

SINGLE BED CERTIFICATION PROCEDURE
September 22, 2014 through December 25, 2014

Please follow this procedure when receiving and responding to Single Bed Certification (SBC) requests. All requests must be processed within 2 hours of receipt.

ASSESSMENT OF FORM:

All information on the form needs to be completely filled out by the requester; the only thing that is not a must is the social security number and CID.

Check to make sure:

- 1) The RSN, name of the requestor and the requestor's contact information is legible.
- 2) The facility that is the subject of the SBC is clearly identified along with the name and contact information of the person who accepted the patient as SBC.
- 3) The patient name and identifying information is legible and complete to include legal status at the time of the request.
- 4) Criteria for Requesting Certification:
 - (a) The consumer requires services that are not available at a facility under this chapter (WAC 388-865-0500) or a state psychiatric hospital.
 - The requestor must describe the services that are required and not available at an existing E&T facility i.e. consumer needs continuous dialysis, no other bed is available, etc.
 - (b) The consumer can receive an appropriate evaluation and treatment in one of the following:
 - A hospital with a psychiatric unit
 - Hospital which can provide psychiatric services
 - Psychiatric Hospital
 - (c) The consumer can receive appropriate evaluation and treatment in a residential treatment facility, as defined under chapter 246-337 WAC and the certification is only to such a residential facility.
 - The requestor must check the box yes or no to identify if the RTF is a certified E&T. The use of this criterion would be appropriate for individuals on a LRA Revocation, 90 day commitment or 180 day commitment. Residential Treatment Facilities that are not a certified E&T should only be approved when accompanied by specific information detailing how the RTF will meet the patient's evaluation and treatment needs.

- (d) The consumer is expected to be ready for discharge from inpatient services within the next thirty days and being at a community facility would facilitate continuity of care, consistent with the consumer's individual treatment needs.
- 5) The estimated length of certification days, meaning that the number of days is indicated and the "from/to" are designated. The WAC allows up to 30 days (WAC 388-865-0500/388-865-0526). Do not accept/approve if more than 30 days is requested.
- 6) All single bed certifications expire 30 days from the date of approval or on December 26, 2014, whichever comes first.

APPROVAL/DENIAL OF REQUEST:

- 1) The completed form must be signed, and dated by the individual approving the certification noting the title of the approver and the time of the approval.
- 2) Fax the form back to the requestor using the fax number provided on the form.
- 3) Staple the confirmation sheet to the SBC, always checking to make sure the confirmation page indicates "ok."
- 4) Enter appropriate fields into the SBC database.
- 5) If the form is incomplete, write DECLINE on form, state, the reason and fax to the requestor.