



## Secure Facility/Long Term Care Administrative Days Request Form

This form is for use by LTC facilities (IMD, STP, County Funded SNF, SNF Patch, NBU Patch, & ARFs) when Optum has issued a Notice That Continued Stay Criteria Is Not Met and the client needs additional days past the last authorized day due to placement issues.

**Please submit to Optum at least two weeks prior to the end of the authorization. Thank you.**

Client Name	
Date of Birth	
Date of Admission to Facility	
Last Authorized Day	
Date of Administrative Days Request	
Timeframe Requested	<input type="checkbox"/> 30 Days <input type="checkbox"/> 45 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other:
Facility	
Name of Requestor	
Phone	
Fax	
Address	

Please provide rationale for requesting administrative days. Include any discharge plans in process or attempted and failed, with dates. Attach any supporting documentation.

Please mail, fax, or secure email the request to:

Optum, Quality Improvement  
PO Box 601370  
San Diego, CA 92160-1370  
Fax: 844-897-5479  
Phone: 619-610-6736  
SDQI@optum.com

## Procedure for Submitting Long Term Care Administrative Day Requests

- Optum Medical Director or County of San Diego Behavioral Health Services Clinical Director issues a Notice That Criteria for Continued Stay is Not Met. The notice includes the final authorization date.
- Long Term Care administrative days may be requested when the client meets criteria for placement at a lower level of care but there is difficulty finding placement prior to the end of the authorization. The administrative days are paid at the same rate and allow for more time to secure placement.
- Facility or County Case Management Program Manager submits a written request for administrative days on the designated form, along with any supporting documentation at least two (2) weeks prior to the end of the authorization. The designated request form is included with the notice and can be found on the Optum San Diego website: [Long Term Care \(optumsandiego.com\)](http://optumsandiego.com)
- Mail, fax, or secure email the request to:
  - Optum, Quality Improvement Department
  - PO Box 601370
  - San Diego, CA 92160-1370
  - Fax: 844-897-5479
  - Phone: 619-610-6736
  - SDQI@optum.com
- Optum forwards the request and supporting documentation to the County of San Diego Quality Management Department within fourteen (14) days of receipt of request.