



**Berkeley Retirement Home
150 Berkeley Street
Lawrence, MA 01841**

**Draft Closure Plan
Dated: April 30, 2025**

This draft closure plan (the Closure Plan) is being submitted by Berkeley Retirement Home, Inc. (the Licensee) to the Department of Public Health (the Department or DPH) for its approval, following a decision to voluntarily close Berkeley Retirement Home (the Facility) in accordance with 105 CMR 153.023.

A Notice of Intent to Close along with this draft closure plan (Closure Plan) was sent to residents and families, staff and other Interested Parties¹ on April 30, 2025. (A list is included as Attachment 1). The Closure Plan will also be posted at the Facility and will be made available by the Facility's Administrator upon request.

In accordance with 105 CMR 153.023(A)(2), the following sets forth the Facility's Closure Plan:

A. The following steps will be taken to assist residents or their legal representatives in preparing for the closure of the Facility:

1. Resident and Family Notification: Residents and their designated family members received a copy of the Notice of Intent to Close dated April 30, 2025, which included a copy of the Closure Plan. A copy of this Closure Plan is also posted at the Facility and available from the Facility's Administrator upon request.
2. Physiological Preparation or Counseling of Each Resident. The Licensee announced the closure of Berkeley Retirement Home at its current location to the residents and families on April 30, 2025. The announcement was made in a series of in-person meetings with the residents at the Facility. In addition, Facility leadership will be available for one-on-one meetings with residents and their families upon request. If a resident is admitted to the Facility after the closure announcement, the Facility will provide the resident and his or her family with a copy of the Notice of Intent to Close and the Closure Plan and will discuss the closure process.
3. Efforts to Find Appropriate Placement. There are a number of nursing and rest home facilities in the greater Lawrence community. The Facility will work with each resident and their family, if applicable, to find him or her an appropriate placement.

¹ Other Interested Parties (a) The Offices of the State and Local Long Term Care Ombudsman; (b) Representative Estela A. Reyes and Senator Pavel M. Payano; (c) Lawrence Mayor Brian A. DePena and (d) the attending physician for each resident. The Facility does not have a labor organization, a Resident Council or a Family Council.



Upon Department approval, The Facility staff shall contact long-term care facilities in the area and notify them of the impending closure and need for beds. Berkeley Retirement Home will collect written information from these other facilities and will make that information available in its common areas, and to each resident or their legal representative. Berkeley Retirement Home will accommodate planning communication between representatives of the nearby skilled nursing and rest home facilities and any resident or legal representative at their request.

Upon finding beds, Facility staff shall match available beds with residents to arrange for the best accommodation in terms of location, services, and psychosocial needs. To the extent possible, residents and/or their families shall be given an opportunity to participate in this process and to visit a suggested Facility to determine whether it is acceptable.

The Facility will consult with each resident or legal representative and, with the resident's consent, interested family members regarding placement options and the placement process being considered. Once a placement is determined, the resident and family shall be notified in writing by the Facility of the proposed relocation and of their right to appeal such proposed relocation.

The Facility will prepare and orient the residents for the discharge in a form and manner they can understand. As necessary, appropriate psychosocial preparation and counseling for each resident shall be provided by the Facility to minimize the impact of the closure on residents and facilitate the residents' adjustment to their new environment. Residents will be transferred to receiving facilities in an orderly and safe fashion. The Facility will document the discharge of each resident's medical record.

4. Consultations. In addition to the resident and family meetings, the Facility's Administrator and her leadership team will be available upon request for on-site conferences with residents and their family members or legal representatives to discuss the closure process. If a resident is admitted to the Facility after the closure announcement, the Facility will provide the resident with a copy of the Notice of Intent to Close and the Closure Plan and will discuss the closure process.

5. Family Meetings. As stated above, the Facility will be contacting the family of each resident regarding the closure and, if necessary, hold a family meeting via Zoom. The Facility will make resources available to assist the families as they access and use the Zoom platform. If a family does not have access to Zoom, the Facility will work with the Family to meet their needs. After these meetings, the Facility's Administrator, Director of Nursing or their designees will be available upon request for follow-up phone or video conferences with residents and their family members or legal representatives to discuss the closure process.



B. The following steps will be taken to assist facility staff in preparing for the closure of the Facility:

The Facility staff received a copy of the Notice of Intent to Close dated April 30, 2025, which included a copy of the Closure Plan. Staff meetings will be conducted to discuss the closure process and there will be individual meetings with Facility administration to facilitate staff transition to new employment with minimal disruption and to coordinate with the Department of Unemployment Assistance as needed. The Facility will assure appropriate staff coverage throughout the closure process.

C. Medical Record Storage

All medical records of discharged residents will continue to be catalogued and stored on-site, until the building is sold or re-purposed, at which time they will be transported to a reputable professional records storage company for safekeeping for the duration of applicable record retention periods required by state regulations.

D. Admissions Freeze

The Facility currently has an admission freeze in place.

Attachment 1

<i>Party to be Notified</i>	<i>Address</i>	<i>Method of Delivery</i>
Each resident (or legal representative, as applicable) of the Facility	150 Berkeley Street, Lawrence, MA 01841 Resident's permanent residence if applicable, or address of legal representative	Via hand-delivery (residents) and First Class mail (legal representatives)
Designated family member of each resident of the Facility	Family contact address, if applicable	Via First Class mail and for pickup at the Facility
Attending physician for each resident of the Facility	Doctor's contact address	Via First Class mail and for pickup at the Facility
The Facility does not have a Resident Council		
The Facility does not have a Family Council		
Each staff member of the Facility	150 Berkeley Street, Lawrence, MA 01841, and Employee's address on file	Via First Class mail and for pickup at the Facility
The Facility does not have agreements with any labor organizations		
State Ombudsman	Massachusetts Long Term Care Ombudsman Program One Ashburton Place, Room 517 Boston, MA 02108	Via First Class mail
Local Ombudsman	Long Term Care Ombudsman – Lawrence AgeSpan 280 Merrimack Street, Suite 400 Lawrence, MA 01843	Via First Class Mail
Members of the General Court who represent the City of Lawrence	Senator Pavel Payano 24 Beacon Street, Room 413-B Boston, MA 02133 Representative Estela Reyes 24 Beacon Street, Room 156 Boston, MA 02133	Via First Class Mail
Representative of the local officials of the City of Lawrence	Mayor Brian A. DePeña 200 Common Street Lawrence, MA 01840	Via First Class Mail