



# Provider Bulletin

*for the Adult Mental Health Division*

**May 2, 2019**

**The following information is offered to clarify current AMHD procedures related to “leaves” from 24 Hour and 8-16 Group Homes. This procedure does not affect consumers living in a Semi-Independent home or those who receive a Bridge Subsidy.**

AMHD currently shall hold an empty bed in a 24 Hour or 8-16 Group Home under a reduced rate for clinical or operational reasons. This type of leave, formerly known as a bed hold, is now called a transitional hold. A transitional hold shall be authorized under the following specific circumstances:

1. To reserve a bed for a legally encumbered individual being discharged from Hawaii State Hospital (HSH), Kahi Mohala, Hilo Medical, Kona Community Hospital, Samuel Mahelona, Hale Imua or the State Operated Specialized Residential Program (SOSRP).
2. To hold a bed for a current resident who has been transported to a hospital emergency room.
3. To hold a bed for a current resident who has been admitted to the Licensed Crisis Residential Services (LCRS).
4. Under an exception granted by the AMHD Chief of Psychiatry or designee.

Transitional holds need to be requested at least twenty-four (24) hours prior to, or if on a weekend or holiday on the first business day following the event by the residential provider.

A consumer shall be authorized for up to seven (7) days per calendar year. Authorization to hold a bed beyond seven (7) calendar days requires approval by the AMHD Chief of Psychiatry or designee.

**Effective 05/05/19, AMHD shall initiate a new procedure to allow the authorization of leaves that are therapeutic in nature, this type of leave shall be called a therapeutic hold.**

A therapeutic hold shall be authorized to hold an empty bed in a 24-Hour Group Home at a reduced rate to allow individuals to visit with an immediate family member who is gravely ill, or to attend the funeral of an immediate family member.

A therapeutic hold shall be authorized to hold an empty bed in an 8-16 Hour Group Home at a reduced rate under the following circumstances:

1. To allow individuals to visit with an immediate family member who is gravely ill, or to attend the funeral of an immediate family member.
2. To allow individuals living in an 8-16 Group Home to visit with family members on special occasions, facilitate family bonding and reunification, and participate in life events such as weddings, birthdays, or religious or spiritual events.

3. To allow individuals living in an 8-16 Group Home the chance to attend a conference off Island or out of State.

Therapeutic holds shall be requested at least ten (10) business days prior to the start of the hold. If the situation is an emergency, then at least forty-eight (48) hours prior to leaving.

A consumer living in a 24-Hour Group Home shall be authorized for a maximum of three (3) days per calendar year. A consumer living in an 8-16 group home shall be authorized for a maximum of seven (7) days per calendar year.

The consumer shall be adherent with all aspects of treatment for the last six months. The consumer shall have had no incidents of suicidal or homicidal ideation, no incidents of aggression, no recent arrests, no use of 911 or crisis services, and no hospitalization(s) for the last six months.

Therapeutic holds shall not be accumulated from year to year, are not transferrable between consumers or agencies, and shall not be combined or substituted with other categories of holds. This new category of hold is authorized under the following conditions:

1. The therapeutic hold must support recovery and be either rehabilitative, educational, or strengthen social supports.
2. The therapeutic hold must be supported by the treatment team.
3. The overarching rationale for the therapeutic hold must be written into the treatment plan. Such as a goal for family reunification, maintaining spiritual connection, or educational growth.
4. The therapeutic hold must be supported by a revised crisis plan specific to where the consumer will be traveling (i.e., if the consumer is flying to Petaluma, California then the crisis plan would include supports, professional or natural, in Petaluma.)
5. Obtain written permission from the court if their current order prohibits them from leaving the facility or going off island.

AMHD shall not authorize a transitional hold for any reasons other than those outlined above.

The provider shall have a written policy and procedures regarding providing medication for a transitional or therapeutic hold as well as a reconciliation of medications upon return.

**Provider shall not bill AMHD for an empty bed unless that bed is authorized under a transitional or therapeutic hold. Providers who bill AMHD for an empty bed not authorized under a transitional hold shall have payment(s) recouped.**

Please contact Michael Tamashiro, Utilization Management Coordinator, at 453-6993 if you have any questions.