



Long Term Care Administrative Days Request Form

This form is for use by LTC facilities (IMD, STP, County Funded SNF, SNF Patch, & NBU Patch) 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.

Submit to Optum at least two weeks before the authorization ends.

Client Name	
Date of Birth	
Date of Admission to Facility	
Last Authorized Day	
Date of Administrative Days Request	
Timeframe Requested	☐ 30 Days ☐ 45 Days ☐ 60 Days ☐ 90 Days ☐ Other:
Facility	
Name of Requestor	
Email Address	
Phone	
Fax	
Address	
Case Management Provider(s)	

Complete the required questions on the next page. Attach any supporting documentation.

Mail, fax, or secure email the request to:

Optum, Quality Improvement
PO Box 601370
San Diego, CA 92160-1370
Fax: 844-897-5479
Phone: 619-641-7101
SDQI@optum.com

Client Name	
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Rationale for requesting administrative days, including clinical status, other barriers to discharge and steps taken to address barriers.

Include any discharge plans in progress or specific steps taken to identify and pursue discharge options prior to current request or since the last request. Provide specific information regarding provider names, dates contacted, names of people contacted, and outcomes/barriers.

Procedure for Submitting Long Term Care Administrative Day Requests

- 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 before the end of the authorization. The administrative days allow for more time to secure placement. The request must be submitted at least two (2) weeks before the authorization ends.
- The facility or County Case Management Program Manager submits a written request for administrative days on the designated form, along with any supporting documentation. The designated request form is included with the Notice That Criteria for Continued Stay is Not Met and can be found on the Optum San Diego website: [Long Term Care \(optumsandiego.com\)](https://www.optumsandiego.com)
- The request must include the following elements:
 - Rationale for requesting administrative days
 - Clinical status
 - Barriers to discharge
 - Steps taken to address barriers
 - Discharge plans in progress or specific steps taken identify and pursue discharge options prior to current request or since the last request
 - Specific information regarding provider names, dates contacted, names of people contacted, outcomes/barriers.
- Mail, fax, or secure email the request to:

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- Optum forwards the request and supporting documentation to the County of San Diego. County of San Diego personnel may contact the requestor for more information. Prompt response is encouraged to prevent delays in rendering a determination.
- The facility receives a written outcome within fourteen (14) days of receipt of the request.