

**Standard Operating Procedure for Recording and Reporting
Alternative Level of Care (ALC)**

SCOPE

To have a clear process for completing the Alternate Level of Care (ALC) Designation Form (ORG.1410.PL.101.FORM.01) and notification to Health Information Services (HIS) in order for HIS to update the information in the Electronic Patient Record (EPR) close to real time as possible and in the Discharge Abstract Database (DAD), post discharge.

OVERVIEW

Capturing ALC is an important utilization indicator that allows for monitoring of patient flow to identify “bed blockers” and will be collected and reported more timely through the EPR.

ALC documentation on the health record is also recorded in the Discharge Abstract Database (DAD) by Health Information Services staff and is submitted to Manitoba Health and the Canadian Institute for Health Information (CIHI) for use in comparative reporting and benchmarking.

DEFINITIONS

Alternate Level of Care (ALC) – a designation that is applied when the patient:

- Has completed the acute, chronic, mental health or rehabilitation phase of treatment
- Remains in that level of care bed because the alternate level of care of services the patient needs are not available and will not become available in the next 24-hour period.

ALC Authorizer- A health care professional staff member (i.e. physician, nurse, allied health professional, Utilization Manager/ Facilitator) who is assigned to the service/unit and has been trained on the theory and application of ALC can be an ALC authorizer. The ALC Authorizer must retain ongoing responsibility for the delegate role and become proficient in the designation of ALC.

Step	Description	Who	Sub-Step	Instructions
1.	Patient no longer requires Acute Care	Health Care Team	1.1	Determines that the client meets the criteria to be designated as ALC
2.	Complete ALC Designation Form	ALC Authorizer	2.1	Complete the Alternate Level of Care (ALC) Designation Form by selecting one reason that best describes why the client remains in an acute care bed, enters the date that the patient is designated ALC, and signs and dates the form.
3.	Notification to HIS of ALC Service	Health Care Team	3.1	Email the completed Alternate Level of Care (ALC) Designation Form to ALCservice@southernhealth.ca File the completed ALC Form on the inpatient chart.
		HIS	3.2	Update the ALC Service in the ADT by adding the new service to the current admission encounter
4.	Update ALC Designation Form	ALC Authorizer	4.1	If the client’s reason for ALC changes, the ALC Authorizer checks the new reason code on the original Alternate Level of Care (ALC) Designation Form located on the inpatient chart and enters the start date that the reason code was effective
		Health Care Team	4.2	Email the completed Alternate Level of Care (ALC) Designation Form to ALCservice@southernhealth.ca File the completed ALC Form on the inpatient chart
		HIS	4.3	Update the ALC service in the ADT by adding the new ALC service to the current admission encounter

5.	Patient is no longer medically stable	Health Care Team	5.1	If a client designated ALC is no longer medically stable (requires Acute Care), the Health Care Team makes the decision to discontinue the ALC designation
		ALC Authorizer	5.2	Complete the "Discontinuation of ALC Designation" portion of the Alternate Level of Care (ALC) Designation Form by indicating the date the ALC designation no longer applies, enters a brief description of the reason that acute care resumed, dates and signs the form
		Health Care Team	5.3	Email the completed Alternate Level of Care (ALC) Designation Form to ALCservice@southernhealth.ca File the completed ALC Form on the inpatient chart.
		HIS	5.4	Update the ALC service in the ADT by adding the new service to the current admission encounter
6.	Patient no longer requires Acute Care	Health Care Team	6.1	If the patient once again meets the criteria to be designated as ALC, the Health Care Team/ALC Authorizer determines that the patient is designated ALC
		ALC Authorizer	6.2	A new Alternate Level of Care (ALC) Designation Form is activated by the ALC Authorizer and Step #2 and #3 and if necessary Step #4 are repeated
7.	Patient is discharged	HIS	7.1	ALC documentation from the Alternate Level of Care (ALC) Designation Form located in the health record is recorded in the Discharge Abstract Database