

# Long-Term Care (LTC) and Skilled Services Treatment Authorization Request (TAR) Requirements

## 1. Custodial (Long-Term Care) TAR Submission Requirements:

- a. Custodial care services require prior authorization by a Partnership Utilization Management (UM) Nurse Coordinator before admission to a custodial facility, otherwise, the stay may be denied for not meeting medical necessity.
- b. A custodial care authorization request shall be initiated by the extended care facility (ECF), and the following documentation must be submitted with the initial Custodial Care TAR:
  - i. Completed TAR form 20-1 or eTAR. [TAR form 20-1](#)
  - ii. [MC171](#) (Medi-Cal Long Term Facility Admission and Discharge notification)
  - iii. Medicare or other Insurance denial letter (if applicable)
  - iv. Completed Minimum Data Set (MDS) dated within the past 90 days
  - v. PASRR ([Preadmission Screening and Resident Review](#))
- c. Continued Care (Reauthorization) with a new TAR must include the following:
  - i. Completed new TAR form
  - ii. Current MDS dated within 90 days of TAR start date
  - iii. Social Services annual review / quarterly assessment and progress notes

## 2. Skilled Nursing Facility (SNF) TAR Submission Requirements:

- a. The following documents must be submitted with the initial SNF TAR:
  - i. Completed TAR form 20-1 or eTAR. [TAR form 20-1](#)
  - ii. PASRR ([Preadmission Screening and Resident Review](#))
  - iii. Acute notes
  - iv. Medicare or other health coverage denial letter
  - v. Eligibility must be "No Other Insurance"
  - vi. Skilled Nursing Facility Request form (Attachment B)
  - vii. MD orders as applicable to facility type (see VI.C.8. and 9. below)
- b. The following documents must be submitted for the SNF TAR extension:
  - i. MD orders from SNF
  - ii. Nurse and attending physician / medical provider notes showing medical need for SNF care (e.g. wound care, IV antibiotics) and anticipated duration of need
  - iii. Therapy progress report indicating current level of participation, progress notes and goals of treatment
  - iv. Discharge planning documents

## 3. Subacute Care Facility TAR Submission Requirements:

- a. The following documents must be submitted with the initial Subacute Care Facility TAR:
  - i. Completed TAR form 20-1 or eTAR. [TAR form 20-1](#)
  - ii. DHCS 6200A form for Authorization / Reauthorization of Subacute Care Services

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- iii. Acute notes to include therapy notes (e.g., physical therapy, speech therapy, occupational therapy, respiratory therapy)
- b. The following documents must be submitted for a Subacute TAR extension:
  - i. DHCS 6200A form for Authorization / Reauthorization of Subacute Care Services (if dates are applicable)
  - ii. Facility progress notes
  - iii. MD Orders

#### 4. Bed Hold Change of Status Reporting

- a. The following documents must be submitted when reporting a Bed Hold change of status:
  - i. MD orders
  - ii. Bed Hold / Change of Status Report form (Attachment A)

#### Additional Resources:

- [Treatment Authorization Request \(TAR\) Form](#)
- [Skilled Nursing Facility Request Form](#)
- [Bed Hold and Change of Status Report](#)
- [Long-Term Care Treatment Authorization Request Form](#)

If you have any questions, or need additional assistance, please contact Health Services at (800) 863-4155.