	<p align="center"><b>POLICIES AND PROCEDURES</b></p>
<b>Policy #:</b> 404-1526	<b>Lead Department:</b> Utilization Management
<b>Title:</b> Provision of Hospital or Skilled Nursing Facility Sitters for Cognitively Impaired Alliance Members	
<b>Original Date:</b> 09/26/2017	<b>Policy Hub Approval Date:</b> 10/18/2017
<b>Approved by:</b> Utilization Management Work Group (UMWG)	

**Purpose:**

To describe the process by which Central California Alliance for Health (the Alliance) members with significant cognitive impairment are provided sitters within an Alliance contracted hospital, a skilled nursing or a long-term care facility.

**Policy:**

Members experiencing significant cognitive impairment, who are at risk for unsafe behaviors, may require a bedside sitter for varying periods of time and hours per day during medically necessary hospital or skilled nursing facility stays. In order to facilitate appropriate levels of supervision during hospital or skilled nursing stays with the goal of assuring patient safety, the Alliance will provide reimbursement for sitter staff when such supervision is determined to be medical necessary by the Alliance UM and Medical Affairs staff. Sitters will be authorized for a limited time period to support the transition from hospital to skilled nursing facility (SNF) or long-term care (LTC) facility if medically necessary, while attempts at cognitive stabilization or referrals to a locked unit are pursued.


**Definitions:**

Significant Cognitive Impairment: Medically-related cognitive impairment that places the member at risk for self-harm or elopement from a hospital, skilled nursing, or LTC facility setting. Such impairment is related to medical conditions such as traumatic brain injury, dementia, metabolic disturbances, or medication reactions.

Serious Behavioral Health Disorder - Psychosis or agitation related to a diagnosed serious behavioral health disorder is not considered to be a medically- related cognitive impairment under this policy.

**Procedures:**

1. Request for sitter supervision for an Alliance member can be submitted from an Alliance-contracted hospital or a contracted or non-contracted SNF or LTC facility to the Alliance concurrent review staff. A request may also be initiated from the Alliance concurrent review staff in anticipation of ongoing sitter supervision needs prior to attempting transfer to a SNF or LTC facility from a hospital stay. The Alliance contracted hospitals are only eligible for sitter reimbursement if they are currently being reimbursed for administrative bed days.
2. All requests for sitter supervision will require:
  - a. The rationale for why sitter supervision is needed.


	<b>POLICIES AND PROCEDURES</b>
<b>Policy #:</b> 404-1526	<b>Lead Department:</b> Utilization Management
<b>Title:</b> Provision of Hospital or Skilled Nursing Facility Sitters for Cognitively Impaired Alliance Members	
<b>Original Date:</b> 09/26/2017	<b>Policy Hub Approval Date:</b> 10/18/2017
<b>Approved by:</b> Utilization Management Work Group (UMWG)	

- b. Prior history of interventions used to mitigate the requirement for supervision, such as the treatment of metabolic causes of impairment or modification of the medication regimen.
  - c. The expected length of time sitter supervision will be required and the number of hours per day and/ or specific time of the day supervision is requested.
3. Each request for sitter supervision will be reviewed for medical necessity and to assure that the request is related to medically-related cognitive impairment and approved by an Alliance Medical Director prior to paid implementation of a bedside sitter.
4. Ongoing need for sitter supervision will be reviewed daily by concurrent review staff with recommendations forwarded to an Alliance Medical Director on a weekly basis.
5. For ongoing sitter staff needs that are chronic in nature, sitter supervision needs will be reviewed weekly by concurrent review staff with recommendations forwarded to an Alliance Medical Director for approval on a monthly basis.
6. Sitters are provided for a one to one assignment and should not have responsibility for the supervision of other hospital patients.
7. Sitters are expected to remain at the member's bedside during approved hours with hospital staff taking responsibility for supervision during sitter breaks or meal times. If this coverage is not provided, the Alliance may reevaluate continuing provision of sitter staff.
8. Reimbursement for sitter staff will be based on established hourly sitter rates as determined by the Alliance Finance Department.
9. Sitters for SNF or LTC facility stays are offered as a transitional solution in order to provide for cognitive stabilization or to plan for a more permanent solution for supervision such as personal alarm systems or locked units. The initial approval period for a SNF/LTC will not exceed 30 days with reevaluation for need occurring on a weekly basis and at the 30 day period. SNF/LTC sitter authorization may be renewed for an additional 30 days if needed, to a maximum of 90 days total.

#### **References:**

Alliance Policies:

- 404-1101 – Utilization Management Program
- 404-1102 – Inpatient Review

	<b>POLICIES AND PROCEDURES</b>
<b>Policy #:</b> 404-1526	<b>Lead Department:</b> Utilization Management
<b>Title:</b> Provision of Hospital or Skilled Nursing Facility Sitters for Cognitively Impaired Alliance Members	
<b>Original Date:</b> 09/26/2017	<b>Policy Hub Approval Date:</b> 10/18/2017
<b>Approved by:</b> Utilization Management Work Group (UMWG)	

404-1112 – Medical Necessity- The Definition and Application of Medical Necessity  
Provision to Authorization Requests  
404-1201 – Authorization Request Process  
404-1524 – Long-Term Care for Medi-Cal Members  
404-1520 – Administrative Day Criteria

Impacted Departments:  
Behavioral Health  
Claims  
Finance  
Member Services  
Provider Services

Regulatory:  
Legislative:  
Contractual:  
MMCD Policy Letter:  
NCQA:  
Supersedes:  
Other References:  
Attachments:

<u><b>Lines of Business This Policy Applies To</b></u>	<u><b>LOB Effective Dates</b></u>
<input checked="" type="checkbox"/> Medi-Cal	(01/01/1996 – present)
<input checked="" type="checkbox"/> Alliance Care IHSS	(07/01/2005 – present)
<input type="checkbox"/> Medi-Cal Access Program (MCAP)	(02/01/2009 – present)

**Revision History:**

<b>Reviewed Date</b>	<b>Revised Date</b>	<b>Changes Made By</b>	<b>Approved By</b>