reporting System (NORS) criteria.

404.4 Community Education and Facility In-Services

The Program shall provide community education programs to inform groups about the Long-Term Care Ombudsman Program and resident rights.

The Program shall provide educational in-services to long-term care community staff. This type of program typically should be used to inform staff of the Ombudsman Program role, resident rights, and information on abuse, neglect and exploitation to better prepare facility staff.

404.5 Resident and Family Councils

- A. The program shall provide technical support to resident and family councils. The Program through the LOE shall respond to questions and provide literature and assistance relating to resident and family councils.

- B. Program involvement and assistance in council activities may include helping with the development of new councils and informing the leadership and/or membership of resident and family councils about:
 - 1. The purpose of the LTC Ombudsman Program;
 - 2. The Programs availability to assist resident and family councils; and
 - 3. The topics the Program is prepared to present if requested.
- C. ROCs will make every effort to be present at resident and family council meetings, when invited.
- D. The Office shall provide technical assistance to Regional programs to promote the development of resident and family councils.

404.6 Facility Closures

The State of Missouri is committed to minimizing the disruption of medical care and other supportive services to residents of long-term care (LTC) facilities in the event of a facility closure or other major event requiring the timely physical relocation of multiple residents. Circumstances prompting relocation can vary widely and may include voluntary facility closure, expiration or termination of a facility's provider agreement with Medicare or Medicaid, revocation or non-renewal of a facility's state license.

The following process is intended to guide Ombudsman Coordinators, other representatives of the Office of the State Long-Term Care Ombudsman as they respond to events precipitating a facility closure. **Note that this is an illustrative guide and that the sequence of some of the following steps may vary depending on the nature and conditions of the closure, the responsiveness of the facility's Administration and other factors.**

Facilities are required to provide written notification of an impending closure to the State Survey Agency, the State LTC Ombudsman, residents of the facility, and their resident representatives at least 60 days prior to the date of the closure. The State Survey Agency will contact the State LTC Ombudsman Office. The notice must include: (1) information on the facility's closure plan for the transfer and adequate relocation of residents, (2) assurances residents will be transferred to the most appropriate setting, (3) appeal rights information, and (4) contact information of the State Long-Term Care Ombudsman Program. The closing facility is responsible for documenting and

communicating a variety of information to the receiving facility, including contact information for resident representatives (doctor(s) and family or representatives), advance directive information, comprehensive care plan goals, and any other information to ensure a safe and orderly discharge. The closing facility is not allowed to admit any new residents during the closure. The closing facility must provide a transfer orientation for residents. The closing facility may continue to receive payments for long-term care residents for the duration of the closure.

404.6(a) Notification of Facility Closure

When the State Ombudsman's office received notification that a facility is closing, whether voluntary or involuntary, the State Ombudsman, or designee should verify with the State Survey Agency and/or the individual who submitted the closure plan to the state agency- to ensure the facility has notified the residents and/or their representatives and facility employees.

The State Ombudsman, or designee will contact the Regional Ombudsman Coordinator and advise of the impending closure, and where the facility is in the process of closing (if residents, staff, or families have been notified).

A. The Regional Ombudsman Coordinator (ROC), or designee will:

1. Once it has been verified that residents, families, and staff have been notified, contact all available residents and/or their guardian/representative within 2-3 business days either in person or by phone.
 - a. When contact is made, the ombudsman should verify that the resident or representative has received written notice of the facility's closure.
 - b. When contact is made, ombudsman should inform the resident and/or representative of the following resident rights:
 - The resident has a right to have a choice in choosing the facility they will be transferred to.
 - The resident's needs, preferences, and choices need to be honored by the facility.
 - The residents should have an orientation by the facility to prepare the resident for a safe and orderly transfer.

- The facility should share information with the receiving facility, such as care plan goals, discharge summary, special instructions, etc.
2. If the facility needs additional resources regarding bed availability, provide the facility with the DHSS Long-Term Care Ombudsman Program Bed and Service Availability portal link: [Long Term Care Ombudsman Bed and Service Availability Dashboard](#)
 3. If the ombudsman is onsite, he/she will observe and interview residents and/or staff for the following signs of trauma the resident may be experiencing regarding the relocation:
 - Mood symptoms: feeling sad, angry irritable, depressed, anxious or tearful;
 - Behavior-related symptoms: combativeness, screaming, complaining, wandering, shutting down, withdrawing, refusing care, isolating, and refusing to take medications;
 - Physiological symptoms: confusion, pain, falling, rapid heartbeat from anxiety, sleeplessness, poor appetite, weight loss or gain, sudden irritable bowel syndrome, indigestion, or nausea.
 - a. If the ombudsman perceives any signs of trauma are present, obtain resident consent to notify facility administration.
 4. The ombudsman will discuss with the facility the following:
 - a. How will the resident's property, including resident trust funds, be transferred?
 - b. If there is a cost to move the resident's property, who will pay the cost?
 5. The ombudsman should communicate with the resident and/or guardian/representative and the facility that the following items are sent with the resident:
 - All medications;

- Complete medical record, including the most recent comprehensive care plan, Level of Care Screening, and PreAdmission Screening and Resident Review (PASRR), if applicable;
 - Personal funds with full accounting;
 - Family or legal representative contact information;
 - Legal papers, such as powers of attorney and advance directives;
 - Identification;
 - Personal property with inventory list.
6. The ombudsman program may be asked to participate in calls with the facility or facility operator to discuss the discharge status of residents and implementation of the closure plan.
 7. The ombudsman will follow up with transitioned residents within 14 days after the closure and relocation to check in on their well-being and provide continuity. The Ombudsman will ask questions about their experience and provide support and advocacy as need (e.g. if resident is experiencing transfer trauma, ensure rights being respected, and ensure belongings have arrived at new location).
 - If the resident has been moved out of the ombudsman's catchment area, the ombudsman can contact the ROC in the resident's new area, to arrange contact between the local ROC and resident.
 8. The ROC, or designee will ensure proper verification of all resident contact, and outcome is documented in GetCare within 15 days. Additionally, the ROC or designee will notify the State Ombudsman office contact was made with the residents of the facility.

NOTE: If the facility is experiencing an involuntary closure, all the above applies. The ROC or designee may be communicating with the facility management along with the state survey agency, and contracted management companies.

404.6(b) Emergency Closure

If the facility is facing an emergency closing due to natural disaster, i.e. fire, loss of heat, cooling, water, or additional situation that would cause the temporary or permanent displacement of residents, the facility must immediately notify the State Survey Agency. The facility and/or the State Survey Agency should notify the State Ombudsman Office as soon as possible. The State Survey Agency will notify the State Ombudsman Office where each resident is/has been transferred, and how long residents will remain relocated.

The State Ombudsman or designee will contact the Regional Ombudsman Coordinator to notify of the emergency closure and provide resident's location.

- A. The Regional Ombudsman Coordinator (ROC), or designee will:
 1. If needed, provide the facility with the DHSS Long-Term Care Ombudsman Program Bed and Service Availability portal link: [Long Term Care Ombudsman Bed and Service Availability Dashboard](#)
 2. Once residents are at their new location, the ombudsman will make contact with the residents as soon as possible, or within 2-3 business days to ensure the following:
 - a. Were the residents notified if their relocation is temporary or permanent;
 - If returning to the facility is not an option, has facility staff worked on a relocation plan;
 - Does the resident need Ombudsman assistance obtaining a new facility.
 - b. The location of resident's items;
 - c. If resident property was destroyed, how will the facility replace the items.
 3. The ROC, or designee will ensure proper verification of all resident contact, and outcome is documented in GetCare within 15 days. Additionally, the ROC or designee will notify the State Ombudsman office contact was made with the residents of the facility.

4. The Ombudsman will again contact the resident after they return to their original facility, or new facility if applicable, on the next routine access visit to inquire about the transition.
 - If the resident has been moved out of the Ombudsman's catchment area, the Ombudsman can contact the ROC in the resident's new area, to arrange contact between the local ROC and resident.

500.0 Monitoring

The DSDS, the Office, the AAAs, and the LOEs, if applicable, share the duty of ensuring the quality of Ombudsman services provided to residents of LTC communities.

- A. The Ombudsman will monitor the performance of State Office staff, LOEs, and Representative of the Office on an ongoing basis through the use of the following:
 1. Personal observation;
 2. Use of a monitoring tool of the Ombudsman's choice;
 3. Periodic quality assurance visits;
 4. Survey instruments; and
 5. Other information gathering techniques, as appropriate, including real time monitoring of the Missouri Ombudsman Electronic Reporting System data.
 6. The Office tracks services provided to LTC residents as documented in the Missouri Ombudsman Electronic Reporting System.

501.0 Fiscal Management and Monitoring

The DSDS is the repository of federal Older Americans Act (OAA) funds and ensures that the federal funds are spent prudently on OAA programs including the Long-Term Care Ombudsman Program.

- A. DSDS is responsible for monitoring fund expenditures to meet compliance with the federal law.
- B. Fiscal oversight is the responsibility of the DSDS budget staff, DSDS director, and the Ombudsman.

The Ombudsman actively participates in the review of fiscal reporting that is submitted by LOEs to the DSDS.

- C. Quarterly reports will be generated by the Area Agency on Aging and provided to the Office based on the reporting structure detailed in the Long-Term Care Ombudsman Program service contract.
- D. Fiscal monitoring shall provide assurance that the amount each Regional program spends each year is not less than the Minimum Funding Requirement found in Title 42 U.S. Code section 3027(a)(9).
- E. DSDS must assure that the amount of federal funds received by the program is equal to or greater than the amount expended by the state in the last fiscal year prior to the reauthorization of the OAA in 2000.

502.0 Monitoring of LOEs and Representatives of the Office

Monitoring of LOE contracts and services will be reviewed by the Ombudsman at least once every 3 years. Additional reason for more frequent monitoring would include: a new Regional Ombudsman Program Director has been hired since the last monitoring was conducted, repeat and/or multiple concerns found during quarterly reviews, or there are concerns about the regional program that would best be investigated through the monitoring process. Results of the Regional program's reviews will be reported to the LOE (and the AAA where applicable).

The Office establishes program policies and procedures and provides statewide oversight of the Program to ensure consistent advocacy and resolution of complaints on behalf of LTC community residents in Missouri.

- A. Monitoring shall include access to and review of programmatic and fiscal information by the State Ombudsman and appropriate Representatives of the Office designated by the Ombudsman.
- B. All data, files, and information pertaining to activity by any Representative of the Office are the property of the Office.
- C. Input of all data is done by ROPDs, ROCs or State Office staff into the Missouri Ombudsman Electronic Reporting System.
- D. Case documentation will be entered into the Missouri Ombudsman Electronic Reporting System in a timely manner (within 15 days of case closure for ROCs

and 30 days for volunteers-Appendix 11) by the ROC representing the case service area. The Missouri Ombudsman Electronic Reporting System shows complaint resolution and partial resolution, as well as other program activity. The Ombudsman has the responsibility to monitor case information on a regular basis through the Missouri Ombudsman Electronic Reporting System.

- E. The Office shall review, at least quarterly, the activities and complaint data of the statewide Program and each Regional program.
- F. Volunteer feedback regarding training, mentoring, reporting, and supervision will be reviewed at least once every three years. Volunteer feedback will assist in maintaining a strong, standardized program for all designated Representatives of the Office.

503.0 Supervision of Volunteers

Direct supervision of Volunteers is provided by the ROC in each service area with general statewide oversight provided by the Ombudsman.

- A. Volunteers must meet training requirements of the Program in order to be designated.
- B. Volunteers are expected to perform the duties of the Ombudsman Program according to the Ombudsman Code of Ethics and the duties assigned by the Program.
- C. Volunteers should be monitored in face-to-face meetings at least twice (2x) a year for shadowing by the ROC.

503.1 Volunteer Monitoring

A successful volunteer program requires frequent monitoring to ensure representatives of the office are performing their duties. Programs must know when volunteers are visiting and ensure residents have access to ombudsman representatives. As representatives of the office, volunteers perform routine access visits to ensure the investigation of resident complaints are resolved to the resident's satisfaction. Programs should monitor for complaint intake and investigation.

Duties of the LOE/Host Agency in regards to volunteer monitoring:

- ROCs must monitor the number of visits completed by volunteers each month. If no visits are made in the month, the ROC must contact the volunteer to determine the reason. Volunteers must visit a minimum of once a month however weekly visits are preferred.
 - If the volunteer is determined to be on leave of absence (LOA), the date the LOA began must be documented on the monthly volunteer list sent to State Office on the first of each month.
- When to address lack of complaints with a volunteer:

Volunteer visits monthly and no complaints documented for two months	The ROC must contact the volunteer and discuss details of the visits. Document on the volunteer monitoring tracking log the reason(s). Re-educate the volunteer, if need be.
Volunteer visits 2-4 times a month and no complaints documented for the month	The ROC must contact the volunteer and discuss details of the visits. Document on the volunteer monitoring tracking log the reason(s). Re-educate the volunteer, if need be.

- An updated volunteer list must be sent to the State Office on the first of each month.
- State Office will provide a visit/complaint log for ROCs to turn into State Office every quarter. The log will detail the number of visits and complaints by each volunteer. The log will also include a note section for documentation regarding conversations held with volunteers about lack of visits or complaints.

Reporting Period	Due Date
October-December	January 30th
January-March	April 30th
April-June	July 31st
July-September	October 31st

504.0 Annual Report

The Ombudsman shall be responsible for the creation of an annual report to be submitted to the Assistant Secretary of the U.S. Department of Health and Human Services, Administration for Community Living, Administration on Aging (ACL/AoA). The report will contain all information as required by ACL/AoA.

Information contained in the Annual Report will be gathered from data submitted into the Missouri Ombudsman Electronic Reporting System as well as reports and monitoring provided by LOEs.

The Annual Report shall include the following:

- A. A description of activities carried out by the Office in the year for which the report is prepared;
- B. An analysis of the data collected by the Program;
- C. An evaluation of the problems experienced by and the complaints made by or on behalf of, residents;
- D. Recommendations for policy, regulatory, or legislative changes to improve quality of care and life of residents;
- E. An analysis of the success of the Program; and
- F. A summary of identified barriers that prevent the optimal operation of the Program.

In addition to the Assistant Secretary of ACL/AoA in the Department of Health and Human Services, copies of the report shall go the Missouri Governor, DHHS Director, DSDS Director, legislators, and other interested parties as requested.

600.0 Access

In accordance with the federal Long-Term Care Ombudsman Program Final Rule (Federal Register, Vol. 80, No. 28, 7704-7767 published February 11, 2015) and proposed Missouri statute 192.2305.4, "The department shall establish and implement procedures for resolution of complaints.

601.0 Access to Residents and LTC Communities

The Ombudsman or Representatives of the Office shall have the authority to:

- A. Enter any long-term care community and have access to residents of the community at any time during a community's regular business hours or regular visiting hours, and at any other time when access may be required by the circumstances to be investigated.
- B. The Representative of the Office shall notify the community staff of his or her presence upon entering the facility by signing the visitor log or verbally telling a staff member. The Representative shall wear his or her Program identification when entering the community.
- C. The Representative of the Office has the authority to communicate privately and without restriction with any resident who consents to the communication.
- D. Residents of the facility shall have the right to request, deny or terminate visits with a Representative of the Office.
- E. Access also includes access to resident representatives, if any, where needed to perform the functions and duties of the Office. The need for access is always predicated on the need for information in investigating a complaint. If the resident representative refuses to consent to access, and a Representative of the Office believes the resident representative is not acting in the best interests of the resident, the Representative of the Office shall obtain approval of the Ombudsman in order to gain access.

602.0 Access to Resident Records

- A. Under federal law designated Representatives of the Office shall have access to review medical, social, personal, clinical, financial and other records of a resident. This includes access to the name and contact information of the resident representative, if any, where needed to perform the duties of the Program. In order to empower residents, the ROC should explain the request for records to the resident or the resident's representative in order to get permission to review the records. A resident release form is provided for this activity. (See Appendix 3)

- B. If there is an issue involving access to records, the volunteer must contact the ROC and the ROC will determine how to proceed (which may include the ROC handling the complaint instead of the volunteer).
- C. If a resident is not able to give informed consent, the Representative of the Office may seek informed consent from the resident representative. When written consent is not possible from the resident or the resident representative, oral authorization must be documented in the Program case records.
- D. Review of records may be pursued by the Representative of the Office without consent of the resident or their legal representative if the Representative of the Office has reason to believe the resident representative is not acting in the best interest of the resident, the resident is not able to give consent, and the Representative of the Office obtains the approval of the Ombudsman.
- E. If there is no representative and the resident is not able to give consent, the ROC may access records when they feel it is necessary to resolve the case investigation.
- F. Representatives of the Office shall have complete and timely access to LTC communities, residents, and their records at all times. Access to records must be granted to the Ombudsman and Representatives of the Office, regardless of format and including, upon request, copies of such records (Appendix 3).
- G. Records include medical, social, and other records relating to a resident. Access to these records is subject to informed consent to the access by either the resident or resident representative, either in writing or orally, visually, or through the use of auxiliary aids and services, with contemporaneous documentation by a Representative of the Office if not in writing.
- H. Per 45 CFR 1324.11(a)(2)(vii) the Health Insurance Portability and Accountability Act of 1996 (HIPAA) does not preclude release by covered entities of resident private health information or other resident identifying information to the LTC Ombudsman Program, including, but not limited to, residents' medical, social, or other records, a list of resident names and room numbers, or information collected in the course of a State or Federal survey or inspection process.
- I. Under the terms of an established memorandum of understanding between the Ombudsman's Office and the Department's regulatory bureau, the Section for Long-Term Care Regulation, the section provides records of survey schedules, completed surveys, and other regulatory documentation on a regular basis to the

Ombudsman. The Ombudsman distributes these records to the LOEs for their use.

- J. The records of a resident shall be treated with the highest degree of confidentiality and obtained only as necessary to seek resolution of a complaint.

603.0 Interference

42 U.S. section 3058 (g)(b) requires LTC communities to provide Representatives of the Office with access to LTC communities and residents. The law authorized Representatives of the Office to move freely, without an escort or hindrance, throughout a LTC community in order to:

- identify, investigate, and resolve complaints;
- observe and monitor conditions of residents, and LTC communities;
- speak confidentially with residents; and
- provide services to assist residents in protecting their health, safety, welfare and rights.

Representatives of the Office who encounter willful interference by LTC community staff or others during the performance of their duties shall immediately report the incident(s) to their local ROC and the Ombudsman.

- A. In cases where interference is by LTC community administration or staff, the ROC will inform the Ombudsman of the incident at the time of occurrence.
- B. In cases where the volunteer is the individual experiencing the interference, the volunteer will notify the ROC and the ROC will immediately proceed to notify the Ombudsman.
- C. The State Ombudsman will contact the community administrator either by phone or in person and proceed to resolve the issue. In all cases, the Ombudsman shall work to resolve the issue of interference.
- D. After consultation with LTC community administration, if there is no agreed resolution, the Ombudsman will take action in compliance with Section 712 of the Older Americans Act.

- E. Missouri RSMo 192.2315 provides immunity from liability for official duties performed by Ombudsman Representatives of the Office, including Volunteers. There will be no reprisals, violations, or penalties against employees or LTC communities or residents, for information furnished to the office.
- F. Concerns regarding interference, retaliation or reprisals can be reported to the Adult Abuse Hotline for investigation by the Section for Long-Term Care Regulation, with informed consent of the complainant.
- G. Examples of interference include but are not limited to:
 - 1. Preventing Representatives of the Office from entering a LTC community;
 - 2. Refusing to allow Representatives of the Office to speak confidentially with residents;
 - 3. Refusing to allow Representatives of the Office access to all areas in the LTC community; and
 - 4. Refusing to grant Representatives of the Office access to resident records.

700.0 Disclosure

Files, records, and information maintained by the LTC Ombudsman Program may be disclosed only at the discretion of the State Ombudsman or designee, as stated in RSMo 192.2310, Section 712 of the Act or by court order. Requests for disclosure must be referred to the State Ombudsman.

- A. Requests for information received by ROCs or Volunteers, must be sent in writing to the Ombudsman via email with telephone confirmation of receipt. The State Ombudsman has the sole authority to make determinations concerning the disclosure of the files, records, and other information maintained by the Program.
 - 1. A request for disclosure must be presented to the Representative of the Office in writing.
 - 2. The Representative of the Office shall send request to the Ombudsman within 24 hours of receipt of request.

3. The Ombudsman shall respond to the request with written notification of decision within 48 hours of receipt request.
 4. The Ombudsman makes the determination of whether the information can be released.
- B. The Ombudsman shall not disclose the identity of or any information that would lead to the identification of the resident, or complainant involved in a complaint, unless the individual (or his or her resident representative) has consented to the disclosure, or such disclosure is required by a court order. The disclosure of identifying information of any resident in such records is prohibited, unless informed consent has been given by the resident or resident representative. Such consent may be in writing, or orally, visually, or through the use of auxiliary aids and services. When consent is not in writing, it shall be documented contemporaneously and placed in the client file by a Representative of the Office.
- C. Disclosure of the identity of a complainant whose information is contained in Program records is also prohibited, absent informed consent from the complainant in writing, orally, visually, or through the use of auxiliary aids and services. When consent is not in writing, it shall be documented contemporaneously by a Representative of the Office.
- D. Disclosure of any of the files or records maintained by the Office will be considered only when a request for such records is received in writing, including by email.
- E. In evaluating whether the records will be disclosed, the Ombudsman will take into account whether consent has been granted and whether the record is available from another agency or entity. However; to ensure the effectiveness and credibility of the Office, the Ombudsman should not be responsible for directing the requestor to another agency.
- F. Disclosure will also be granted when it is required by a judge's court order in accordance with RSMo 192.2310.1. In some cases, the Ombudsman should consult with legal counsel to determine appropriate actions.

800.0 Systems Advocacy

The Ombudsman, by analyzing and monitoring the development of federal, state and local laws, may comment on and make recommendations to the relevant governmental agencies regarding changes in rules and regulations proposed or adopted that could adversely affect the rights of any resident in a LTC community. In addition, recommendations may be made to strengthen the quality of life, rights, and consumer protections for residents.

The Ombudsman will provide leadership in statewide systems advocacy of the Office on behalf of residents, coordinating the efforts of Representatives of the Office. Prior to each legislative session, the Ombudsman, State Office staff, ROPDs, and ROCs will meet to determine issues that should be part of the Advocacy agenda for that year.

Issue advocacy activities may include but are not limited to:

- A. Providing information to the public, public and private agencies, legislators, the media, and others regarding the problems and concerns of residents and recommendations related to those problems and concerns.
- B. Facilitating the ability of residents, resident and family councils, and the public to comment on such laws, regulations, policies, and actions.
- C. Advocating for modification of laws, regulations, and other governmental policies, and actions pertaining to the rights and well-being of residents.
- D. Coordinating with statewide and national advocacy organizations involved in advocating for resident interests by maintaining awareness of current issues and trends in long-term care.
- E. Presenting to and participating in public hearings related to long-term care issues.
- F. Media involvement may be used to further public awareness of significant advocacy issues.
- G. When many residents share a similar complaint or are affected by a similar policy or practice in the community, the Program may address the complaint with systems advocacy which could include proposed legislation or regulatory changes.

Such procedures must exclude the Ombudsman and Representatives of the Office from any lobbying prohibitions to the extent that such requirements are inconsistent with section 712 of the Act.

900.0 Grievance Process

This section concerns the receipt and review of grievances regarding the determinations or actions of the Ombudsman and Representatives of the Office.

901.0 General grievance requirements:

Grievances against Representatives of the Office must be filed in writing, including the use of auxiliary aids and services, with either the ROC or the State Ombudsman. Alternatively, communication may be made orally or visually, including through the use of auxiliary aids and services, and such must be documented contemporaneously by the individual receiving the grievance.

Anyone may file a grievance: residents, Representatives of the Office, family members, and/or LTC community staff. (See Appendix 4)

All complaints should contain the following information:

- A. Contact information of the person filing the grievance (name, phone number, email or mailing address).
- B. The nature of the complaint, including at least the following:
 - 1. Name of the person or organization the grievance is against;
 - 2. Date and time of the incident;
 - 3. Location of incident; and
 - 4. Brief description of what happened.
- C. Specific facts supporting the allegation, including at least the following:
 - 1. Any documentation of the incident; and
 - 2. Names of others involved or witnesses.

D. The complainant's desired resolution of the grievance.

Upon receipt of a grievance, the ROC, Ombudsman or designee shall acknowledge the receipt as soon as possible, but preferably no later than five (5) business days from receipt. The acknowledgement should include the date of receipt of a grievance, explain the grievance process and clarify any information, if needed.

902.0 Grievances against the State Ombudsman

1. Complaints against the State Ombudsman must be filed with the DSDS Director
2. Complaints against the State Ombudsman will follow DHSS Administrative Policies. Complaints should be verified to eliminate grievances with no substance.
3. In cases where a conflict might exist, a review committee consisting of 3 individuals may be appointed by the Director. Members of such a committee could be an administrative hearing attorney or staff from the state human relations office.
4. Consent will be requested to disclose resident identifying information.

Actions to be taken on grievances regarding State LTC Ombudsman:

- State Ombudsman
 - The DSDS Director will follow DHSS policies and procedures regarding grievances against the State Ombudsman.
 - Actions may include but are not limited to supervision or termination.

903.0 Grievances against Representatives of the Office

Grievances against Representatives of the Office will be investigated by the Ombudsman, Ombudsman designee, ROPD, or ROC depending on grievance. All efforts will be made to complete the investigation within fourteen (14) business days of receipt of complaint by the LOE or Office.

- A. Affected individuals, such as Volunteers, will be notified in writing, telephone call, or in person of the grievance as soon as possible after the grievance is acknowledged, but no later than five (5) business days.
- B. After review and investigation, a response to the grievance must be issued as soon as possible, but no later than fourteen (14) days of receipt. All efforts will be made to provide the complainant with a written response within fourteen (14) business days. The response will follow the Program confidentiality policies regarding Program records.

Any individual who filed a grievance and is dissatisfied with the decision of the Ombudsman or ROC may file a written request for review with the DSDS Director. If the review requires resident identity information, the Ombudsman will request consent to disclose. The DSDS Director shall respond to the written request for a review within sixty (60) days of receipt of the request.

Actions to be taken on grievances regarding:

- State Office Staff
 - State Ombudsman will follow DHSS policies and procedures regarding grievances against State Office Staff.
 - Remedial action such as additional training, supervision, or de-designation may be taken to remedy the grievance.
 - Action will be determined by the Ombudsman and will be implemented at the State Office level.
- Regional Coordinator or Local Ombudsman
 - Grievance against Local/Regional Ombudsman Representatives of the Office shall be reviewed by the Ombudsman.
 - Remedial action such as additional training, supervision, or de-designation may be taken to remedy the grievance.
 - Actions will be determined by the Ombudsman and may be implemented and monitored by the Office.
- Volunteers

- Grievances against Volunteer Representatives of the Office will begin with review by Volunteer's ROC and the Ombudsman.
- Remedial actions may include additional training, supervision or de-designation.
- Grievance may be resolved by the ROC with guidance of the Ombudsman.
- Appeal may be made to the State Ombudsman, whose decision is final.

Decisions regarding designation

- Per 45 CFR 1324.11(e)(7) the Ombudsman shall make the final determination to designate or to refuse, suspend, or remove designation of a Local Ombudsman Entity (LOE) or Representative of the Office.

1000.0 Records

The Ombudsman shall ensure the proper management of files, resident records, volunteer files, and other information of the Program, whether in physical, electronic, or other formats, including information maintained by the Office pertaining to the cases and activities of the Program. Such files, records, and other information are the property of the Office.

The Ombudsman is responsible for maintaining a system of case records, both at the Office and through LOE programs. Such records are the property of the Office and may not be released, disclosed, duplicated, or removed without the written permission of the Ombudsman or designee.

The Ombudsman will maintain, in collaboration with DSDS, a statewide uniform reporting system to collect and analyze data relating to complaints and conditions in LTC communities, and to residents for the purpose of identifying and resolving significant problems. Such system shall be known as the Missouri Ombudsman Electronic Reporting System and shall be isolated from access by anyone not designated by the Ombudsman.

General case information storage shall be as follows:

- A. All open cases files, notes, and other documents that include personally identifiable information shall be stored in a locked file cabinet.

- B. Personal information may only be stored on laptops that are encrypted and require a password.
- C. Personal information may only be emailed using a secure email system. All other information should be faxed.
- D. When closing a case, all documentation in the file including notes shall be entered into the Missouri Ombudsman Electronic Reporting System in a timely manner. All case documentation shall be entered in the case file within 15 days of closure of the case for ROCs and 30 days for volunteers (Appendix 11).
- E. All paper and electronic copies of files should be stored in a locked file cabinet or encrypted and password protected computer for 3 years or the duration specified in the contracts, whichever is longer.

1100.0 Conflicts of Interest

A conflict of interest exists in the Program when other interests intrude upon, interfere with, or threaten to negate the ability of the Program to advocate without compromise on behalf of LTC Community residents. The Program identifies and applies the definitions and categories of potential conflicts that are contained in 45 CFR 1324.21, including organizational conflicts and individual conflicts.

The organizations involved in the establishment of the program and the individuals who carry out the duties of the Program, the Department, AAAs, and Provider Agencies must be free from conflicts of interest, pursuant to Section 712(f) of the Older Americans Act, 45 CFR 1324.21, and procedures developed by the Office.

The Ombudsman shall consider both the organizational and individual conflicts of interest that may impact the effectiveness and credibility of the work of the Office. It is the duty of all LOEs and Representatives of the Office to identify and report any conflict of interest to the Ombudsman.

1101.0 Organizational Conflicts of Interest

Organizational conflicts include any conflicts that may impact the effectiveness and credibility of the work of the Office. Organizational conflicts of interest include, but are

not limited to, placement of the Office, or requiring that an Ombudsman perform conflicting activities, in an organization that:

- A. Is responsible for licensing, surveying, or certifying long-term care facilities;
- B. Is an association (or an affiliate of such an association) of long-term care facilities, or of any other residential facilities for older individuals or individuals with disabilities;
- C. Has any ownership or investment interest (represented by equity, debt, or other financial relationship) in, or receives grants or donations from, a long-term care facilities;
- D. Has governing board members with any ownership, investment or employment interest in long-term care facilities;
- E. Provides long-term care to residents of long-term care facilities, including the provision of personnel for long-term care facilities or the operation of programs which control access to or services for long-term care facilities;
- F. Provides long-term care coordination or case management for residents of long-term care facilities;
- G. Provides long-term care services, including programs carried out under a Medicaid waiver approved under section 1115 of the Social Security Act (42 U.S.C. 1315) or under subsection (b) or (c) of section 1915 of the Social Security Act (42 U.S.C. 1396n), or under a Medicaid State plan amendment under subsection (i), (j), or (k) of section 1915 of the Social Security Act (42 U.S.C. 1396n);
- H. Sets reimbursement rates for long-term care facilities;
- I. Sets reimbursement rates for long-term care services;
- J. Provides adult protective services;
- K. Is responsible for eligibility determinations regarding Medicaid or other public benefits for residents of long-term care facilities;
- L. Conducts preadmission screening for long-term care facility placements;
- M. Makes decisions regarding admission or discharge of individuals to or from long-term care facilities; and/or

- N. Provides guardianship, conservatorship or other fiduciary or surrogate decision-making services for residents of long-term care facilities.

Annually the Ombudsman shall review the Program to determine if there are any organizational conflicts of interest for the Program. (See Appendix 7)

- A. The Ombudsman shall annually review the Office for organizational conflicts of interest and determine whether appropriate actions may be taken to sufficiently remedy the conflict. The Ombudsman may consult with outside sources, such as the Administration for Community Living (ACL), or the National Ombudsman Resource Center (NORC)) for expert input to resolve any questions about potential conflict of interest.
- B. Where organizational conflicts have been identified, the following steps shall be taken where the conflict can be sufficiently remedied:
 - 1. A written remediation plan shall be developed within thirty (30) calendar days of the identification of the conflict.
 - 2. The Ombudsman may choose to develop a memorandum of understanding (MOU) with the organization.
 - a. The MOU should set forth the roles, responsibilities and appropriate working relationships between the respective programs that clarify the remediation of the conflict of interest.
 - b. The document should be signed by the Ombudsman and the Director of the LOE.
- C. The Ombudsman shall describe steps taken to remove or remedy any organizational conflicts in the annual report submitted to the Assistant Secretary through the National Ombudsman Reporting System.

1102.0 LOE Conflict of Interest

Where an actual or potential conflict of interest within the Program has been identified, the Ombudsman shall be notified. All LOEs and Host Agencies have a duty to notify the

Ombudsman of any actual or potential conflict of interest of which they have knowledge.
(See Appendix 7)

The Ombudsman shall determine whether appropriate actions may be taken to sufficiently remedy the conflict.

A conflict can be sufficiently remedied only:

- A. where the existence of the conflict does not interfere with any duties of the Program; and
- B. where the conflict is not likely to alter the perception of the Program as an independent advocate for long-term care community residents.

The Ombudsman may de-designate local programs in which a conflict of interest has been identified but not remedied or removed.

When ROCs and their affiliated staff are recruiting Volunteers, they should include information about conflicts of interest, including definitions and examples, in their recruiting efforts. This will assist in preventing misunderstandings and miscommunications before full training activities begin.

1103.0 Individual Conflict of Interest

Individual conflicts of interest include, but are not limited to, participation in or an immediate family member's participation in any of the following:

- A. Having direct involvement in the licensing or certification of a LTC community.
- B. Having an ownership, operational, or investment interest (represented by equity, debt, or other financial relationship) in an existing or proposed LTC community. If the individual gives up his/her financial interest immediately at the time of employment or appointment, that is considered an adequate remedy.
- C. Having been employed by or participating in the management of a LTC community within the previous twelve months.
- D. Receiving, or having the right to receive, directly or indirectly, remuneration (in cash or in kind) from an owner or operator of a LTC community.

- E. Accepting gifts or gratuities of significant value from a LTC community or its management, a resident or a resident representative of a LTC community in which the Program provides services.
- F. Accepting money or any other consideration from anyone other than the Program, for the performance of an act in the regular course of the duties of the Program without Ombudsman approval.
- G. Serving as guardian, conservator or in another fiduciary or surrogate decision-making capacity for a resident of a LTC community in which the Program provides services.
- H. Serving residents of a LTC community in which an immediate family member resides.
- I. Providing services with conflicting responsibilities while serving as an Ombudsman to a resident such as:
 - 1. Adult protective services
 - 2. Discharge planning
 - 3. Preadmission screening for long-term care
 - 4. Case management for long-term care
 - 5. Legal services

In **no circumstance** shall the Ombudsman appoint a Representative of the Office who:

- A. Has direct involvement in the licensing or certification of a LTC community.
- B. Has an ownership or investment interest (represented by equity, debt, or other financial relationship) in a LTC community where they are not willing to give up their financial interest immediately at the time of employment or appointment.
- C. Receives, or has the right to receive, directly or indirectly, remuneration (in cash or in kind) under a compensation arrangement with an owner or operator of a LTC community.

Is employed by, or participating in the management of, a LTC community.

1104.0 Disclosure of a Conflict of Interest

The Ombudsman and ROCs shall make efforts to avoid designating a Representative of the Office who has been employed by or participated in the management of a LTC community within the previous 12 months. Where such an individual is already a Representative of the Office, the ROC or Ombudsman shall take steps to remedy the conflict.

Annually all LOE employees and volunteers shall sign the conflict of interest document declaring they are free of any conflicts which would interfere with the performance of their duties as a Representative of the Office. (See Appendix 5 & 7)

Whenever a Department or agency, whether state or local, is considering the hiring or appointment of an State Ombudsman or Representative of the Office, the Department or agency will carefully review the application and resume of the candidate for conflicts. In addition, during the interview and preliminary research process, the Department or agency will ask specific questions regarding the previously listed conflicts in order to determine whether conflicts exist. The Department or agency will also seek information about the candidate's immediate family, in order to determine whether conflicts exist there.

To ensure compliance with conflict of interest standards, all staff and volunteers requesting designation as a Representative of the Office shall complete a "Conflict of Interest Agreement" form and affirm that they are in compliance with the previously listed standards or explain any variance from such compliance. (See Appendix 5)

The agreement shall be reviewed annually to ensure that no new conflict of interest has arisen in the prior 12 months. Any new conflicts shall be reviewed then removed or remedied, subject to final review by the ROC and/or Ombudsman.

Every 12 months, the local programs will complete a verification to the Ombudsman that they have completed their annual review of staff and volunteer agreements and that no conflicts of interest remain that are not remedied. This verification will originate at the Ombudsman's office and will be due within fourteen (14) days after they are sent.

Once identified, failure to disclose a potential conflict in a timely manner may be grounds for de-designation as a Representative of the Office or de-designation as a LOE or Host Agency of the Program.

1105.0 Remediation of Conflicts of Interest

After a conflict of interest has been identified, the Ombudsman, designee, ROC, or volunteer shall be responsible to ensure the removal or remediation of such conflict. Remediation of a conflict must be completed prior to the start date of a new employee or a new volunteer. A conflict can be sufficiently remedied only when:

- A. an actual or potential conflict of interest within the Program has been identified, the Ombudsman shall be notified immediately;
- B. the existence of the conflict does not interfere with any duties of the Program; and
- C. the conflict is not likely to alter the public's perception of the Program as an independent advocate for residents of Missouri LTC communities.

1105.1 Organizational Conflicts of Interest Remediation

The State Ombudsman shall determine whether actions may be taken to remedy an identified organizational conflict. A conflict can be satisfactorily remedied only when the continued existence of the conflict does not compromise the ability of the Program to carry out its duties and is not likely to diminish the perception of the Program as an independent advocate for residents.

- A. Reviewing the conflict of interest
 - 1. When potential conflict is identified, the State Ombudsman shall review the circumstances of the potential conflict. The State Ombudsman shall determine:
 - a. Whether a conflict of interest exists;
 - b. Whether the conflict could be remedied by appropriate action by the agency involved;
 - 2. The Office shall inform the agency involved of the results of the review and may provide assistance.
- B. Remedying conflicts
 - 1. If the conflict can be remedied, the Regional Program shall, or in the case of conflict within an AAA, the AAA shall:

- a. Develop a written plan within five (5) business days of identification of the conflict:
 - 1. which shall define the conflict and propose a remedy to eliminate, or
 - 2. to the greatest extent possible, minimize the impact of the conflict.
 - b. Submit the proposed remedy to the Office for approval
2. The Office shall:
- a. Review the proposed remedy and notify the Regional Program and AAA of approval, denial, or additional corrections needed in order for the potential conflict to be remedied.
 - b. Respond within five (5) days of notification of potential remedies.

1105.2 Individual Conflicts of Interest Remediation

Where individual conflicts have been identified, a written remediation plan shall be developed within thirty (30) calendar days of the identification of the conflict. The plan must identify the conflict and provide assurances which shall minimize to the greatest extent possible the negative impact of the conflict of interest. The plan must be signed by both the Representative of the Office and ROC, Ombudsman or designee. (See Appendix 6)

- A. Where the individual is an applicant for a paid position as a Representative of the Office, a plan shall be developed before the individual is hired for the position.
- B. Where the individual is an applicant for a position as a Volunteer Representative of the Office, a plan shall be developed before the individual is designated as a Representative of the Office.
- C. Where the individual is already a designated Representative of the Office, a plan shall be developed, as soon as possible, to remediate the conflict of interest.
- D. Reasonable steps should be taken to avoid assigning Representatives of the Office to a LTC community that would create a conflict of interest.

- E. Failure to identify and report a known individual conflict of interest to the Ombudsman shall be sufficient grounds for refusal to designate a potential Representative of the Office, to de-designate a Representative of the Office, and/or termination of a Representative of the Office.
- F. Failure to remove a conflict of interest or the existence of a conflict of interest that cannot be remedied shall be sufficient grounds for the de-designation of the Volunteer Representative of the Office or termination of the Volunteer Representative of the Office.

1105.3 Failure to Identify or Remedy a Conflict of Interest

- A. Failure on the part of a Representative of the Office, AAA or Provider Agency to identify and report to the Office a known conflict of interest shall be sufficient grounds for the refusal to designate or the subsequent de-designation of the Program or the refusal to designate or the subsequent de-designation of a Representative of the Office.
- B. Existence of an un-remedied conflict of interest shall be sufficient grounds for the de-designation of the Program, the provider entity, or the de-designation of a Representative of the Office.
- C. Final decisions regarding sanctions to identify or remedy conflict of interest situations are determined by the State Ombudsman.

CODE OF ETHICS FOR OMBUDSMEN

Regardless of an Ombudsman's level(s) of advocacy effort, or the complexity of the issue/or problem being addressed, there is a basic set of principles which guide an Ombudsman's decisions. The National Association of State Long-Term Care Ombudsman Programs developed the following Code of Ethics for ombudsmen.

1. The Ombudsman provides services with respect for human dignity and the individuality of the client unrestricted by considerations of age, social or economic status, personal characteristics or lifestyle choices.
2. The Ombudsman respects and promotes the client's right to self-determination.
3. The Ombudsman makes every reasonable effort to ascertain and act in accordance with the client's wishes.
4. The Ombudsman acts to protect vulnerable individuals from abuse and neglect.
5. The Ombudsman safeguards the client's right to privacy by protecting confidential information.
6. The Ombudsman remains knowledgeable in areas relevant to the long-term care system, especially regulatory and legislative information, and long-term care service options.
7. The Ombudsman acts in accordance with the standards and practices of the Long-Term Care Ombudsman program and with respect for the policies of the sponsoring (contract) organization.
8. The Ombudsman will provide professional advocacy services unrestricted by his/her personal belief or opinion.
9. The Ombudsman participates in efforts to promote a quality long-term care system.
10. The Ombudsman participates in efforts to maintain and promote the integrity of the Long-Term Care Ombudsman program.
11. The Ombudsman supports a strict conflict of interest standard with prohibits any financial interest in the delivery or provision of nursing home, board and care services, or other long-term care services which are within their scope of involvement.
12. The Ombudsman shall conduct himself/herself in a manner which will strengthen the statewide and national Ombudsman network.

Name

Date

Complaint Response for Resident Consent

***Communication of consent may be made orally, visually, or in writing, including through the use of auxiliary aids and services and must be documented contemporaneously by the Representative of the Office.**

GENERAL COMPLAINTS	
If the Resident...	Then the Representative of the Office shall...
Gives informed consent (permission obtained in writing or with documented verbal consent)	Provide privacy to the resident to assure confidentiality and proceed to make and investigate the complaint to the satisfaction of the resident.
Is able, but does not give consent (permission)	Stop report and investigation
Is unable to give consent and has a resident representative who does give consent	Determine resident representative extent of authority that has been granted by the resident under legal documentation or court order, Follow consent of resident representative to investigate and resolve complaint in the best interest of the resident.
Is unable to give consent and the resident representative does not give consent Note: the question of a Bad Actor	Determine resident representative extent of authority that has been granted by the resident under legal documentation or court order. If consent is denied and verified to be in the resident's best interest, then process is stopped and the resident representative is informed of future process for reactivation of complaint. If consent is denied by resident representative, and the Representative of the Office or the Ombudsman has reason to believe that the resident representative has taken an action, inaction or decision that may adversely affect the health, safety, welfare, or rights of the resident the Representative of the Office may become the complainant for this issue with approval from the State Long-Term Care Ombudsman.
Not able to consent and has NO resident representative	Become the complainant in the case and work to resolve the complaint based on the best interest of the resident having no reasonable cause to believe that the resident would not want the issue resolved.
ABUSE, NEGLECT, AND EXPLOITATION COMPLAINTS	
If the Resident...	Then the Representative of the Office shall...
Is able and gives consent	Contact the Ombudsman immediately for approval. Once approval obtained, proceed with complaint investigation, report suspected abuse or gross neglect to the appropriate agency, and to law enforcement according to local/state laws regarding abuse and LTCOP policies and procedures.
Is able, but does not give consent to the Representative of the Office to make the report, and	i. Determine: 1. Whether other residents have experienced similar circumstance; and 2. If any other resident wishes the Office to take any action on his or her behalf; <i>and</i>

ii. May or may not acknowledge having been abused	ii. Make repeat visits to the resident who has alleged abuse in the LTC community in order to encourage the resident to permit the Representative of the Office to report and investigate the suspected abuse or gross neglect.
i. Does <u>not</u> give consent (permission) to the Representative of the Office to make the report; <i>and</i> ii. the complainant is a long-term care service provider, facility staff person, or other mandatory reporter	Inform the complainant of his or her duty to report the alleged abuse to the appropriate agency.
i. Is unable to communicate his or her consent or wishes; <i>and</i> ii. Resident representative will <u>not</u> give content NOTE: Questionable Bad Actor	Refer the suspected abuse or gross neglect to the appropriate agency under ombudsman authority to protect the resident's right to be free from abuse or gross neglect with State Long-Term Ombudsman approval. If consent is denied by resident representative, and the Representative of the Office or the Ombudsman has reason to believe that the resident representative has taken an action, inaction or decision that may adversely affect the health, safety, welfare, or rights of the resident the Representative of the Office may become the complainant for this issue with approval of the State Long-Term Care Ombudsman.
i. is unable to communicate his or her consent and ii. has no resident representative	Shall open the case with the Representative of the Office as the complainant with reasonable cause to believe that an action, inaction or decision may adversely affect the health, safety, welfare, or rights of the resident. If the Representative of the Office has no reason to believe that the resident would not want the referral to be made, the Representative of the Office obtains the approval of the Ombudsman.
i. The Representative of the Office personally witnesses abuse, neglect or exploitation of a resident, <i>and</i> ii. The resident will not make the complaint	i. Obtain approval from the State Long-Term Care Ombudsman to report the alleged abuse witnessed by the Representative of the Office to the appropriate investigating entity. If there is an adverse effect requiring immediate attention, the Representative of the Office may take action and notify the State Long-Term Care Ombudsman of that action (only when the resident is unable to communicate consent and there is no resident representative). ii. If the resident will not, meaning there is no consent, the Ombudsman program cannot take action on behalf of the resident. Other options need to be offered such as contacting the ROC or State Long-Term Care Ombudsman for guidance.
Withdraws consent after the Representative of the Office has verified or partially verified the complaint	i. Discontinue investigation and resolution activities on the complaint. ii. If reported to law enforcement or other agency, may not be able to withdraw complaint. Ombudsman will need to determine.

Long Term Care Ombudsman Program Release of Information

I give permission to _____, the designated representative of the Long Term Care Ombudsman Program to contact and share information on my behalf with the following agencies or persons. I understand any information given or received will remain confidential. It will be used by the Ombudsman Program only in

_____ facility
ity and/or to acquire needed services or resources:

State Agencies:

- ☐ Department of Health and Senior Services
- ☐ Department of Social Services
- ☐ Other: Name _____
- ☐ Other: Name _____

Health Services:

- ☐ Physician: Name _____
- ☐ Hospital: Name _____
- ☐ Other: Name _____
- ☐ Other: Name _____

Financial:

- ☐ Social Security Office
- ☐ Bank: Name _____
- ☐ Other: Name _____

Nursing Facility:

- ☐ Medical Records
- ☐ Financial Records
- ☐ Personal Records

Family Members:

- ☐ Name: _____
- ☐ Name: _____

Other:

- ☐ Name: _____
- ☐ Name: _____

Signature of Resident: _____

Signature of Ombudsman Representative: _____

Date: _____

Missouri Long-Term Care Ombudsman Program Grievance Form

Name of Complainant: _____

Mailing address: _____

E-mail: _____ Phone number: _____

Long-Term Care Facility Associated with Complaint: _____

Date(s) Cause for Complaint Occurred: _____

Description of Complaint—please be as detailed as possible, you may attach a written description or supporting documents to this form.

Signature _____ Date _____

Return form to: Missouri State Long-Term Care Ombudsman, P.O. Box 570, Jefferson City, MO 65102 or fax to: 573-751-6499

Office of the Missouri State Long-Term Care Ombudsman
Conflict of Interest Screening for a Representative of the Office

In accordance with the Older Americans Act, Section 712(f) all representatives of the office must be screened for individual conflicts of interest prior to performing the functions of the Ombudsman Program and annually thereafter.

An individual conflict of interest exists if a person or their immediate family is involved in multiple interests, financial or otherwise, that could impact the effectiveness and credibility of the work of the Ombudsman Program.

Immediate family member is defined as, “a member of the household or a relative with whom there is a close personal or significant financial relationship”.

In the past 12 months, have you or an immediate family member:

a. Been involved in the licensing or certification of a long-term care facility?

☐ Yes ☐ No If yes, what facility?

If yes, what was your role?

b. Have ownership, operational, or investment interest (represented by equity, debt, or other financial relationship) in an existing or proposed long-term care facility?

☐ Yes ☐ No If yes, what facility?

If yes, what was your role?

c. Managed or worked in a long-term care facility?

☐ Yes ☐ No If yes, what facility?
If yes, what was your role?

d. Received or has the right to receive, directly or indirectly, remuneration (cash or in-kind) under a compensation arrangement with an owner or operator of a long-term care facility?

☐ Yes ☐ No If yes, please explain:

e. Accepted gifts gratuities of significant value from a long-term care facility or its management, a resident or a resident representative of a long-term care facility in which the Ombudsman or representative of the Office provides services ?

☐ Yes ☐ No If yes, please explain:

f. Accepted money or any other consideration from anyone other than the Office, or an entity approved by the Ombudsman, for the performance of an act in the regular course of the duties of the Ombudsman or the representatives of the Office without Ombudsman approval.

☐ Yes ☐ No If yes, please explain:

g. Served or are serving as guardian, conservator or in another fiduciary or surrogate decision-making capacity for a resident of a long-term care facility in which the Ombudsman or representative of the Office provides services.

☐ Yes ☐ No If yes, please explain:

h. Served or are serving residents of a facility in which an immediate family member resides.

☐ Yes ☐ No If yes, please explain:

Answering “Yes” to any of these questions indicates a potential conflict of interest. If a conflict of interest is identified, the “Conflict of Interest Identification, Removal and Remedy Form” must be completed with your Regional Ombudsman Coordinator.

Failure to identify and remove a conflict of interest will result in the denial or removal of designation as a Representative of the Office.

☐ If yes, please explain: I certify that I have read and understand this Conflict of Interest form and I have no conflicts.

☐ I certify that I have read and understand this Conflict of Interest form and I notified my Regional Ombudsman Coordinator of the identified potential conflicts of interest.

Print Name of current Representative of Office/Applicant

Signature of current Representative of Office/Applicant

Date

Signature of Regional Ombudsman Coordinator

Date

Office of the Missouri State Long-Term Care Ombudsman
Conflict of Interest Identification, Removal and Remedy

Name of individual completing form:

Date Conflict was Identified:

Name of Person with the Identified Conflict:

If there is an answer of “yes” to any of the questions on the “Conflict of Interest Screening of a Representative of the Office” form, you must complete the information below for each yes answer.

Please indicate the letter of the identified conflict of interest as indicated on the “Conflict of Interest Screening of a Representative of the Office” form (a-h) and describe the conflict below:

Describe how the conflict will be remedied or removed below:

What is the expected duration of this conflict and plan?

Print Name of current Representative of Office/Applicant

Signature of current Representative of Office/Applicant

Date

Signature of Regional Ombudsman Coordinator

Date

Signature of State Ombudsman

Date

Office of the Missouri State Long-Term Care Ombudsman
Organizational Conflict of Interest Screening

Organizations involved in the establishment of the program and the individuals who carry out the duties of the Program, the Department, AAAs and Provider Agencies must be free from conflicts of interest, pursuant to Section 712(f) of the Older Americans Act, 45 CFR 1324.21, and procedures developed by the Office.

The Ombudsman shall consider both the organizational and individual conflicts of interest that may impact the effectiveness and credibility of the work of the Office. It is the duty of all LOEs and representatives of the Office to identify and report any conflict of interest to the Ombudsman Program.

Organizational conflicts include any conflicts that may impact the effectiveness and credibility of the work of the Office. Organizational conflicts of interest include, but are not limited to, placement of the Office, or requiring that an Ombudsman perform conflicting activities, in an organization that:

a) Is responsible for the licensing, surveying, or certifying long-term care facilities;

☐ Yes ☐ No If yes, what facility?

b) Is an association (or an affiliate of such an association) of long-term care facilities, or of any other residential facilities for older individuals or individuals with disabilities;

☐ Yes ☐ No If yes, please explain:

c) Has any ownership or investment interest (represented by equity, debt, or other financial relationship) in, or receives grants or donations from, a long-term care facility;

☐ Yes ☐ No If yes, please explain:

d) Has governing board members with any ownership, investment or employment in long-term care facilities;

☐ Yes ☐ No If yes, please explain:

e) Provides long-term care to residents of long-term care facilities, including the provisions of personnel for long-term care facilities or the operation of programs which control access to or services for long-term care facilities;

☐ Yes ☐ No If yes, please explain:

f) Provides long-term care coordination or case management for residents of long-term care facilities;

☐ Yes ☐ No If yes, please explain:

g) Provides long-term care services, including programs carried out under a Medicaid waiver approved under section 1115 of the Social Security Act (42 U.S.C. 1315) or under subsection (b) or (c) of section 1915 of the Social Security Act (42 U.S.C. 1396n), or under a Medicaid State plan amendment under subsection (i), (j), or (k) of section 1915 of the Social Security Act (24 U.S.C. 1396n);

☐ Yes ☐ No If yes, please explain:

h) Sets reimbursement rate for long-term care facilities;

☐ Yes ☐ No If yes, please explain:

i) Sets reimbursement rates for long-term care services;

☐ Yes ☐ No If yes, please explain:

j) Provides adult protective services

☐ Yes ☐ No If yes, please explain:

k) Is responsible for eligibility determinations regarding Medicaid or other public benefits for residents of long-term care facility placements;

☐ Yes ☐ No If yes, please explain:

l) Conducts preadmission screening for long-term care facility placements;

☐ Yes ☐ No If yes, please explain:

m) Makes decisions regarding admission or discharge of individuals to or from long-term care facilities;

☐ Yes ☐ No If yes, please explain:

n) Provides guardianship, conservatorship or other fiduciary or surrogate decision-making services for residents of long-term care facilities,

☐ Yes ☐ No If yes, please explain:

Print name of Host Agency / LOE

Signature of Host Agency / LOE

Date

**Office of the Missouri State Long-Term Care Ombudsman
Organizational Conflict of Interest Identification, Removal and Remedy**

Name of agency completing form:

Date conflict was identified:

Name of facility with the identified conflict:

If there is an answer of “yes” to any of the questions on the “Organizational Conflict of Interest Screening” form, you must complete the information below for each yes answer.

Please indicate the letter of the identified conflict of interest as indicated on the “Organizational Conflict of Interest Screening” form (a-n) and describe the conflict below:

Letter which corresponds to the Organizational Conflict of Interest Screening form:

Please describe the conflict:

Describe how the conflict will be remedied or removed below:

What is the expected duration of this conflict and plan?

Print name of Host Agency / LOE

Signature of Host Agency / LOE

Date

Signature of State Ombudsman

Date

**Missouri Long-Term Care Ombudsman Program
Confidentiality Statement**

Regional Ombudsman Coordinators or volunteers may have confidential information disclosed to them during service/employment. Every Regional Ombudsman or volunteer should exercise the utmost discretion in regard to official business and records. Any information which has been received on a confidential basis must be maintained as confidential within the program.

Confidential Information is information and data of any kind concerning any matters affecting or relating to the Missouri Long-Term Care Ombudsman Program, the business or operations of the program, and/or the services, plans, processes, or other data of the program not generally known or available outside of the program.

Ombudsman shall maintain confidentiality as follows:

1. All written and electronic records that identify individual residents are confidential and may be used by designated staff and volunteers for the services, program monitoring and/or development purposes only.
2. Disclosure of identifying information of any resident with respect to whom the Ombudsman program maintains files, records, or information is prohibited, except as otherwise provided by § 1327.19(b)(5) through (8), unless:
 - a. The resident or the resident representative communicates informed consent to the disclosure and the consent is given in writing or through the use of auxiliary aids and services;
 - b. The resident or resident representative communicates informed consent orally, visually, or through the use of auxiliary aids and services and such consent is documented contemporaneously by a representative of the Office in accordance with such procedures; or
 - c. The disclosure is required by court order;
3. Disclosure of identifying information of any complainant with respect to whom the Ombudsman program maintains files, records, or information, is prohibited unless:
 - a. The complainant communicates informed consent to the disclosure and the consent is given in writing or through the use of auxiliary aids and services;
 - b. The complainant communicates informed consent orally, visually, or through the use of auxiliary aids and services and such consent is documented contemporaneously by a representative of the Office in accordance with such procedures; or
 - c. The disclosure is required by court order;
4. Computer access to confidential records will be safeguarded through restricted file access limited to designated staff and volunteers.
5. Upon termination of my service/employment, I will deliver to my agency, and not keep or deliver to any other person or entity, any and all items and copies of items containing confidential information.

I have read and agree to comply with the Missouri Long-Term Care Ombudsman Program policy regarding confidentiality.

Name *(Please Print)*

Signature

Date

(If you complete this form electronically, type your name on the signature line as your e-signature.)

Glossary of Terms

- Abandonment is defined as the desertion of a vulnerable adult by a caregiver.
 - An example of *abandonment* occurs when caregivers leave the home with no one to attend the residents.
- Abuse is defined as the intentional, knowing, or reckless non-accidental, and non-therapeutic infliction of physical pain, injury, or mental or emotional distress, or fear, including coercion and intimidation; (or) sexual assault.
 - Examples of physical abuse: Hitting, shoving, pinching or maliciously restraining/isolating a resident, resulting in falls, broken bones, bruises, lacerations, pain, and/or mental distress.
 - Examples of verbal abuse: Shouting, screaming, swearing at or speaking in a disparaging manner about a resident, causing fear.
 - Examples of sexual abuse: Coercing a resident into sexual contact, sexually exploiting a resident, assaulting residents, or exposing them against their will to pornography.
 - Examples of mental abuse include humiliation, harassment, threats, punishment or deprivation resulting in fear, anxiety or depression.
- Administrative Hearing: This is a quasi-judicial hearing before an agency; it does not include an informal conference or review held by an agency before a final decision is issued or a rate-making proceeding or other non-adjudicative public hearing.
- Advance directives: An advance health care directive is a legal document which allows a person to a) express a preference regarding health and/or mental health treatment/non-treatment, and b) designating a decision-maker for health care in the event of the person's incapacity.
- Advocacy: The act of pleading for, supporting, or recommending a cause or course of action.

- Area Plan: A plan for statewide senior services developed by the Missouri division of Senior and Disability Services for the State of Missouri as set forth in the Older Americans Act (OAA) §306 (b).
- Case: Each inquiry brought to, or initiated by, the ombudsman on behalf of a resident or group of residents involving one or more complaints or problems which requires opening of a case file and includes ombudsman investigation, fact gathering, setting of objectives and/or strategy to resolve, and follow-up.
- Certification: The term provided by the State Long-Term Care Ombudsman to an individual who meets minimum qualifications, is free of conflicts of interest, and has successfully completed training. Certification means that an individual is ready to be considered for Designation as a Representative of the Office.
- Community Education: Presentations to community groups or to groups of residents or families on residents' rights, the OLTCO, or other long-term care issues.
- Complaint: Information regarding action, inaction, or decisions that may adversely affect the health, safety, welfare, or rights of elders which is brought to the attention of a LTCO and to which the ombudsman responds in order to identify the cause(s) and remove or mitigate the present or future adverse effect on residents of any age.
- Complaint Investigation and Resolution: Efforts to assist residents of any age in resolving problems or complaints through investigation, verification of complaint, formal or informal problem resolution strategies, referrals to other investigative, advocacy, or enforcement agencies, and when appropriate, issuances of public reports.
- Confidentiality: The physical, technical, and administrative safeguards that prevent the improper use or disclosure of complaint and case information, including the names of residents and/or complainants, unless express consent is given by the resident (or legal representative) or complainant.
- Designation: An individual or agency has completed all required activities and are an appropriate fit to be a Representative of the Office or Local Ombudsman Entity (LOE). Designation only occurs at the approval of the Ombudsman.

- Documents: Document means and includes the original and any copy, regardless of origin or location, produced or reproduced, of any kind of written (electronically, mechanically, or by hand), typewritten, printed, transcribed, scanned, punched, taped, recorded, filmed (photographic or graphic material), including but not limited to, any writing filed for reporting or other purposes with any federal, state, or local agency; papers; books; letters; postcards; audited or un-audited financial statements; financial ledgers; notices; circulars; bulletins; memoranda; contracts; agreements; bills; reports; plans; plats; research memoranda or summaries; telegrams; handwritten notes; invoices; purchase orders; receipts; periodicals; notices; pamphlets; statements; reports; studies; telephone records or reports; correspondence; diaries; notepads; desk calendars; interoffice and personal interviews; minutes; interoffice communications; schedules; data sheets; data processing cards or tapes or disks; computer disks (including backup, zip, compressed, and hard drives); tapes and disk recordings (including audio, video, CD-ROM, DVD); questionnaires; licenses or applications for licenses; or drafts of any of the above, whether in public use or not.
- Exploitation is defined as “the unjust or improper use of another person or another person's resources for one's own profit or advantage, with or without the person's consent, includes acts by a person who stands in a position of trust or confidence with a vulnerable adult or who knows or should know that the vulnerable adult lacks the capacity to consent that involve obtaining profit or advantage through undue influence, deception, fraud, intimidation, or breach of fiduciary duty.”
 - Examples of *exploitation*: Pressuring a vulnerable adult to quit claim the deed to his house or taking control of a resident's funds and spending them for one's self.
- Family Council: An organization of long term care residents' family members which meets to discuss issues pertaining to the quality of life and care of residents. Nursing home regulations require administrators to provide space for such meetings and a staff liaison. Family councils can bring issues to administrators for resolution.
- Immediate Jeopardy: Reported condition(s) where, if not resolved or mitigated, would potentially result in significant harm to one or more nursing home

residents, up to and including death. A finding of federal or state nursing home facility surveyors.

- Imminent harm: When a vulnerable adult is at immediate risk of physical, mental, or emotional harm from some danger in his or her environment, then the adult is said to be at risk of imminent harm.
- Information and Assistance: Services which provide information to individuals regarding long- term care or the needs/rights of long-term care residents. This service is classified as an Activity under MOLTCO database and for OAA reporting purposes.
- Interagency Coordination: Activities which involve meeting or coordinating with other agencies to improve the effectiveness of investigations or services for older Missourians.
- Issues Advocacy: Activities representing the collective interests of residents in seeking administrative, legal, and other remedies.
- Legal Representative: An agent under a valid power of attorney, provided that the agent is acting within the scope of his or her agency; an agent under a durable power of attorney for health care; guardian, conservator, or an executor, executrix, administrator, or administrator of the estate of a deceased resident.
- Power of Attorney: A durable power of attorney is a legal instrument that allows an agent to act on a principal's behalf in business and other matters, in the event that the principal is either unable to make decisions or specifically delegates decision-making to the agent.
- Conservator: Defined by the State of Missouri as “a person appointed by the court to manage only the property and the finances of an incapacitated person.”
- Guardian: Defined by the State of Missouri as “a person appointed by the court to protect the rights and manage the affairs of an incapacitated person.”
- Long-Term Care Facility: Any licensed nursing home or assisted living home providing long-term care services and subject to federal and/or state regulations.
- Long-Term Care Services: A set of health, personal care, and social services delivered over a sustained period of time to persons who have lost or never

acquired some degree of functional mental or physical capacity. (Institute of Medicine, Real People, Real Problems: An Evaluation of the Long-Term Care Ombudsman Programs of the Older Americans Act, 1995, p.290.

- NASOP: The National Association of State Long Term Care Ombudsman Programs. The Missouri State LTCO is a NASOP member, working with other Ombudsmen to advocate for the program and develop best practices for Ombudsmen.
- Neglect is defined as the intentional, knowing or reckless failure by a caregiver to provide essential care or services, or access to essential care and services, or to carry out a prescribed treatment plan necessary to maintain the physical and mental health of the vulnerable adult when the vulnerable adult is unable to provide or obtain the essential care or services or to carry out the prescribed treatment plan on the vulnerable adult's own behalf; in this paragraph, "essential care or services" includes food, clothing, shelter, medical care, and supervision. Also referred to as gross neglect in extreme cases.
 - Examples of *neglect*: Failing to keep a resident clean and dry with subsequent skin breakdown or intentionally, failing to provide adequate nutrition, or refusing to allow a nurse to provide care prescribed by a physician.
- NORC: The National Ombudsman Resource Center, funded by a grant from the Administration on Aging, provides technical assistance to State and Local Ombudsmen.
- Office of the Long Term Care Ombudsman (OLTCO): The Office designated by the State of Missouri to advocate for the health, safety, welfare and rights of Older Missourians in long term care facilities. [OAA § 305(2)(A)]
- Older Americans Act (OAA): The federal law which established and funds a safety net of senior services, including transportation, nutrition, and other services, including the Office of the Long Term Care Ombudsman.
- Preponderance of the Evidence: The totality of the information (written, oral, direct or circumstantial) that results in the conclusion that the events are more likely to have happened in that manner than not to have happened. This is an accepted standard of proof at administrative hearings. Verified is the standard

used in the Long-Term Care Ombudsman Program (see definition for Verified below).

- Resident: An individual residing in a long-term care facility.
- Resident Council: A group of residents who meet regularly to discuss issues relating to their care and quality of life. Federal nursing home law requires the facility to provide space and a staff liaison to facilitate resident council meetings. Assisted living facilities are not required by state or federal law to facilitate resident council meetings.
- Self-Advocacy: The act of pleading for, supporting, or recommending a course of action for one's own self.
- State Long-Term Care Ombudsman (SLTCO): The individual who heads the OLTCO, meets the qualifications for this position, and is serving in this capacity on a full-time basis. [OAA §712 (2-3),]
- Undue Influence: Is defined as “the use by a person who stands in a position of trust or confidence of the person's role, relationship, or authority to wrongfully exploit the trust, dependency, or fear of a vulnerable adult to gain control over the decision making of the vulnerable adult, including decision making related to finances, property, residence, and health care.”
 - Example of *undue influence*: A caregiver “befriends” a resident and then convinces him to give her power of attorney and control of her debit card.
- Verified: After work (investigation, record inspection, observation, etc.) it is determined that the circumstances described in the complaint are generally accurate.
- Vulnerable adult: Defined as “a person 18 years of age or older who, because of incapacity, mental illness, mental deficiency, physical illness or disability, advanced age, chronic use of drugs, chronic intoxication, fraud, confinement, or disappearance, is unable to meet the person's own needs or to seek help without assistance.

**Documentation Policy
Table of Contents**

Appendix 11

Guidelines for Documentation in GetCare	106
Guidelines for Complaint Documentation in GetCare	108
Documenting Activities in GetCare.....	112
Routine Access and Complaint Visit Documentation	112
Entering Training for Ombudsmen	113
Information and Assistance Individual and Facility Staff Information and Assistance	115
Community Education Documentation.....	117
Resident and Family Council Participation Documentation.....	118
Facility Staff Training Documentation	120
Facility Survey Participation Documentation.....	121

Guidelines for Documentation in GetCare

(General overview of what is required in each case record)

While documenting in GetCare, the following must be included in all case records:

- Documentation should be entered in GetCare within 15 days of the ROC completing the activity. Volunteer documentation should be entered within 30 days of the activity occurring.
- When entering the Case Description, enter the initial contact from the complainant and what is known about the complaint from the complainant's point of view.
- When entering Investigative Notes, there should be an Investigative Note for each date and time a conversation or task occurred.
- Cases with multiple complaints: Each Investigate Note for a corresponding complaint entry should have a Subject Line that matches.
- Document people by name **and** relationship (Resident's family, DPOA, roommate, administrator, DON, social worker, DRL surveyor, APS staff, etc.)
- When documenting a complaint investigation, actions, and activities within the note entries, please remember to provide the following:
 - The mode of contact with resident, complainant and others: either by mail, email, telephone, or face-to-face.
 - Documentation of meeting with the resident to discuss "What does the resident want?"
 - Documentation for Consent (to investigate and release information such as name, etc.) - From the resident and complainant, as applicable
 - Documentation of the investigation and action taken
 - Documentation for Resolution – Completed when the complaint is resolved and the follow up has been done.
 - Documentation of Verification - complaint is "verified" when the Ombudsman Representative determines, after completing an investigation, that the circumstances described in the complaint are substantiated or generally accurate. Since an Ombudsman Representative works on behalf of resident interests, the Ombudsman Representative gives the benefit of any doubt to the resident's perspective.
 - Documentation of Disposition - Determined by the resident or complainant's level of satisfaction with the resolution of the complaint.

- Documentation of case closure – Completed when all of the complaints are closed and no further action is needed.
- Utilize the spellcheck with in GetCare prior to saving entries. Make sure all entries are grammatically correct and without spelling errors.
- Utilize the Case Note Checklist developed by The National Long-Term Care Ombudsman Resource Center:
https://ltcombudsman.org/uploads/files/support/Case_Notes_Checklist.pdf

Guidelines for Complaint Documentation in GetCare

The main headers in each section below are in order according to GetCare:

View History

Ombudsman Management Reports

[Return to search results](#) **Ombudsman Complaint Form**

View History

Date Opened: 09/28/2022 C -0

Ombudsman Program: Missouri Long Term-Care Ombudsman Progr... Ombudsman Name: RTZ, Support

Ombudsman Facility Region: All Facility Name:

Complainant Name: Search Last Name, First Name Edit Complainant Role (select one):

Resident Name: Search Last Name, First Name Reset Edit Group: All # of Residents Affected

Reference Title: First Action Date (date investigation began):

Consent: Upload Consent Date of Permission:

Open/Closed Activity: Reset +

Save and Start New Activity Save Save / Close Case Cancel

Date Opened: This is the date the ombudsman received the complaint from the complainant and opened a case.

Ombudsman Program: This is the host agency or local ombudsman entity (LOE) that provides direct local program activities.

Ombudsman Name: Name of the ombudsman investigating the complaint.

Ombudsman Facility Region: This is the LOE contracted to provide services to the area and the region the facility is located.

Facility Name: Select the name of the facility that the resident resides.

Complainant Name: The first and last name of the person that brought the complaint to the ombudsman program, if other than the resident. ***Must not be entered as unknown or anonymous.*** Always list the complainant's name, even if anonymous. The complainant's request to remain anonymous will be documented in the Case Description text box. (If the Complainant is the same person as the resident the ombudsman can first add the resident, then select the Complaint Role *Resident* and the resident name will populate into the Complainant name field.)

Complainant Role: The relationship of the complainant to the resident.

Resident Name: Enter first and last name of the resident. ***Unknown and Anonymous are not acceptable entries.*** Always list the resident's name, even if

Group or All: Used for group complainants (more than 5 complainants) or complaints that effect all residents, such as an ombudsman initiated complaint regarding the nursing home environment. Names of the residents voicing concerns should be documented in the notes.

Reference Title: This is a brief description of the case topic and, is a field to let the ombudsman know at a glance what the complaint/case is about. Most commonly, this is what the complaint is about.

Consent: Permission to investigate given by the resident, or resident representative by verbal or written method.

Date of Permission: The date the resident or resident representative gave permission to begin the investigation.

Case Description

Case Description: Identify allegation. Include details (date, time, location, witnesses) of each allegation/issue to be investigated. *

Time: Date: *

Travel Time Log (HH:MM):

Time Spent Log (HH:MM):

B **I** **U** [List of icons] [Dropdown arrow]

[Large text area for case description]

Save

Logged By: RTZ, Support - RTZSup

Travel Time and Time Spent: Amount of time spent traveling to the facility and/or time spent working on the initial point of contact with the complainant, if the time is not already counted with in a visit.

Case Description text box: Enter the initial contact from the complainant and what the complaint is as know at initial contact. Include details (date, time, location, witnesses) of each allegation/issue to be investigated. If there are multiple complaints within the case, ombudsman can document what is known at initial contact about all complaints within the case.

Investigative Notes

The screenshot shows a web-based form titled "Investigative Notes/ Journal of Events: (Include observation, interviews and supporting documentation as appropriate.)". At the top right, there is a link "Expand/Collapse All Notes". Below the title, there are input fields for "Subject:", "Mode:" (a dropdown menu), "Travel Time Log (HH:MM):", and "Time Spent Log (HH:MM):". To the right of these are fields for "Time:" and "Date:" with a dropdown arrow. Below these fields is a large text area for notes, equipped with a rich text editor toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other formatting options. At the bottom left of the text area is a button labeled "Upload Supporting Documentation". At the bottom right are buttons labeled "Save" and "Add Investigation Note". In the bottom right corner, it says "Logged By: RTZ, Support - RTZSup".

Time and Date: Document the date and time the note took place.

Subject: A phrase to indicate the general summary of the investigative notes.

Mode: Document the mode of the meeting with the resident, complainant, etc. by Walk-in, Email, Phone, Facility Visit, or Virtual.

Travel Time and Time Spent: Amount of time spent traveling to the facility and/or time spent working on investigative task, if the time is not already counted with in a visit.

Investigation Notes text box: A place to enter a note describing the investigation for each date and time an event or task occurred. Include observation, interviews, and supporting documentation as appropriate.

Upload Supporting Documentation: A button that allows supportive documentation to be uploaded to the complaint (DPOA paperwork, guardianship paperwork, discharge notice, appeal form, hearing determination, etc.)

Resolution

The screenshot shows a web-based form for resolving complaints. At the top, there are two dropdown menus for 'Code Tier I' and 'Code Tier II'. Below these is a large text area for 'Resolution (provide a description of how each complaint was resolved; include details and time frames as appropriate)'. To the right of this text area are fields for 'Time:', 'Complaint Opened Date:', 'Travel Time Log (HH:MM):', and 'Time Spent Log (HH:MM):'. Below the text area is a rich text editor toolbar. At the bottom of the form, there are sections for 'Findings:' with 'Verify' (radio buttons for No/Yes) and 'Disposition' (dropdown), and 'Referral Agency' (checkboxes for various agencies). A 'Save' button is located to the right of the text area. At the very bottom, there is a 'Logged By' field and a 'Resolution Closed Date' field. A 'Add New Complaint' button is at the bottom right.

Complaint Code: Includes two sections, the complaint code category and the complaint code. Both need to be completed.

Time and Date: Document the date and time the note took place.

Travel Time and Time Spent: Amount of time spent traveling to the facility and/or time spent working on the resolution of the complaint, if the time is not already counted with in a visit.

Resolution text box: Documentation to support the verification and disposition code and includes the plan put in place to ensure the complaint does not occur again. Include details and time frames as appropriate.

Findings: Including if it was verified and the disposition code.

Resolution Closed Date: Date the complaint was closed. Each complaint will have its own Resolution Closed Date.

Referral Agency: Was No referral made, or a referral to Licensing, regulatory, or certification agency (Division of Regulation and Licensure via hotline or call to the regional office), Adult protective services (Division of Senior and Disability Services via call to hotline), Law enforcement or prosecutor, Protection and advocacy, Legal services or Other.

New Complaint: Click to add another complaint within in the case.

Closing a Case

The screenshot shows a form for closing a case. It includes a 'Case Closed Date' field, a 'Travel Time for case. (HH.MM)' field, and a 'Time Spent on case. (HH.MM)' field. At the bottom, there are four buttons: 'Delete Entire Case', 'Print', 'Save', and 'Save / Close Case'. A 'Cancel' button is also present.

Case Closed Date: Date after all of the complaints within the case are resolved and follow up completed. All complaints are closed.

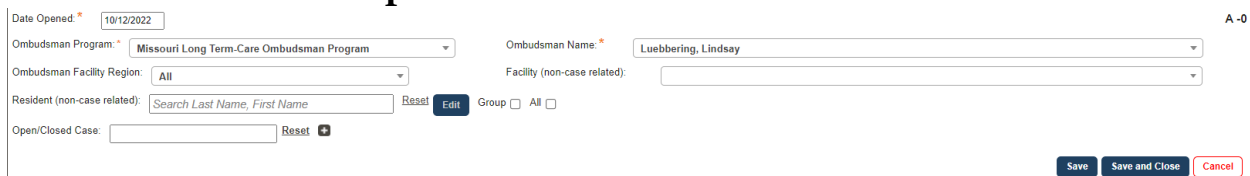
Travel Time and Time Spent: Amount of time spent traveling to the facility and/or time spent working on closure of the case, if the time is not already counted with in a visit.

Save: Click to save work and allow future documentation on the case. Use when the case is to remain open.

Save / Close Case: Only click this button when all work is completed on the case and the case is to be closed.

Documenting Activities in GetCare

Routine Access or Complaint Visit Documentation:



The screenshot shows a web form titled "Routine Access or Complaint Visit Documentation:". The form includes several fields: "Date Opened" with a date picker set to 10/12/2022; "Ombudsman Program" with a dropdown menu showing "Missouri Long Term-Care Ombudsman Program"; "Ombudsman Name" with a dropdown menu showing "Luebbering, Lindsay"; "Ombudsman Facility Region" with a dropdown menu showing "All"; "Facility (non-case related)" with a dropdown menu; "Resident (non-case related)" with a text input field containing "Search Last Name, First Name" and a "Reset" button; "Open/Closed Case" with a text input field and a "Reset" button. There are also "Save", "Save and Close", and "Cancel" buttons at the bottom right. The form is labeled "A-0" in the top right corner.

Date is the date of the visit.

Ombudsman Program will prepopulate.

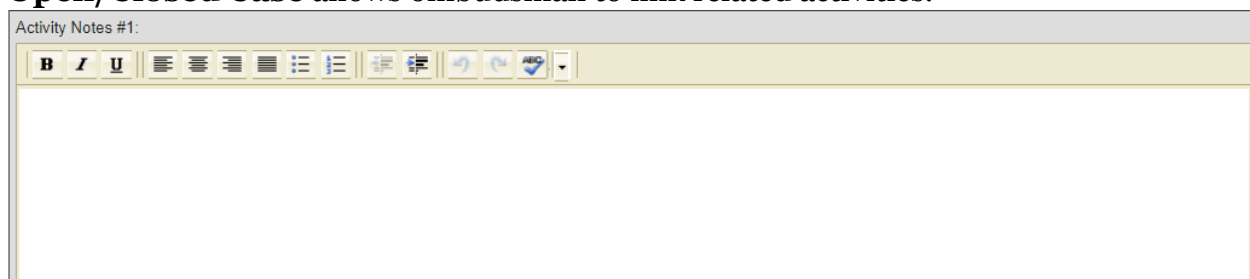
Ombudsman Name is the ombudsman that visited the facility.

Ombudsman Facility Region is the LOE region the facility is located.

Facility is the facility visited.

Resident is where residents who received a meaningful visit can be logged (optional).

Open/Closed Case allows ombudsman to link related activities.



The screenshot shows a text box titled "Activity Notes #1:". The text box has a rich text editor toolbar with various icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other formatting options. The text box is empty.

Activity text box is where the ombusman describes the visit. Include any observations while visiting such as odors, call lights not answered, residents with unkept appearances, water not within reach etc.

Close Date: *	<input type="text"/>	Activity Time (HH:MM):	<input type="text"/> : <input type="text"/>	Travel Time (HH:MM):	<input type="text"/> : <input type="text"/>	# of Residents Visited: *	<input type="text"/>
Mileage:	<input type="text"/>	Families Visited:	<input type="text"/>	Staff:	<input type="text"/>		
Contact Name:	<input type="text"/>			<input type="button" value="Edit"/>	<input type="button" value="+"/>	Unknown	<input type="checkbox"/>
Mode: *	<input type="text"/>						
Activity Group:	<input type="text" value="NORS"/>						
Activity Type: *	<input type="text" value="Complaint Visit"/>						
Additional Instances:	<input type="text"/>						
<input type="button" value="Upload Supporting Documentation"/>							

Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent at the visit (time at the visit and documentation time).

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the facility.

Mileage is a field that allows the ombudsman to record the total number of miles that were driven to and from the visit (optional).

Residents Visited is the field that allows the ombudsman to record the total number of residents that received a meaningful visit.

Families Visited is the field that allows the ombudsman to enter the number families that were visited.

Staff is a field that allows the ombudsman to record the total number of staff visited (include any supporting documentation in the notes section).

Contact Name is who the ombudsman spoke with during the visit (staff, family, residents). If adding a new contact name, be sure to include any additional information available such as phone numbers etc. when adding the contact. (Optional field)

Mode is the type of contact: Facility Visit.

Activity Type is where the type of activity that was done is selected (*Routine Access or Complaint Visit*).

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation is a place to upload visit forms and any other pertinent documentation (optional).

Entering Training for Ombudsmen:

Date Opened: *	<input type="text" value="10/12/2022"/>			A-0
Ombudsman Program: *	<input type="text" value="Missouri Long Term Care Ombudsman Program"/>	Ombudsman Name: *	<input type="text" value="Luebbering, Lindsay"/>	
Ombudsman Facility Region:	<input type="text" value="All"/>	Facility (non-case related):	<input type="text"/>	
Resident (non-case related):	<input type="text" value="Search Last Name, First Name"/>	<input type="button" value="Reset"/>	<input type="button" value="Edit"/>	Group <input type="checkbox"/> All <input type="checkbox"/>
Open/Closed Case:	<input type="text"/>	<input type="button" value="Reset"/>		
		<input type="button" value="Save"/>	<input type="button" value="Save and Close"/>	<input type="button" value="Cancel"/>

Date is the date of the *Training for Ombudsmen*.

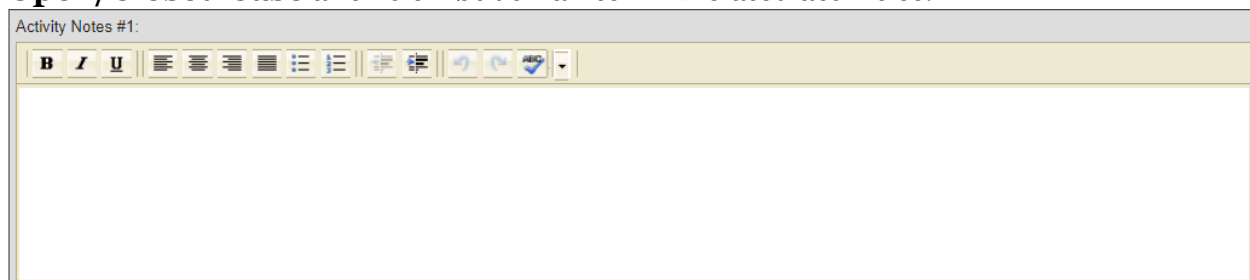
Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that provided the training or the ombudsman entering the activity (whichever is most appropriate).

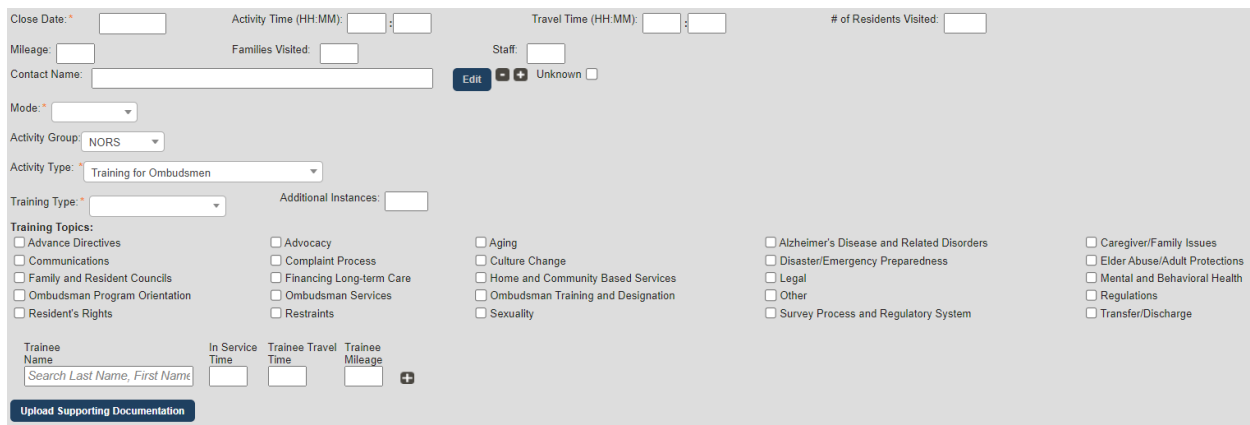
Facility will only be selected if completing a designation shadowing or biannual shadowing.

Resident will not be completed for training.

Open/Closed Case allows ombudsman to link related activities.

The screenshot shows a web interface for 'Activity Notes #1'. It features a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and other formatting options. Below the toolbar is a large, empty text area for entering notes.

Activity text box is where details about the training will be documented such as where the training was held (especially for shadowing and biannual shadowing entries), the specifics of the training topics discussed (include any special topics or education provided during shadowing and biannual shadowing entries), and any other pertinent information.

The screenshot displays a comprehensive activity form. At the top, there are input fields for 'Close Date', 'Activity Time (HH:MM)', 'Travel Time (HH:MM)', and '# of Residents Visited'. Below these are fields for 'Mileage', 'Families Visited', and 'Staff'. A 'Contact Name' field is followed by an 'Edit' button and an 'Unknown' checkbox. The 'Mode' is selected via a dropdown menu. The 'Activity Group' is set to 'NORS'. The 'Activity Type' is 'Training for Ombudsmen', and the 'Training Type' is also selected via a dropdown. An 'Additional Instances' field is present. The 'Training Topics' section contains a grid of checkboxes for various subjects: Advance Directives, Communications, Family and Resident Councils, Ombudsman Program Orientation, Resident's Rights, Advocacy, Complaint Process, Financing Long-term Care, Ombudsman Services, Restraints, Aging, Culture Change, Home and Community Based Services, Ombudsman Training and Designation, Sexuality, Alzheimer's Disease and Related Disorders, Disaster/Emergency Preparedness, Legal, Other, Survey Process and Regulatory System, Caregiver/Family Issues, Elder Abuse/Adult Protections, Mental and Behavioral Health, Regulations, and Transfer/Discharge. At the bottom, there are fields for 'Trainee Name' (with a search prompt), 'In Service Time', 'Trainee Travel Time', and 'Trainee Mileage', along with an 'Upload Supporting Documentation' button.

Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the **trainer** spent providing the training and/or entering the activity if not the trainer.

Travel Time is the total amount of time in HH.MM that the **trainer** spent traveling to and from the training (optional).

Mileage is a field that allows **trainer** to record the total number of miles that were driven to and from the training (optional).

Residents Visited would not be completed for a Training for Ombudsman.

Families Visited would not be completed for a Training for Ombudsman.

Staff would not be completed for a Training for Ombudsman.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Group prepopulates to NORS.

Activity Type is *Training for Ombudsmen*.

Training Type is where the ombudsman selects if the training is for continuing education or designation training.

Additional Instances will not be used in Missouri documentation.

Training Topics are multi-select fields. Ombudsman can choose to select one option by just clicking on one option, or multiple options can be selected by holding down the Ctrl key (or Cmd key on Macs) and selecting all options that are applicable.

Trainee Name allows the entry of multiple ombudsman names to be selected for group trainings by using the + button.

In Service Time is a field to document the trainee's time spent in training.

Trainee Travel Time is a field to document the trainee's time traveling to and from training.

Trainee Mileage is a field to document the trainee's mileage to and from the training (optional).

Upload Supporting Documentation button allows sign in sheets, quizzes, biannual shadowing forms, etc. to be uploaded to the activity (optional).

Information and Assistance Individual and Facility Staff Information and Assistance:

The screenshot shows a web form titled "Information and Assistance Individual and Facility Staff Information and Assistance:". The form contains several input fields and buttons. At the top right, there is a small text "A -0". The fields include: "Date Opened" with a date picker set to "10/12/2022"; "Ombudsman Program" with a dropdown menu showing "Missouri Long Term-Care Ombudsman Program"; "Ombudsman Name" with a dropdown menu showing "Luebbering, Lindsay"; "Ombudsman Facility Region" with a dropdown menu showing "All"; "Facility (non-case related)" with a dropdown menu; "Resident (non-case related)" with a text input field containing "Search Last Name, First Name" and a "Reset" button; "Open/Closed Case" with a text input field and a "Reset" button. At the bottom right, there are three buttons: "Save", "Save and Close", and "Cancel".

Date is the date of the *Individual or Facility Staff Information and Assistance*.

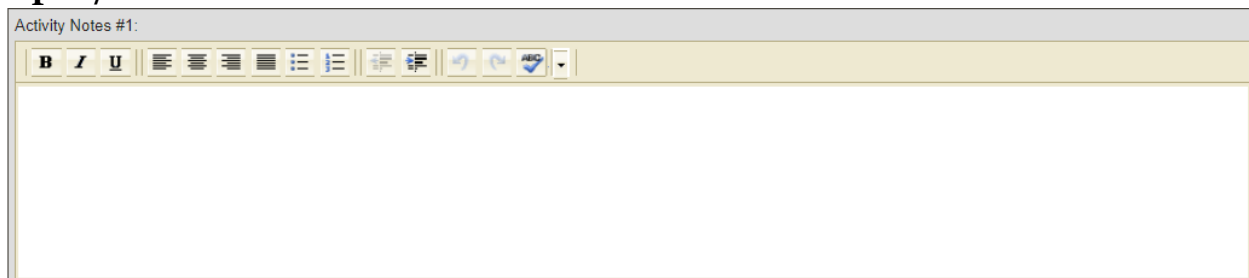
Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that provided the information and assistance.

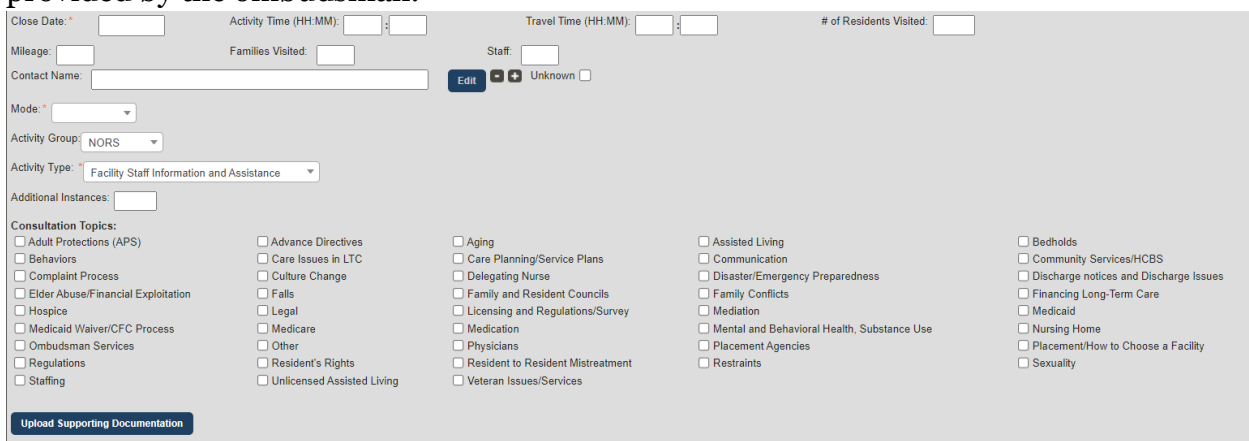
Facility should be the facility the staff member requesting information and assistance is employed and should be completed for all *Facility Staff Information and Assistance* activities and information and assistance requested by a resident.

Resident will only be completed if the resident is requesting information and assistance.

Open/Closed Case allows ombudsman to link related activities.



Activity Notes is where the details about what information was requested and provided by the ombudsman.



Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent providing information to the individual or facility staff. Include documentation time.

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the location the information and assistance was provided ((optional) will not apply to all I&A, for example, went to facility to visit with staff and drop off brochures and did not visit a resident).

Mileage is a field to record the total number of miles that were driven to and from the location the information and assistance was provided ((optional) will not apply to all I&A, for example, went to facility to visit with staff and drop off brochures and did not visit a resident).

Residents Visited would not be completed for an information and assistance. If information and assistance is provided in person, this will already be counted in the visit activity.

Families Visited would not be completed for an information and assistance.

Staff would not be completed for an information and assistance. If information and assistance is provided in person, this will already be counted in the visit activity.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Group prepopulates to NORS.

Activity Type is either *Individual Assistance to Individuals* or *Facility Staff Information and Assistance*.

Consultation Topics is where the ombudsman selects the topic discussed with the individual or facility staff. Ombudsman can choose to select one option by just clicking on one option, or multiple options can be selected by holding down the Ctrl key (or Cmd key on Macs) and selecting all options that are applicable.

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation button allows pertinent documents to be uploaded to the activity (optional).

Community Education Documentation:

Date Opened: 10/12/2022

Ombudsman Program: Missouri Long Term Care Ombudsman Program

Ombudsman Name: Luebbeling, Lindsay

Ombudsman Facility Region: All

Facility (non-case related):

Resident (non-case related): Search Last Name, First Name

Open/Closed Case: Reset

Buttons: Save, Save and Close, Cancel

Date is the date of the *Community Education*.

Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that provided the education.

Facility will not be completed for community education.

Resident will not be completed for community education.

Open/Closed Case allows ombudsman to link related activities.

Activity Notes #1:

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink

Activity Notes is where the details about education provided by the ombudsman.

Close Date: * Activity Time (HH:MM): : Travel Time (HH:MM): : # of Residents Visited:

Mileage: Families Visited: Staff:

Contact Name: ☐

Mode: *

Activity Group:

Activity Type: *

Additional Instances:

Training Topics:

<input type="checkbox"/> Advance Directives	<input type="checkbox"/> Advocacy	<input type="checkbox"/> Aging	<input type="checkbox"/> Alzheimer's Disease and Related Disorders	<input type="checkbox"/> Caregiver/Family Issues
<input type="checkbox"/> Communications	<input type="checkbox"/> Complaint Process	<input type="checkbox"/> Culture Change	<input type="checkbox"/> Disaster/Emergency Preparedness	<input type="checkbox"/> Elder Abuse/Adult Protections
<input type="checkbox"/> Family and Resident Councils	<input type="checkbox"/> Financing Long-term Care	<input type="checkbox"/> Home and Community Based Services	<input type="checkbox"/> Legal	<input type="checkbox"/> Mental and Behavioral Health
<input type="checkbox"/> Ombudsman Program Orientation	<input type="checkbox"/> Ombudsman Services	<input type="checkbox"/> Ombudsman Training and Designation	<input type="checkbox"/> Other	<input type="checkbox"/> Regulations
<input type="checkbox"/> Resident's Rights	<input type="checkbox"/> Restraints	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Survey Process and Regulatory System	<input type="checkbox"/> Transfer/Discharge

Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent providing community education.

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the location the community education was provided (optional).

Mileage is a field to record the total number of miles that were driven to and from the location the community education was provided (optional).

Residents Visited would not be completed for community education.

Families Visited would not be completed for community education.

Staff would not be completed for community education.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Group prepopulates to NORS.

Activity Type is *Community Education*.

Training Topics is where the ombudsman selects the topic discussed with during the community education. Ombudsman can choose to select one option by just clicking on one option, or multiple options can be selected by holding down the Ctrl key (or Cmd key on Macs) and selecting all options that are applicable.

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation button allows pertinent documents, such as sign in sheets, to be uploaded to the activity (optional).

Resident and Family Council Participation Documentation:

Date Opened: *

Ombudsman Program: *

Ombudsman Name: *

Ombudsman Facility Region:

Resident (non-case related): Group ☐ All ☐

Open/Closed Case:

Date is the date of the *Resident* or *Family Council Participation*.

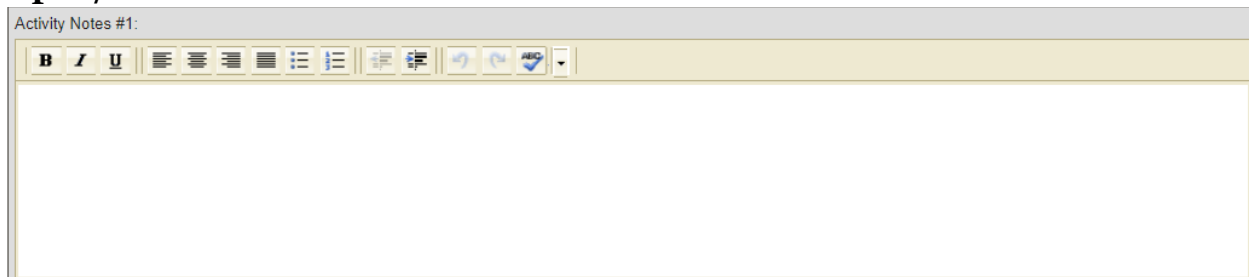
Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that attended the council meeting.

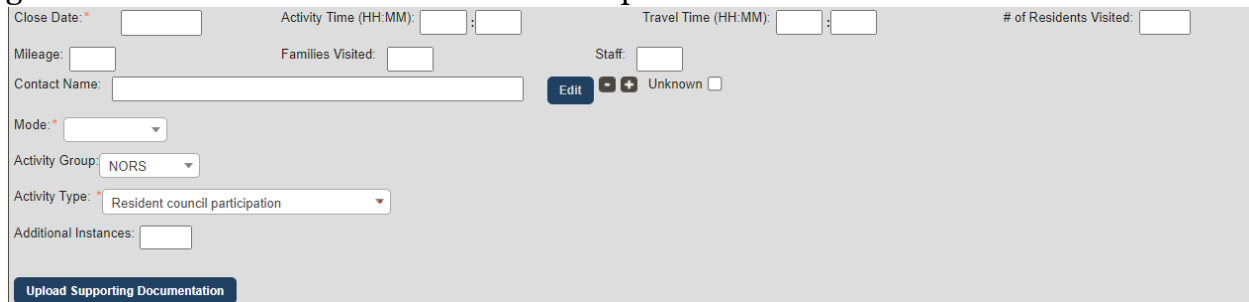
Facility is the facility the council is meeting about.

Resident will not be completed for council meetings.

Open/Closed Case allows ombudsman to link related activities.



Activity Notes is where the details about the council meetings such as concerns or grievances discussed and which resident requested ombudsman attendance.



Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent attending the council meeting or presenting to residents.

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the location the council meeting was attended (optional).

Mileage is a field to record the total number of miles that were driven to and from the location the council meeting was attended (optional).

Residents Visited would be completed for *Resident Council Participation* and presentations to residents.

Families Visited would be completed for *Family Council Participation*.

Staff would not be completed for council meetings.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Group prepopulates to NORS.

Activity Type is either *Resident Council Participation* or *Family Council Participation*.

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation button allows pertinent documents to be uploaded to the activity (optional).

Facility Staff Training Documentation:

Date Opened: 10/12/2022

Ombudsman Program: Missouri Long Term-Care Ombudsman Program

Ombudsman Name: Luebbering, Lindsay

Ombudsman Facility Region: All

Facility (non-case related):

Resident (non-case related): Search Last Name, First Name

Open/Closed Case:

Buttons: Save, Save and Close, Cancel

Date is the date of the *Facility Staff Training*.

Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that provided the training.

Facility is the facility whose staff are being trained.

Resident will not be completed for training.

Open/Closed Case allows ombudsman to link related activities.

Activity Notes #1:

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink

Activity Notes is where the details about specific training provided to the staff.

Close Date: Activity Time (HH:MM): Travel Time (HH:MM): # of Residents Visited:

Mileage: Families Visited: Staff:

Contact Name: Edit Unknown

Mode: Activity Group: NORS Activity Type: Facility Staff Training Session

Additional Instances:

Training Topics:

- ☐ Advance Directives
- ☐ Advocacy
- ☐ Aging
- ☐ Alzheimer's Disease and Related Disorders
- ☐ Caregiver/Family Issues
- ☐ Communications
- ☐ Complaint Process
- ☐ Culture Change
- ☐ Disaster/Emergency Preparedness
- ☐ Elder Abuse/Adult Protections
- ☐ Family and Resident Councils
- ☐ Financing Long-term Care
- ☐ Home and Community Based Services
- ☐ Legal
- ☐ Mental and Behavioral Health
- ☐ Ombudsman Program Orientation
- ☐ Ombudsman Services
- ☐ Ombudsman Training and Designation
- ☐ Other
- ☐ Regulations
- ☐ Resident's Rights
- ☐ Restraints
- ☐ Sexuality
- ☐ Survey Process and Regulatory System
- ☐ Transfer/Discharge

Upload Supporting Documentation

Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent providing staff training.

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the location the facility staff training was provided (optional).

Mileage is a field to record the total number of miles that were driven to and from the location the facility staff training was provided (optional).

Residents Visited would not be completed for staff training.

Families Visited would not be completed for staff training.

Staff would be completed for *Facility Staff Training*.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Group prepopulates to NORS.

Activity Type is *Facility Staff Training*.

Training Topics is where the ombudsman selects the topic discussed with during the staff training. Ombudsman can choose to select one option by just clicking on one option, or multiple options can be selected by holding down the Ctrl key (or Cmd key on Macs) and selecting all options that are applicable.

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation button allows pertinent documents, such as sign in sheets, to be uploaded to the activity (optional).

Facility Survey Participation Documentation:

Date Opened: 10/12/2022

Ombudsman Program: Missouri Long Term-Care Ombudsman Program

Ombudsman Name: Luebbeling, Lindsay

Ombudsman Facility Region: All

Facility (non-case related):

Resident (non-case related): Search Last Name, First Name

Open/Closed Case: Reset

Save Save and Close Cancel

Date is the date of the *Facility Survey Participation*.

Ombudsman Program will prepopulate.

Ombudsman Name is the ombudsman that participated in the survey process.

Facility is the facility surveyed.

Resident will not be completed for survey participation.

Open/Closed Case will not be completed for survey participation.

Activity Notes #1:

B *I* U

Activity Notes is where the details about what information was provided by the ombudsman to the DRL surveyor such most common complaints, transfer discharge logs not sent to ombudsman, etc.

Close Date: *
 Activity Time (HH:MM): :
 Travel Time (HH:MM): :
 # of Residents Visited:

Mileage:
 Families Visited:
 Staff:

Contact Name:
 Edit Unknown ☐

Mode:

Activity Group:

Activity Type:

Additional Instances:

Closed Date is the date the activity ended (generally the same day it is opened).

Activity Time is the total amount of time in HH.MM that the ombudsman spent speaking with the surveyor or attending an exit survey.

Travel Time is the total amount of time in HH.MM that the ombudsman spent traveling to and from the facility for an exit survey (optional).

Mileage is a field that allows the ombudsman to record the total number of miles that were driven to attend exit survey (optional).

Residents Visited is not used for survey participation.

Families Visited is not used for survey participation.

Staff is a field that allows ombudsman to record the total number of staff visited (include any supporting documentation in the notes section).

Contact Name is who the ombudsman spoke with during the activity (DRL surveyor). If adding a new contact name, be sure to include any additional information available such as phone numbers etc. when adding the contact.

Mode is the type of contact: Facility Visit, Phone, In Person, etc.

Activity Type is *Facility Survey Participation*.

Additional Instances will not be used in Missouri documentation.

Upload Supporting Documentation is a place to upload visit forms and any other pertinent documentation (optional).

Policy and Procedure Manual Summary of Updates:

Updated January 2020- Organizational COI (Appendix 7&8)

Updated December 2020- Confidentiality Form (pg. 28 and Appendix 9)

Updated April 2021- Added:

306.0 Volunteer Ombudsman Leave of Absence and Return to Ombudsman Program

308.0 Transfer of Volunteer Ombudsman from one LOE to Another LOE (

309.0 Performance of Ombudsman Program Functions by Volunteer Ombudsman for More than one LOE

102.3 Organizational Structure: LOE Flow Chart Updated

404.3 Consultation was updated with the NORS language “Information and Assistance”

303.3 Designation of LOE, where the AAA contracts with a Local Agency (B)(3)

Removed Consultation definition from the Glossary

Clarification added to *402.0 Functions and Responsibility of the State Long-Term Care Ombudsman (H)* to include technical support to ROCs and LOEs.

Clarification add to *Monitoring of LOEs and Representatives of the Office*

1000.0 Records updated to include volunteers files and length of time to retain files

Updated August 2021

Added State Ombudsman signature line to Appendix 6 Conflict of Interest

Identification, Removal and Remedy and Appendix 8 Organizational Conflict of Interest

Identification, Removal and Remedy.

Updated March 2022

Revised language to reflect the new designation training and continuing education requirements to comply with ACL standards in the following sections: 305.2, 305.2(a), 3.05.2(b), 305.3(a), 305.3(b), and 307.0

Updated October 2022

Updated documentation timeframes in the database from 30 days after occurrence to 15 days for ROCs and 30 days for volunteers. Added Appendix 11.

Updated February 2023

Add 503.1 Volunteer Monitoring and updated Abuse and Neglect reporting page 52 and Appendix 2.

Updated March 2023

Appendix 11 pg 110 Updated Investigation Note: Subject definition to be a summary of investigation note and no longer need to the complaint description.

Policy and Procedure Manual Summary of Updates continued:

Updated September 2023

503.1 Volunteer Monitoring updated to add clarification on expectations.

Updated February 2024

Added 404.6, 404.6(a), 404.6(b) regarding Facility Closures