



SALISH BHO

INPATIENT POLICIES AND PROCEDURES

Policy Name: AUTHORIZING INPATIENT ADMINISTRATIVE DAYS

Policy Number: 12.04

Reference: State Hospital Billing Instructions

Effective Date: 12/2012

Revision Date(s): 8/2016

Reviewed Date: 8/2016; 7/2017; 5/2018

Approved by: SBHO Executive Board

CROSS REFERENCES

- Policy: Level of Care
- Policy: Network Assignment of Inpatient Costs

PURPOSE

The Salish Behavioral Health Organization (SBHO) network providers may be requested to pay for inpatient days for individuals that do not meet medical necessity for (continued) inpatient level of care and have a specialized discharge placement need.

Authorizing Inpatient Administrative Days would be appropriate for individual deemed ready for discharge; however, the specialized (discharge) placement is not readily available.

PROCEDURE

1. A community hospital and the local E&T may request authorization of Administrative Days to cover the costs for individuals that no longer meet medical necessity and do not have a least restrictive discharge placement identified.
 - Examples would include children/youth waiting for a specialized foster placement or an adult requiring a skilled nursing facility upon discharge. In these examples, the placement has not been identified/authorized at time of discharge.
2. Community hospitals.

Administrative Day authorization provides minimal funding to a community hospital. The authorization includes:

- a daily bed rate (\$180.98 per day, as of October 2012)
- pharmacy services, and
- pharmaceuticals

3. Local Network E&T.

Administrative Day authorization provides the same level of funding as an active inpatient authorization for the local E&T. The Administrative authorization can be used as an indicator to flag barriers to discharge and placement trends.

4. Administrative Days are intended to be used for short- term authorization periods.

5. Administrative Days can only be authorized when all of the following conditions are met:

- The individual has a voluntary legal status,
- The individual no longer meets medical necessity criteria,
- The individual no longer meets intensity of service criteria,
- Less restrictive alternatives are not available, posing a barrier to a safe discharge, and
- The hospital and SBHO/network provider agency mutually agree to the appropriateness of the authorization for Administrative Days.

6. The SBHO expects the assigned network provider to work aggressively with the inpatient facility to identify a discharge plan.

7. The SBHO must be notified when Administrative Days have been requested or are being considered for authorization.

- The SBHO uses Administrative Days to flag placement barriers and possible discharge trends that could be addressed through Cross System Working Agreements.

MONITORING

1. Policy Monitoring. This policy is monitored through:

- Monthly SBHO UM and Clinical Directors Standard UM reports
- Annual SBHO Provider and Subcontractor Administrative Review
- SBHO Grievance Tracking Reports
- Semi-annual Provider Revenue and Expense Report
- Quality Management Plan activities, such as review targeted issues for trends and recommendations

2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for SBHO approval. Reference SBHO Corrective Action Plan Policy.