Administrative Day Request Tip Sheet

This guidance is based on **Behavioral Health Information Notice (BHIN) No. 22-017**.

What Is an Administrative Day?

An **Administrative Day** occurs when a member no longer requires acute inpatient care but remains hospitalized while awaiting placement in an appropriate non-acute treatment setting.

Administrative Day Requirements

A total of five documented contacts with appropriate non-acute residential treatment facilities within the seven-consecutive-day period beginning on the first Administrative Day. Per BHIN No:22-017, "A hospital may make more than one contact on any given day within the seven-consecutive-day period; however, the hospital will not receive authorization for the days in which a contact has not been made until and unless all five required contacts are completed and documented."

Day 1: Start of Administrative Day Status	Days 2–7
At least 1 placement contact is required.	Complete any remaining required contacts.
Multiple contacts may be made on Day 1.	A total of 5 documented contacts must be completed within the 7-consecutive-day period.
If all 5 contacts are completed on Day 1, remaining days within the 7-day period may be considered for authorization.	Once all 5 contacts are completed and documented, remaining days within the 7-day period may be considered for authorization.

Quick Examples

Scenario	Contacts Completed	Result
Scenario 1	Day 1: 5 contacts made	Remaining days within the 7-day period may be considered for authorization.
Scenario 2	Day 1: 3 contacts made	Complete 2 additional contacts before remaining days can be considered for authorization.
Scenario 3	Day 1: 2 contacts made Day 2: 1 contact made Day 3: No contact made Day 4: 2 contacts made	The 3rd day will not be authorized/approved since no contact was made and only 3 of the required 5 contact attempts were documented.

Note: If fewer than five appropriate non-acute residential treatment facilities are available, the five-contact requirement may be waived with appropriate supporting documentation.

What Must Be Documented?

Placement documentation should include:

- Name of the facility contacted
- Date of contact
- Placement status or outcome
- Reason placement is unavailable or inappropriate, when applicable
- Name and signature of the individual making the contact

Examples of placement status include: packet under review, interview scheduled, no bed available, waitlist, accepted with anticipated discharge date, rejected with reason, or facility determined to be inappropriate.

How Do I Submit My Request?

If You Are...	Select in Qualitrac (Member Hub)	Upload
Requesting Administrative Days with a Continued Stay Request	Continued Stay Review	Administrative Day Request Form + supporting documentation
Requesting Administrative Days following a clinical denial	Request Administrative Day(s)	Administrative Day Request Form + supporting documentation
Requesting additional Administrative Days after approval	Continued Stay Review	New Administrative Day Request Form + updated supporting documentation

Note: Once Administrative Days have been approved, subsequent requests should be submitted using **Continued Stay Review** rather than **Request Administrative Day(s)**.

Submission Checklist

- ☐ Administrative Day Request Form completed and uploaded
- ☐ Required placement contacts documented
- ☐ Date and outcome/status of each contact included
- ☐ Supporting placement documentation uploaded
- ☐ Appropriate request type selected in Qualitrac