

	Temporary Break / Bed Hold Payments	
	<b>Policy Number</b>	WMPC FOM 903-07
	<b>Effective Date</b>	10/01/2017
	<b>Revision Dates</b>	12/6/2022, 09/18/2023
	<b>Attachment</b>	

### TEMPORARY BREAK

West Michigan Partnership for Children (WMPC) encourages continuity of placement by compensating providers when a temporary break in placement occurs. A temporary break includes the following types of placements:

- Absent without legal permission (AWOLP).
- Detention.
- Jail.
- Medical hospital admission.
- Psychiatric hospital admission.

A new placement must be created in the electronic case management system for all temporary breaks.

**Exception:** Time spent waiting in an emergency room for admission to the hospital or transfer to another placement does not constitute a hospital admission and a new placement should not be created.

### Bed Hold Payments

**Only the placement provider who was receiving maintenance payments prior to the temporary break is entitled to bed hold payments.** These payments are made using the child’s fund source that was effective the day before the temporary break. The following fund source exceptions apply:

- Title IV-E funds **cannot** be used to pay a bed hold for a detention, jail, or psychiatric hospital placement. The child's alternate fund source must be used in these instances.
- Title IV-E funds **can** be used to pay a bed hold for a medical hospitalization only when the child returns to the most recent placement within 14 calendar days. Any bed hold payment for a medical hospitalization placement exceeding 14 calendar days and/or in a situation in which the child does not return to the placement must be made from the

child's alternate fund source.

- Title IV-E funds **can** be used to pay a bed hold for an absent without legal permission (AWOLP) placement only when the child returns to the most recent placement within 14 calendar days. If the child does not return to the placement, the bed hold payment must be made from the child's alternate fund source.

WMPC or a placement agency foster care (PAFC) worker must submit all bed hold payment requests to their WMPC's Care Coordinator and the WMPC Accounting Department at [accounting@wmpc.care](mailto:accounting@wmpc.care) using the [MDHHS-5406, Bed Hold Payment Request](#). The signed [MDHHS-5406, Bed Hold Payment Request](#) must be uploaded in the Placement Documentation section in the electronic case management system.

### Temporary Break from a Shelter Placement

The Regional Placement Unit (RPU) director or designee must first approve a bed hold payment request for a shelter placement. WMPC must first approve the Kent County bed hold payment request for a shelter placement. Approval must be obtained in writing on the [MDHHS-5406, Bed Hold Payment Request](#). The primary caseworker must send the request to the assigned WMPC care coordinator and upload in the Placement Documentation section in the electronic case management system.

### AWOLP/Detention/Jail

Bed hold payments for AWOLP includes trancies and escapes. Placement must be updated in the electronic case management system to AWOLP, effective the first date of the AWOLP, detention, or jail placement.

- The paid placement provider must be willing to accept the child back after the temporary break, which must be documented on the [MDHHS-5406, Bed Hold Payment Request](#).
- For youth who are AWOLP, the MDHHS-5406 must include a description of the notification and diligent search efforts undertaken by the provider; see [MDHHS FOM 722-03A Absent Without Legal Permission \(AWOLP\)](#).
- The bed hold payment request may include the Determination of Care (DOC), independent living stipend, and administrative or residential rate if applicable.

**Example:** A child runs away from their foster home, is AWOLP for nine calendar days, then returns to that same foster home. A bed hold may be paid for five days using the fund source that was effective the day before the temporary break began.

**Example:** A child residing in a Child Caring Institution (CCI) is arrested and detained in jail for five days. The CCI refuses to take the child back when they are released from jail. No bed hold may be paid for this period.

### Medical and Psychiatric Hospitalization

Medical or psychiatric hospitalization in which the foster parents/relatives, PAFC staff (if assigned), and/or CCI staff continues active involvement are eligible for a bed hold payment. Document the active involvement efforts on the [MDHHS-5406, Bed Hold Payment Request](#).

Change the placement effective the date the child is **admitted** into the hospital. The reason for the hospitalization is to be documented in the child's service plan.

### Temporary Break of five days or less

For PAFC supervised cases, WMPC approval is not required on the [MDHHS-5406, Bed Hold Payment Request](#) for a bed hold payment request of five days or less.

### Temporary Break of six to 14 days

The WMPC's Director of Care Coordination must provide written approval on the [MDHHS-5406, Bed Hold Payment Request](#) to request the bed hold payment for more than a five-day period.

The child and paid placement provider still consider the placement to be intact.

The paid placement provider must be willing to accept the child back after the hospitalization for a bed hold payment to be considered. This must be documented on the [MDHHS-5406, Bed Hold Payment Request](#).

### Temporary break of 15 days or more:

Payments for a CCI, determination of care (DOC) supplements, or any PAFC administrative rates above the general foster care administrative rate cannot be approved beyond 14 calendar days.

WMPC's Director of Care Coordination may approve payment of the age-appropriate rate and the PAFC general foster care administrative rate, if appropriate, only if unique circumstances exist. Those unique circumstances and time frame for the extension must be included on the DHHS-5406.

Title IV-E funds cannot be used to pay any portion of the bed hold payment request if the child does not return to the previous placement within 14 calendar days. The child's alternate fund source must be used.

The [MDHHS-5406, Bed Hold Payment Request](#) must be submitted to WMPC every 14 calendar days to ensure that the provider continues to receive payment during the extended temporary break.

### Independent Living (IL) Placements

Youth in independent living (IL) placements continue to be eligible for bed hold payments. The bed hold is requested using an [MDHHS-5406-IL, Bed Hold Payments for Independent Living Placements](#).

Continue to follow the above requirements for each of the following temporary break reasons:

- AWOLP.
- Detention.
- Jail.
- Medical hospital admission.

A youth in an IL placement who voluntarily enters either of the following placements is considered to remain in their IL placement:

- Psychiatric hospital.
- Substance abuse treatment center.

Create the youth's new placement in the electronic case management system to ensure that the appropriate Medicaid is utilized. This allows that the youth's IL stipend and administrative rate (if applicable) payments to continue through the bed hold process. IL payments can continue from title IV-E beyond the typical 14-day limit if the following apply:

- The youth is age 18 and older.
- The youth is considered to remain in IL.
- The youth is voluntarily seeking treatment in either a psychiatric hospital or substance use treatment center.

#### Temporary break for five days or less:

For PAFC supervised cases, WMPC approval is not required on the [MDHHS-5406, Bed Hold Payment Request](#) for a bed hold payment request of five days or less.

#### Temporary break for six to 14 days:

WMPC's Director of Care Coordination must provide written approval on the [MDHHS-5406, Bed Hold Payment Request](#) to request the bed hold payment for more than a five-day period.

The child and worker still consider the IL placement to be intact.

#### Temporary break of 15 days or more:

WMPC's Director of Care Coordination may approve payment of the IL stipend and the PAFC general IL administrative rate, if appropriate. The time frame for the extension must be included on the [MDHHS-5406, Bed Hold Payment Request](#).

Payments for a PAFC IL administrative rate can be approved beyond 14 calendar days.

The [MDHHS-5406, Bed Hold Payment Request](#) must be submitted to WMPC every 14 calendar days to ensure that the youth continue to receive their IL stipend during the extended temporary break and that the PAFC provider, if applicable, receives the IL administrative rate.