

# Bed Hold Days and Additional Bed Hold Days Frequently Asked Questions

**Q: What is the difference between ICF Jail/Hospital Requests NICS and Bed Hold/Additional Bed Hold Days Requests?**

**A:** An **ICF Jail/Hospital Request NICS** is done when an individual is away from the facility in jail or has been admitted to the hospital. This lets DODD know that there has been a change in status of the individual. Another purpose of this request is to attest that the person returning from jail or the hospital continues to meet criteria for ICF level of care. For this reason, the request can only be finalized **AFTER** the individual is discharged from the hospital or jail and returns to the ICF. The procedure for an ICF Jail/Hospital Request NICS is as follows: ICFs are to submit a jail/Hospital NICS within 3 days of the event. When this is started, the ICF is to only indicate the date of admission. When the individual returns to the facility, the provider will then complete the NICS by indicating the date of the discharge and attesting that the individual still meets the criteria for the ICF level of care. If a jail/hospital NICS is submitted prior to the discharge date **IT WILL BE REJECTED**. The ICF is responsible for checking to verify that requests are accepted. If the request has been rejected, either due to being submitted early or the LOC attestation box not being checked, the ICF will need to re-submit.

A bed hold days or additional **bed hold days request** is submitted **BEFORE** the individual is away from the facility, or within 24 hours in the case of an emergency hospitalization. This information is used in ensuring that appropriate billing codes are utilized and in tracking the number of days an individual is away from the facility. It does not require you to attest to level of care.

If an individual is away from the facility due to a hospital stay and your facility plans to bill those days as leave days, **BOTH** requests (Jail/Hospital Request NICS and Bed Hold Days/Additional Bed Hold Days Request) will need to be submitted. An individual who is incarcerated is not eligible for bed hold days, so just the jail/hospital NICS must be completed upon release. ***Again, the bed hold days request will be submitted BEFORE the dates being requested. The Jail/Hospital Request will be completed only AFTER the individual returns; however, it should be started as soon as your ICF becomes aware of the situation.***

Please note, due to differences in how jail/hospital NICS and bed hold days are tracked, the dates of the respective requests may differ. For example, if a person is admitted to the hospital at 10:00 pm on December 3<sup>rd</sup>, they will not need a bed hold for that day, the bed hold days request would start on 12/4/2018. The jail/hospital NICS would indicate an admission date of 12/3/2018.

**Q: I have no idea how long an individual will be in the hospital; how can I submit a request for additional bed hold days without that information?**

**A:** In cases where you don't know how many days the person will be away from the facility, please request as many days as you reasonably think the leave will be. Then, if the person is still away and needs more days, you will need to make another Additional Bed hold Days request. Please remember to do this **BEFORE** the dates being requested. For example, if an individual is hospitalized on a Wednesday, a request could be made for 7 days- this would ensure that the weekend is covered and any additional days could be requested the next week if necessary. Some providers may choose to request the maximum number of days, 30, to ensure they are covered.

**Q: I enter bed hold days requests at my ICF. What happens if I go on vacation or am out on sick leave?**

**A:** Please make sure your facility has more than one person who is able to enter bed hold days requests. In addition, please make sure that staff have information on how to contact us if an issue arises and you are out. Weekend staff may email or may call us if they do not have access to email. Please see contact information at the end of this document.

**Q: I thought I could enter bed hold days requests at any time- aren't they automatically approved?**

**A:** Bed hold days up to 30 days per calendar year are automatically approved even if entered after the dates taken. However, it is a good idea to stick to a routine of entering them prior to or as the days are used- this ensures that you don't enter Additional Bed Hold Days requests late. You cannot enter Bed Hold Days for the previous year on or after January 1<sup>st</sup>.

**Q: I mistakenly submitted bed hold days for an individual that she did not use because her family canceled her visit. Is there anything I can do?**

**A:** If you notice an error in the dates of a bed hold days request (unused days in the initial 30 days) please contact us as soon as possible and we will adjust the dates so the individual may still utilize those automatically approved days if something were to be entered after the fact. However, we strongly encourage you to enter all bed hold days prior to/as they are used so you will not submit a request late. We do not approve late additional bed hold days requests.

See below for information on unused Additional Bed Hold Days.

**Q: I requested Additional Bed Hold Days for 9/1/18-9/10/18, which were approved, but the individual came back to my facility on 9/5/18. Do I need to do anything?**

**A:** For unused **Additional Bed Hold Days** You do not need to do anything- just make sure that your MITS billing codes reflect accurately where the person was for the days being billed (bill days 9/5/18-9/10/18 as regular days).

Prior approval of Additional Bed Hold Days does not mean you must bill for those days. Unless there is a legitimate issue or concern, it is not necessary that we adjust these requests every time an individual doesn't utilize a prior approved day. All billed leave days must have an approval on record, but it is not required that each approval be billed. If you make sure the billed days are accurate, it isn't necessary to update us when approved days aren't utilized. It is however important to assure that all billed days have an approval on file.

**Q: I have an individual who was discharged from my ICF before I could enter a Bed Hold Days Request, what should I do?**

**A:** Please contact us by email. Include the individual's name, the name of the facility, the date of discharge, and the dates you need entered. When individuals are discharged, you will no longer have access to them on your dashboard and we are able to enter Bed Hold Days Requests for you. Please do

this as soon as possible. We will only enter Bed Hold Days (initial 30), we will not enter Additional Bed Hold Days when this occurs.

**Q: I have an individual who has become very ill and now is enrolled in a Medicaid Hospice program. Can I enter bed hold days for this time period?**

**A:** No, bed hold days are not available to a Medicaid-eligible resident of an ICF if they are enrolled in a Hospice Program because the individual must be discharged from the ICF roster. If the individual remains in the ICF they are receiving services under contract with Hospice, and are not to be billed under the ICF per diem.

**Q: I have an individual who is currently at an institution for mental health issues but we do expect them back. Can I enter bed hold days for the time period they are in the mental health facility?**

**A:** No, bed hold days are not available to a Medicaid-eligible resident of an ICF when they become a patient of an institution for mental disease. The ICF should discharge the individual, and re-admit when he/she returns to the facility.

**Q: I am trying to enter an Additional Bed Hold Days request but the portal is down. Is there anything I can do?**

**A:** Yes! In this situation, you should inform us immediately via email or by phone that you are unable to enter the request. In addition, if you contact IT for help, please note your ticket number for any correspondence with us regarding bed hold days/additional bed hold days requests. Please do not wait several days or weeks to let us know there is/was an issue. If you notify us of the issue prior to the dates you need to request, we will be able to accept the request once the technical issue has been resolved.

**Q: I need more help understanding the Bed Hold Days/Additional Bed Hold Days requests and Jail/Hospital NICS.**

**A:** Our contact information is listed below. Please feel free to contact us with questions. If you are leaving a message or emailing, remember to include the individual's name and which ICF they live in.

Additional information is available on our website: [dodd.ohio.gov](http://dodd.ohio.gov). Select the Forms tab, then LOC, then LOC Product Guide for ICF/IID. Starting on page 63, the LOC Product Guide discusses **Jail/Hospital NICS and Bed Hold Days**.

**Q: How many days can I request at a time?**

**A:** You can request up to 30 days at one time. However, if you have only used 20 Bed Hold Days, you must enter 10 Bed Hold Days, and then request Additional Bed Hold Days once this initial 30 are requested.

**Q: I am having issues with billing for bed holds when an individual is hospitalized. My claims are being denied.**

**A:** Hospital admissions after an individual has been in the ICF for 8 hours that day and/or hospital discharges to the ICF with more than 8 hours left in the day must split billing on the claim. For example: an individual is admitted to the hospital on 2/15/2018 at 4:00 PM; Split the month as follows:

2/1/18-2/14/18 would be billed as regular days

2/15/18-2/28/18 would be billed as leave days

The ICF will receive payment for the full 28 days, but by billing it on two lines, it allows MITS to recognize this scenario and pay it properly at the full per diem rate while also allowing the hospital to be paid.

**Q: There is an individual in our ICF who has a waiver and is here for respite. His mother took him out for the weekend. Should I enter a bed hold day request?**

**A:** Individuals who are enrolled in the waiver program are not eligible for bed hold days.

**Q: Can you explain what an “occupied day” is?**

**A:** An individual is considered to have “occupied” a bed in an ICF facility if they are present in the facility for 8 or more hours in a 24-hour day (midnight to midnight). If an individual is away from the facility for over 16 hours in a 24-hour day (midnight to midnight), this is an “unoccupied day”.

**DODD ICF Contact information:**

Email: [CR-ICF@dodd.ohio.gov](mailto:CR-ICF@dodd.ohio.gov)

Please use this email address for all bed hold/additional bed hold days correspondence.

Phone:

Kirstin Stewart – 614-728-5312

Rosemary Anthony - 614-752-7335

Rhea Kemper - 614-705-1201

Sarah Edwards – 614-387-1438