

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD  
Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

FACILITY LICENSING AND INVESTIGATIONS SECTION

### BLAST FAX 2025-11

**TO:** Residential Care Home Administrators

**FROM:** Jennifer Olsen-Armstrong, MS, RD  
Department of Public Health (DPH)  
Section Chief, Facility Licensing and Investigations Section

**CC:** Adelita Orefice, MPM, JD, CHC, Deputy Commissioner, DPH  
Lorraine Cullen, MS, RRT, RRT-ACCS, Branch Chief, HQSB  
Kim Hriceniak, RN, Public Health Services Manager, FLIS  
Cheryl Davis, RN Public Health Services Manager, FLIS  
James Augustyn, Public Health Services Manager, FLIS

**DATE:** August 20, 2025

**SUBJECT:** Transfers and Discharges in Residential Care Homes

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Public Act [22-58](#) and Public Act [25-16, Section 3](#), provide for greater protection for individuals residing in Residential Care Homes (RCH) when an involuntary discharge notice has been issued. When an RCH issues an involuntary discharge notice, in accordance with section [19a-535a](#) of the Connecticut General Statutes, the RCH is required to issue a written notice to the resident and, if known, the resident's legally liable relative, guardian or conservator. **Such notice shall be in a form and manner prescribed by the Commissioner of Public Health.** Changes in the law also require the RCH to assist the residents in finding an alternative residence when an involuntary discharge notice has been issued. A discharge plan, prepared by the facility, in a form and manner prescribed by the Commissioner of Public Health, shall be submitted to the resident not later than seven (7) days after the notice of transfer or discharge has been issued to the resident. Additionally, the RCH must notify the State Long-Term Care Ombudsman Program (LTCOP) of the involuntary discharge. The LTCOP has established an electronic portal to support this requirement.

Public Act 25-16 adds additional requirements that include, in part, an attestation by the facility that the notice of transfer/discharge has been submitted to the Internet web site portal maintained by the LTCOP on the same day the notice has been given. Further revisions include obligations related to any changes in discharge plans and/or the location the resident would be discharged to and written notifications to affected parties when there were changes involving the transfer/discharge of the resident.

The Department of Public Health (DPH) has worked with the LTCOP on the requirements regarding the written notice and reporting. Please be aware of the following:

- RCHs are required to report **all instances** of a resident involuntary discharge to the LTCOP at [ADS Portal - Login](#)
- When an RCH is reporting to the LTCOP portal, the electronic system collects all the required data and allows the RCH reporter the option to generate and print a written notice of involuntary discharge which must be provided to the affected resident. This notice includes all the mandatory information set forth in the law and has been approved and adopted by the Commissioner of Public Health ***as the form and manner prescribed by the Commissioner.*** Once the reporting requirements are completed in the LTCOP portal, the RCH will print the form from the portal and provide it to the affected resident and/or the resident's legally liable relative, guardian or conservation.
- The discharge plan form, which has been approved by the Commissioner, can be located at the following link: [Residential Care Homes](#). The discharge plan/summary form is a fillable PDF document which can be completed online and then printed for the resident. A copy must be maintained in the resident's record and available as required by law.

DPH and LTCOP have partnered and will be providing a joint educational session on the following date. Additionally, the training will be posted on the DPH and LTCOP websites for further education.

### **Residential Care Homes Involuntary Discharge Requirements | PA 22-58 and PA 25-16**

**Date: September 5, 2025**

**Time 9:00AM -10:00AM**

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Any questions, please contact Karen Gworek at [karen.gworek@ct.gov](mailto:karen.gworek@ct.gov)

Additional Resources:

- Involuntary Discharge Rights for Resident of Nursing Facilities: [Involuntary Discharges](#)
- Residential Care Homes (DPH): [Residential Care Homes](#)



Telecommunications Relay  
Service 7-1-1410 Capitol  
Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-  
0308 [www.ct.gov/dph](http://www.ct.gov/dph)

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