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 ­­­­­­­­­­­­­­­­­­ | Click or tap here to enter text. |
| Date of Birth | Click or tap here to enter text. |
| Date of Admission to Facility | Click or tap here to enter text. |
| Last Authorized Day | Click or tap here to enter text. |
| Date of Administrative Days Request | Click or tap here to enter text. |
| Timeframe Requested | 30 Days  45 Days  60 Days  90 Days  Other: |
| Facility | Click or tap here to enter text. |
| Name of Requestor | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Fax | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |

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](mailto: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)](https://www.optumsandiego.com/content/SanDiego/sandiego/en/county-staff---providers/ltc.html/)
* Mail, fax, or secure email the request to:

Optum, Quality Improvement Department

PO Box 601370

San Diego, CA 92160-1370

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* Optum forwards the request and supporting documentation to the County of San Diego Quality Management Department within fourteen (14) days of receipt of request.