

Commonwealth of Kentucky  
Cabinet for Health and Family Services  
Department for Medicaid Services

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CENSUS FOR BED RESERVE INSTRUCTIONS

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The Cabinet for Health and Family Services, Department for Medicaid Services, pursuant to the requirements of 42 CFR 447.205, gave public notice that effective July 1, 2005, reserved bed days per resident, for an Nursing Facility or an Nursing Facility-Waiver shall be:

- Covered for a maximum of fourteen (14) days per calendar year due to hospitalization;
- Covered for a maximum of ten (10) days per calendar year for leaves of absence other than hospitalization;
- DMS shall reimburse at 75% of a facility's rate if the facility's occupancy percent is 95% or greater; and
- DMS shall reimburse at 50% of a facility's rate if the facility's occupancy percent is less than 95%.

Coverage during an individual's absence due to hospitalization or due to leave of absence shall be contingent upon the following conditions being met:

- a) The individual shall be in Medicaid payment status in the level of care he or she is authorized to receive and have been a resident of the facility at least overnight;
- b) An individual for whom Medicaid is making Medicare coinsurance payments shall not be considered to be in Medicaid payment status for purposes of this policy;
- c) The individual shall be reasonably expected to return to the same level of care;
- d) Due to demand at the facility for beds at that level there shall be a likelihood that the bed would be occupied by another patient were it not reserved;
- e) The hospitalization shall be for treatment of an acute condition, and not for testing, brace-fitting or another noncovered service;
- f) For a leave of absence other than for hospitalization, the individual's plan of care shall include a physician's order providing for leave; and
- g) A leave of absence shall include a visit with a relative or friend, or a leave to participate in a state-approved therapeutic or rehabilitative program.

Each nursing facility will use its total licensed nursing facility beds regardless of payer source to calculate occupancy percentage for reserved bed days payment. Occupancy is based on total available bed days. Medicaid will review documentation from providers who believe they should receive the higher payment rate, and if documentation appears appropriate, Medicaid will input the 75% payment rate for the next quarter's bed reserve payments. Medicaid used the latest cost reports in house to determine who would receive the 75% payment for the first quarter of this year"

The forms will be due to Medicaid by the 15th of the month following each quarter-end. This reporting process will begin with the July - September 2005 quarter, with the applicable forms and census copies due by October 15, 2005. You must include the completed cover sheet and copies of the original census for each quarter being documented. Documentation submitted after the 15th due date will not be accepted.

Reserved bed days used prior to July 1, 2005 does not apply to the new maximums. The new maximums apply to the time period July 1, 2005 through December 31, 2005. On January 1,

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2006, the maximums will apply to the total 2006 calendar year. Bed reservation days will now be counted through the calendar year, regardless whether the resident may or may not have used days at another nursing facility.

In conjunction with setting the Bed Reserve rate for your facility, effective with the 2007 third quarter census, the Census Cover Sheet and supporting documentation should be sent directly to Myers and Stauffer LC rather than to the Department for Medicaid Services. The information may be submitted by mail or fax to:

Bed Reserve Census  
Myers and Stauffer, LC  
104 Progress Drive  
Frankfort, KY 40601  
502-695-3068 Fax

Myers and Stauffer LC must receive the census form and documentation by the 15th of the month following the end of each quarter. If the 15th is not a business day, the census must be received by the following business day. Any census or documentation received after the due date will not be accepted even if post marked by the 15<sup>th</sup>. You may want to consider making submissions using certified mail with a return receipt requested to provide proof of delivery.