



# KERN HEALTH SYSTEMS

<b>KERN HEALTH SYSTEMS</b>					
<b>POLICY AND PROCEDURES</b>					
SUBJECT: Long-Term Care Leave of Absence				POLICY #: 3.92-P	
DEPARTMENT: Utilization Management					
Effective Date:	Review/Revised Date: 08/07/2023	DMHC		PAC	
		DHCS	X	QI/UM COMMITTEE	
		BOD		FINANCE COMMITTEE	

\_\_\_\_\_ Date \_\_\_\_\_  
 Emily Duran  
 Chief Executive Officer

\_\_\_\_\_ Date \_\_\_\_\_  
 Chief Medical Officer

\_\_\_\_\_ Date \_\_\_\_\_  
 Chief Operating Officer

\_\_\_\_\_ Date \_\_\_\_\_  
 Chief Compliance and Fraud Prevention Officer

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Population Health Management

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Enhanced Care Management

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Claims

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Member Services

\_\_\_\_\_ Date \_\_\_\_\_  
 Utilization Management Medical Director/ Utilization Management Director

**PURPOSE:**

To outline Kern Health System’s (KHS) process in processing Leave of Absence Requests (LOA)

**POLICY:**

1. The Nursing Facilities A and B (NF-A and B) and/or Intermediate Care Facilities/Developmentally Disabled (ICF/DD), ICF/DD-Habilitative (ICF/DD-H), ICF/DD-Nursing (ICF/DD-N) shall comply with the following requirements for leave of absence (LOA) requests:
  - a. The day of departure is counted as one (1) day for LOA,
  - b. The day of return is not counted as one (1) day of LOA,
  - c. The facility shall hold the bed vacant during LOA,
  - d. A LOA is ordered by a licensed physician,
  - e. A facility authorization request must identify the inclusive dates of leave,
  - f. A Member must not be discharged from the facility within twenty-four (24) hours of return from LOA,
  - g. A LOA must terminate on a member’s date of death.
  
2. Long-Term Care Nursing Facilities do not need to submit a new LTC TAR for a KHS Member with an active LTC TAR and provisions in a Member’s Plan of Care for LOA who returns to the facility on or before the scheduled date of return.

**DEFINITIONS:**

<b>Leave of Absence</b>	<p>A Leave of Absence (LOA) from a Long-Term Care facility, which includes Nursing Facility Level A (NF-A) and Nursing Facility Level B (NF-B), Intermediate Care Facility Facility/Developmentally Disabled (ICF/DD), Intermediate Care Facility/Developmentally Disabled-Habilitative (ICF/DD-H), Intermediate Care Facility/Developmentally Disabled-Nursing (ICF/DD-N)</p> <p>A leave of absence (LOA) may be granted to a recipient in accordance with the recipient’s individual plan of care and for the following reasons,</p> <ul style="list-style-type: none"> <li>• A LOA is an overnight visit (or longer) to the home of relatives or friends, the time period is restricted to Eighteen days per calendar year for non-developmentally disabled recipients.</li> </ul> <p>At least five days of LTC inpatient care must be provided between each approved LOA.</p>
<b>Intermediate Care Facility (ICF)</b>	<p>Intermediate Care Facility Facility/Developmentally Disabled (ICF/DD), Intermediate Care Facility/Developmentally Disabled-Habilitative (ICF/DD-H), Intermediate Care Facility/Developmentally Disabled-Nursing (ICF/DD-N) A health facility that provides inpatient care to ambulatory or non-ambulatory patients that have a recurring need for skilled supervision and need supportive care.</p>

<b>Nursing Facility Level A (NF-A)</b>	Known as the Intermediate Care Level. NF-A level of care is characterized by scheduled and predictable nursing needs with a need for protective and supportive care, but without the need for continuous, licensed nursing.
<b>Nursing Facility Level B (NF-B)</b>	Known as the Long-Term Care Nursing Facility level. NF-B level of care is characterized by an individual requiring the continuous availability of skilled nursing care provided by a licensed registered or vocational nurse, yet does not require the full range of health care services provided in a hospital as hospital acute care or hospital extended care
<b>Sub-acute Facility</b>	Facilities with a level of care that is less intensive than acute care but is more intensive than skilled care.
<b>Long Term Care</b>	<p>Long-Term Care, also known as extended care or custodial care, and is recommended for patients who require longer stays when their care needs are no longer able to be met at a lower level of care. Patients with a chronic disease or debilitating medical condition such as Alzheimer’s, heart disease, or stroke may require ongoing long-term care to improve their quality of life. This type of care provides patients with 24-hour care designed to support individual medical needs and may include a combination of a customized diet, restorative exercise, and assistance with daily activities.</p> <p>Long Term Care is: The member has been reviewed, assessed, and determined that discharge potential is not possible, and placement is assumed for care in a facility for longer than the month of admission plus one month.</p>

**PROCEDURE:**

1. KHS will approve a Member’s LOA as prescribed by the attending physician based on the following:
  - a. A visit with relatives or friends; or
  - b. Summer camp for a member with developmental disabilities as addressed in the Member’s Plan of Care.
2. The Plan of Care for a Member in a NF-A, NF-B, ICF/DD, ICF/DD-H, and ICF/DD-N shall include a provision for LOA.
3. The Member’s record maintained in an NF-A, NF-B, ICF/DD, ICF/DD-H or ICF/DD-N must show the address of the intended leave destination and inclusive dates of leave.
4. The LOA will be granted to a maximum number of calendar days per calendar year as follows:
  - a. For Members receiving ICF/DD, ICF/DD-H, and ICF/DD-N levels of care with a diagnosis of developmental disability: seventy-three (73) calendar days.
  - b. For all other LTC Members:
    - i. Eighteen (18) calendar days; and

- ii. Up to twelve (12) additional calendar days of leave per year may be approved when the request is in accordance with the Member's Plan of Care and appropriate for the Member's physical and mental well-being.
5. There shall be at least five (5) working days of inpatient care provided between each approved LOA.
6. KHS shall not make payment for any day of leave that exceeds the limits set forth in Section
7. KHS may pay the facility daily rate, minus raw food cost, for a member who is on approved LOA.
8. Payment will not be made for any LOA days exceeding the maximum number of leave days allotted by these regulations per calendar year.

### **REFERENCE:**

**Revision: 2022-12:** Policy created for DHCS APL 22-018. Policy submitted with LTC 6 deliverables. DHCS approved deliverables on 2-6-2023.

1. <https://files.medi-cal.ca.gov/pubsdoco/publications/masters-mtp/part2/leave.pdf>
2. Title 22, California Code of Regulations, §§ 51120 (a), 51121, 51124, 51212, 51214, 51215, 51215.5, 51215.8, 51335(b)(3), 51535.0, 76079, 76345, 76853
3. Health and Safety Code, §1250