**Update: Additional Bed Hold Prior Authorization**

**Attention**

DCs, ICFs

**Message**This guidance is intended to update our previous guidance on requesting prior authorization for bed hold days during the COVID-19 state of emergency in Ohio. In our previous guidance issued March 15, 2020 we stated the following:

“DODD will waive the requirement for prior authorization of additional bed hold days as required by [OAC 5123:2-7-08](https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/communication/news/news-guidance-icfs/!ut/p/z1/04_Sj9CPykssy0xPLMnMz0vMAfIjo8zi_SzdHQ0NvQ383H383QwCg71NPV1MAkIcgw30w_EoMA0INdOPIka_AQ7gaEBIvxchBUAfGBX5Ovum60cVJJZk6GbmpeXrRyTn5-aW5mUmg_2pH5GXWl4MIXXTSzNTEvOSU3Uzk9OKgc6LwmMBxINgBXh8UJAbGlHl42Tpma6oCACM1e_A/?1dmy&urile=wcm%3apath%3a%2Fohio%2Bcontent%2Benglish%2Fdodd%2Fforms-and-rules%2Frules-in-effect%2F5123_2-7-08), effective March 13, 2020, until further notice. ICF providers will be responsible for entering bed hold days used during this period prior to year-end. Please contact [cr-icf@dodd.ohio.gov](mailto:cr-icf@dodd.ohio.gov) with any questions.”

The requirement for prior authorization of additional bed hold days will be reinstated per [OAC 5123:2-7-08](https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/communication/news/news-guidance-icfs/!ut/p/z1/04_Sj9CPykssy0xPLMnMz0vMAfIjo8zi_SzdHQ0NvQ383H383QwCg71NPV1MAkIcgw30w_EoMA0INdOPIka_AQ7gaEBIvxchBUAfGBX5Ovum60cVJJZk6GbmpeXrRyTn5-aW5mUmg_2pH5GXWl4MIXXTSzNTEvOSU3Uzk9OKgc6LwmMBxINgBXh8UJAbGlHl42Tpma6oCACM1e_A/?1dmy&urile=wcm%3apath%3a%2Fohio%2Bcontent%2Benglish%2Fdodd%2Fforms-and-rules%2Frules-in-effect%2F5123_2-7-08) effective August 1, 2020. All requests for dates March 13, 2020 through July 31, 2020 where the prior authorization requirement was waived must be entered in DODD’s Imagine Portal by December 31, 2020 to be approved.

The following update issued May 13, 2020 for extended requests related to COVID-19 remains in place:

Effective immediately, prior authorization requests for individuals who are residing off-site during the state of emergency will only be granted in 30 day increments. The provider may continue to submit additional requests for prior authorization as needed in 30 day increments when the individual confirms they intend to return to the ICF at the end of the state of emergency. There is no limit to the number of 30 day prior authorization requests that can be submitted.

Each request for prior authorization must include the following information in the “Explanation for need” section:

* Confirmation that the individual intends to return to the ICF after the state of emergency ends
* Where the individual is residing during the state of emergency
* A brief explanation of arrangements made for required care and services while the individual is off-site

Requests for additional bed hold days in increments of 30 days that do not include the required information may be deemed incomplete, requiring the ICF to submit a new request. This policy and procedure will remain in place through the state of emergency in Ohio.