

## DOCUMENTATION OF ADMINISTRATIVE DAYS FOR INPATIENT PROVIDERS

At some point during a hospitalization, a patient may no longer meet criteria for Medical Necessity but this patient may not have an appropriate placement to which to discharge; i.e. there is no appropriate, non-acute treatment facility within a reasonable geographic area with an available bed. Under certain specific circumstances, the documentation for this patient may meet criteria for reimbursement for Administrative Days (Admin Days). The following criteria must be met:

### Presence of an Acute Day

Sometime during the hospitalization, documentation must indicate that there was Medical Necessity for at least one acute hospital day. Typically, most patients are admitted to the hospital for symptoms and behaviors that meet the criteria for Medical Necessity for an Acute Day and later may transition to Admin Days. If a patient is admitted purely for placement, this does not meet Medical Necessity for an Acute Day. If a patient is “kicked out” of a placement for problematic behaviors (DTS, DTO behaviors) and will need a new placement, it would probably be appropriate to admit the patient on Acute Day status until the problematic behaviors are stabilized. After stabilization, a patient might be switched to Admin Days while placement efforts are made.

Sometimes there may not be criteria for an Acute Day on admission, but the criteria may be present for a day later in the hospitalization. Under these circumstances, no days requested as Admin Days can be approved before the first Acute Day occurs. However all Admin Days requested *after* the occurrence of the first Acute Day are potentially reimbursable. For example, a patient may be admitted purely for placement and the patient is calm and cooperative. Perhaps a week later, the patient becomes combative and receives IM meds; this day meets criteria for an Acute Day. In this scenario, no Admin Days could be approved for the first week, but days requested as Admin Days after the first week are potentially reimbursable if the placement calls are properly documented.

### Appropriate Placement Calls Are Made To Appropriate Facilities

Admin Days can be approved only when a patient is discharged to a specific type of placement facility and when placement calls follow a specific protocol.

Admin Days for discharges to the following placements are potentially reimbursable:

- Augmented B&C (a B&C which provides extensive psychiatric services at the B&C; e.g., Anne SippiClinic)

- CRT (Crisis Residential Treatment; e.g., Rancho West, Lagos CRT, Indio CRT)
- IMD (Institute for Mental Disorder)
- SNF (Skilled Nursing Facility) with a psychiatric milieu
- Dual Diagnosis Rehab Facility
- State Hospital

Admin Days for discharges to the following placements cannot be approved:

- To Home, To Friends, To Self, To the Streets
- Shelter
- R&B (Room and Board)
- Regular B&C (Board and Care)
- Sober Living Facility
- Rehab Facility that does not provide dual-diagnosis treatment
- Regular Nursing Home or SNF

Please refer to the attached document *Admin Day Reimbursable/Approved Placements* for a list of the specifically identified placements that are potentially reimbursable. (List is current as of the revision date.)

The psychiatrist must order (preferably) or clearly indicate in a progress note which hospital days are to be reviewed as Admin Days. He/she should also indicate the level of care (LOC) into which the patient should be placed (e.g., SNF, IMD). The placement worker should then begin making placement calls to the approved placements for that LOC. When the psychiatrist indicates that a patient is on Admin Days, the psychiatrist is not required to document for Medical Necessity in his/her daily progress note.

In order for the Admin Days to be approved for reimbursement, the placement worker must make and appropriately document five calls to approved facilities each week. (Each of these calls will be referred to as a *viable call*.) The placement worker must include the following information for the calls to be approved:

- The specific *facility* called
- The *date* of the contact
- The *status* of the placement call; i.e., *accepted* or *denied* (patient accepted, patient denied because no beds are available, patient denied because of other reason)

- A *signature* (either handwritten or electronic) of the placement worker making the contact

In order to meet the requirements for the *first* Admin Day to be approved, the psychiatrist must have requested Admin Days and a viable call must be documented. The day this first viable call is documented would be considered Day #1 of Placement-Calls-Week #1. In order to approve all seven days of the first week, five viable calls must be documented during the week; all of these calls do not need to all be made on Day #1. At least five viable calls must be documented during each succeeding week. In succeeding weeks, a viable call is not necessary on Day #1 of the week, but at least five viable calls must be documented sometime during each week. If there are fewer than five possible placements available (e.g., currently there are only two approved SNF's with psychiatric milieu), then the requirement is not five viable calls a week but rather that all viable placements must be called. In the example, if both SNF's are called, all seven days of the week will be approved as Admin Days.

Sometimes a patient who is put on Admin Days suffers deterioration and might qualify for a return to one or more Acute Days.

If a patient is accepted at a viable placement but the day of admission to that placement is not projected to be within seven days, placement calls should continue.

If a patient has been on Admin Days for a discharge to a viable placement, but the patient is eventually discharged to a placement that is not covered (e.g., home, regular B&C), the Admin Days are still potentially reimbursable until the change of plans occurs.

In order for a patient to be eligible for placement at an IMD, the patient must be on an LPS Conservatorship, either a temporary conservatorship (TCON) or a permanent conservatorship (PCON). Therefore, calls to an IMD for placement of a patient awaiting a conservatorship are not viable/reimbursable because the patient cannot be accepted under those circumstances. Once the TCON has been *granted*, placement calls to IMD should immediately begin and are potentially reimbursable.

A scenario that occurs frequently in acute hospitals starts with a patient admitted on a 5150 for grave disability and Acute Days are approved. Eventually a psychiatrist determines that the patient needs to be on an LPS conservatorship because the patient is unable to make or to consent to a reasonable discharge plan. The psychiatrist files the appropriate paperwork.

Eventually the court grants the request and the patient is then on a TCON. Under this scenario, Acute Days would likely be approved up until the TCON is granted based on acute grave disability. Once the TCON is granted, the patient would no longer be considered to be acutely gravely disabled because the conservator has the legal responsibility for consenting to an appropriate placement for the patient. Therefore, no Acute Days would likely be approved after the TCON is granted if the rationale is based on grave disability (Acute Days might be approved if behavior indicative of DTS or DTO occurs on some days.) The bottom line is that the psychiatrist ought to usually request Acute Days up until the TCON is granted and Admin Days after it is granted.

# ADMIN DAY REIMBURSABLE/APPROVED PLACEMENTS

## **BY HOSPITAL SOCIAL SERVICES**

### ***(Riverside County non-conserved patients)***

Crisis Residential Treatment

Rancho West, Lagos CRT, Indio CRT *(Brief stabilization; up to 2 week stay; dual dx ok)*

SNF (with psychiatric milieu)

Vista Pacifica SNF *(Only pts with Medi-Medi)*

Vista Knoll SNF *(Will take pts with only Medi-Cal)*

***(Out-of-county patients: must work with out-of-county LTC, reimbursable placements vary by county).***

Augmented B & C, IMD, SNF (with psychiatric milieu), State Hospitals

## **BY RUHS-BH LONG TERM CARE (951-358-6919)**

### ***(Riverside County patients on Temporary or Permanent Conservatorship)***

Augmented B & C

Anne Sippi Clinic

Regular IMD

Riverside Behavioral Healthcare Center *(formerly Country Villa)*

Landmark

Shandin Hills

Sierra Vista

Specialty IMD

Crestwood MHRC *(Call only if pt is on a PCON and pt has Medi-Cal)*

Laurel Park *(Might take a pt who is deaf/mute)*

Sylmar Health & Rehab *(Call only if under 65; 3 levels of care; takes pts with high risk psych behaviors but no complex medical problems)*

Vista Pacifica SNF/IMD *(2 types of IMD: regular IMD, elderly IMD; must have Medi-Cal)*

SNF (with psychiatric milieu)

Vista Pacifica SNF *(Call only if pt has Medi-Medi)*

Vista Knoll SNF *(Will take pts with only Medi-Cal)*

Adult Residential Treatment

ANKA ART *(LOS of one year; a step-down after extended IMD stay)*

State Hospitals

Metropolitan *(Usually call only after pt is refused by all IMDs)*

Napa *(Usually call only after pt is denied by all IMDs and Metro)*

## **BY RUHS-BH START (800-499-3008)**

Dual Dx Rehab

Cedar House, Whiteside Manor, MDI, IVRS, The Ranch, Hacienda Valdez, Tarzana Treatment Centers, Latino Commission, others