	POLICIES AND PROCEDURES
Policy #: 404-1520	Lead Department: Utilization Management
Title: Administrative Day Criteria	
Original Date: 04/01/2007	Date Published: 04/15/2025
Approved by: Utilization Management Work Group (UMWG)	

Purpose:

The purpose of this policy is to define Central California Alliance for Health's (the Alliance) mechanism by which hospitals may qualify for reimbursement of administrative days.

Policy:

Discharge planning is the responsibility of the facility in concert with the facility Case Management. Acute care facilities will be eligible for reimbursement of administrative days when:


1. The request follows an acute episode of care based on MCG guidelines, and
2. The medical record contains daily documentation of placement efforts.

Definitions:

Administrative days are those days approved in an acute care inpatient facility which provides a higher level of medical care than that currently needed by the patient. These days may be authorized for patients awaiting placement to skilled nursing facilities (SNFs), long term care (LTC) or intermediate care facilities (ICFs).

Procedures:

1. The acute facility will initiate placement efforts prior to the termination of acute care and will document such efforts and contacts in the medical record.
2. If placement for SNF, LTC or ICF is not obtained at the end of the episode of acute care, the facility will document a minimum of ten placement effort contacts daily except for weekends and legal holidays.
3. If placement for the Alliance SNF Program is not obtained at the end of the episode of acute care, the facility will document a minimum of ten placement effort contacts daily including weekends and legal holidays.
4. If placement to an ICF, LTC or placement to a SNF as part of the Alliance SNF Program is difficult and the facility has attempted placement with documentation of the ten attempts daily in the medical record, the facility may contact the Alliance Concurrent Review Department to discuss the case and consider factors to determine a reasonable number of facility attempts that need to be made daily by the sending facility.
5. Documentation by the acute care facility will include:
 - a. facility contacted,
 - b. date and time the facility was contacted,
 - c. name of contact, and

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- d. reason for refusal to accept patient for placement. Such documentation will be maintained in the medical record.
6. For those patients whose skilled nursing needs cannot be met locally, the facility will demonstrate efforts, as described above, to place the patient in the nearest contracted facility. If unable to find accepting contracting facility, referrals may be made outside the immediate service area that can appropriately provide care.
7. The acute inpatient facility shall continue placement efforts until placement has taken place.

References:

Alliance Policies:

Impacted Departments:

- Community Care Coordination
- Claims
- Finance
- Provider Services

Regulatory:

- Welfare & Institution Code 14091.21
- CCR, Title 22, Section 51335 & 51342
- CCR, Title 22, Section 51173

Legislative:

Contractual (Previous Contract):

Contractual (2024 Contract):

DHCS All Plan Letter:

- TAR Criteria for Acute Administrative Days (AAD). (June 2022).
- TAR Criteria for Acute Administrative Days (AAD) (tar crit aad) (ca.gov)
- TAR Request for Extension Stay in Hospital. (Sept 2020). TAR Request for Extension of Stay in Hospital (Form 18-1) (tar_req_ext) (ca.gov)
- Administrative Days (Aug 2020). Administrative Days (admin) (ca.gov)

NCQA:

Supersedes:

Other References:

- DHCS Manual of Criteria 5.3


Attachments:

Lines of Business This Policy Applies To

- ☐ DSNP
- ☒ Medi-Cal
- ☒ Alliance Care IHSS

LOB Effective Dates

- (01/01/2026 – present)
- (01/01/1996 – present)
- (07/01/2005 – present)

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Revision History:

Reviewed Date	Revised Date	Changes Made By	Approved By
02/05/2019	02/05/2019	Viki Doolittle, RN UM Manager-Concurrent Review	UMWG
01/21/2020	01/21/2020	Viki Doolittle, RN UM Manager-Concurrent Review	UMWG
01/27/2022	01/21/2022	Viki Doolittle, RN UM/CCM Manager	UMWG
3/15/2024	03/15/2024	Linda Walker, RN UMCR Post-Acute Supervisor	UMWG
03/01/2025	03/01/2025	Linda Walker, RN UMCR Post-Acute Supervisor	UMWG