

Keep in mind:

- You can submit up to 10 reports on each submission page.
- A resident name isn't required when filling out the online form, just on the actual Notice of Transfer or Discharge forms or the monthly report for acute transfers.
- **DO NOT** uncheck the box asking if you are a staff person filing a report. If you do this, it will send it out to an old testing website, and you will have to submit it again.
- You can still complete a monthly report for acute transfers or discharges. You don't have to send them separately for each transfer. Just be sure you have all the information required by CMS in the report or log:
 - Resident Name
 - Date of Transfer
 - Reason for Transfer
 - Location of Transfer

Document/File Names:

Keep in mind, these are just suggestions and you can save them in other ways to make them more readily identifiable to you, your staff, IDOH surveyors, and the Long-Term Care Ombudsman Program (LTCOP).

1. Monthly Acute Transfers –

- a) 2025 Oct Acute Transfers-Discharges, or
- b) 2025 Nov ATD

2. 30-day discharges –

- a) First 3 initials of resident's last name and First 2 initials of resident's first name plus Invol30day Notice. You could even add a date.

Examples:

- i) Smi_Ed Invol30dayNotice or Smi_ED IVD Notice
- ii) Smi_Ed 30day Notice 11.10.25

3. If someone is leaving on their own because they are requesting to move. You can do the same as in #2 but add ResidentRequest or other reason.

- a) Joh_Br ResRequest 11.15.25 or
- b) Swa_Jo AMA 11.25.25

4. If someone's moving to the community on a waiver or their health has improved enough to move home or with family, try

- a) Han_Ti HealthImp DC Home 11.2.25 or
- b) Wil_Ma Waiver Move 11.3.25

I hope this information is helpful and does truly make it easier & quicker for your report submissions.