



State of Louisiana
Louisiana Department of Health
Office of Aging Adult Services

MEMORANDUM

OAAS-P-17-007

TO: Nursing Facility Administrators

FROM: Anne F. Olivier
Director, Program Operations

A handwritten signature in cursive script, appearing to read "Anne F. Olivier".

DATE: September 15, 2017

SUBJECT: Reminder Regarding Continued Stay Requests

This memo is a reminder to all Medicaid-certified nursing facilities about the process to request continued stays for time limited/temporary approvals (temporary 142s). Following this process will assist in expediting requests and reducing the potential for gaps in nursing facility authorizations.

In order to simplify the process for facilities, **ALL** continued stay requests should be submitted to the Office of Aging and Adult Services (OAAS). When appropriate, OAAS will forward the request to the Level II authority (Office of Behavioral Health-OBH or Office for Citizens with Developmental Disabilities-OCDD).

Exception: Requests for individuals approved for TDC/NRTP/Complex Care should continue to follow procedures outlined in previously issued memorandums.

SUBMITTING A CONTINUED STAY REQUEST:

- Continued stay requests must be submitted via RightFax to the Nursing Facility Admissions Unit (225-389-8198 or 225-389-8197) using the attached form (OAAS link to the webpage where the form can be found: <http://www.ldh.la.gov/index.cfm/page/127>)
- The request must include **ALL** of the following supporting documentation:
 - Most recent MDS 3.0 (Quick Print version if available);
 - Medication Administration Record, including the physician's orders, for the last 7 calendar days prior to the request;
 - Most recent progress notes from physicians, nurses and/or other clinicians; and
 - Any additional documentation that supports the need for continued stay.
 - If appropriate, documents required for a Level II review.
- Additional documentation may be requested by OAAS, as deemed necessary.

NOTE: It is important to submit the required documentation to ensure timely processing.

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TIMELINES:

ALL documentation must be submitted by the following timelines:

- At least 10 calendar days prior to expiration for individuals approved for a hospital exemption.
- At least 15 calendar days prior to expiration for individuals approved for MD/Physician Involvement, Treatments and Conditions, Skilled Therapies and/or other temporary approvals from Level II authorities but no sooner than 30 calendar days prior to the expiration of the temporary approval.

Please contact Linda Sadden at 225-219-0214 or Linda.Sadden@la.gov with questions.

Attachment: Continued Stay Request form