

WRAPAROUND MILWAUKEE

9201 Watertown Plank Road
Wauwatosa, WI 53226
(414) 257-7611

INTEROFFICE MEMORANDUM

DATE: September 29, 2010
TO: Residential Care. Group Home and Treatment Foster Care Vendors
FROM: Bruce Kamradt, Project Director
RE: **Bed Holds**

NOTE: The memo below was sent on July 31, 2003, December 15, 2003 and July 7, 2008. It is being re-issued as a reminder for new staff and vendors of Wraparound Milwaukee's policy for payment of placement days.

As a fee-for-service HMO, it has been the policy of Wraparound Milwaukee to pay for actual days of care in residential, group home or treatment foster care. Non-attendance days when a youth is in detention, on runaway status or on a pre-placement visit are not billable and will be paid for only if written approval for a bed hold is given by Wraparound Milwaukee Administration. Home pass days are limited to 1- or 2-day weekend passes unless prior written approval has been granted in writing by the Wraparound Milwaukee Quality Assurance department.

Care coordination agency staff **DO NOT** have the authority to authorize a bed hold, and Wraparound assumes no responsibility for payment for non-attendance days with the exception of planned 1- or 2-day weekend passes unless a bed hold has been given.

Requests for a bed hold must be submitted in writing to Wraparound. The request must be emailed by the care coordinator supervisor Pam Erdman in the QA/QI Office. Pam will review the request and email a response back to both the care coordinator and placement provider. It is the email response from the QA/QI Office which serves as the authorization for a bed hold. Providers should not assume that the request has been approved unless they are in receipt of this email.

VENDOR STAFF: Be sure to print and forward this memo to all billing staff at your agency and other staff who need to be aware of this policy. Feel free to contact me if you have any questions.

Bruce Kamradt
Project Director

Copies: Central Management Team, Care Coordinators, Supervisors, Lead Workers