

Updating Bed Availability Information

Overview To help the Collaborative effectively match consumers to providers/facilities, providers can submit bed availability information. This can be done through the Bed Tracking form in ProviderConnect. The form is completed for each provider location.

The Bed Tracking form consists of two different sections that a provider can view and update, depending on the services they are contracted to provide. The two sections include:

- **RTC** – This section is specific to providers where Residential are provided. It allows these providers to submit projected discharge dates for consumers currently at their location, update information about other beds occupied by non-IL Collaborative members as well as view beds currently being held for future members.
- **Inpatient** – This section is specific to providers where Inpatient services are provided. It allows these providers to submit bed availability information for their location.



Key Steps The key steps for updating existing Bed Match referrals are:
1. Access Bed Tracking form.
2. Update and save bed availability information.

Key Step 1: Access Bed Tracking Form The first key step is to access the Bed Tracking form and the specific section to update bed availability information.

1. Access the Bed Tracking function.
 - Click Enter Bed Tracking Information link from either the navigation menu or the Homepage of ProviderConnect.

The screenshot shows the ProviderConnect homepage. At the top, it says "Welcome . Thank you for using ValueOptions ProviderConnect." Below this is a "YOUR MESSAGE CENTER" section with "INBOX" and "SENT" icons. A message states "Your Recent Inquiries box is empty". Under the heading "WHAT DO YOU WANT TO DO TODAY?", there are two columns of links. The link "Enter Bed Tracking Information" is highlighted with a red rectangular box.

Welcome . Thank you for using ValueOptions ProviderConnect.

YOUR MESSAGE CENTER  

Your Recent Inquiries box is empty

WHAT DO YOU WANT TO DO TODAY?

- ▼ [Eligibility and Benefits](#)
 - [Find a Specific Member](#)
 - [Register a Member](#)
- ▼ [Enter or Review Authorization Requests](#)
 - [Enter an Authorization Request](#)
 - [Enter a Special Program Application](#)
 - [Enter a Comprehensive Service Plan](#)
 - [Review an Authorization](#)
 - [View Clinical Drafts](#)
- ▼ [Enter or Review Claims](#)
 - [Review a Claim](#)
 - [View My Recent Provider Summary Vouchers](#)
- ▶ [Enter Bed Tracking Information](#)
- ▶ [Search Beds/Openings](#)
- ▶ [View My Recent Authorization Letters](#)
- ▶ [Complete Provider Forms](#)

- The Vendor Selection screen will display
- 2. Locate and select the Service/Vendor
- 3. Click the radio button next to the service address to select the record.
 - The record that is selected will be the location for which bed availability will be updated
- 4. Click Next

Bed Tracking

Provider ID: Provider Last Name: Provider First Name:

Select Service Address

Capture	Provider		Vendor	
	Provider ID	Last Name First Name	Vendor ID	Vendor Last Name Vendor First Name
	Tax ID	Service Address	Paid To Vendor ID	Pay To Address
	Alternate ID			
<input type="radio"/>				
<input checked="" type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Back **Next**

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- 5. Select the Illinois MH Collaborative for Access and Choice contract
 - Click the hyperlink title of the contract (Illinois MH Collaborative for Access and Choice)
 - The Bed Tracking form will display

Note: If no contract is listed contact the ILL Collaborative at 217-801-9180.

Bed Tracking

Provider Name: Vendor ID:

Please select the contract for which you are completing Bed Tracking information.

[ILLINOIS MH COLLABORATIVE FOR ACCESS AND CHOICE](#)

Back Cancel

- 6. Select the section to update
 - Click the "+" sign next to the Level of Care (Residential or Inpatient) that is being updated.

Bed Tracking

Provider Name: **TRILOGY INC.** Vendor ID: **A993345**

I - INPATIENT, BEH - BEHAVIORAL ** Contract Code: 41, Contract Association: ABC, Parent: ILL **
 R - RESIDENTIAL TREATMENT CENTER, BEH - BEHAVIORAL ** Contract Code: 41, Contract Association: ABC, Parent: ILL **

7. The section will expand and display bed availability information fields.
8. The following fields are updated for **Acute Inpatient Bed Updates**.
 - a. **Bed Count As Of** – Calendar function is available to select the date or date may be data entered directly. Each time the Acute Inpatient Beds are updated this date fields should be updated.
 - b. **Total Number of Available Beds/Opening** – This field indicates the total number of beds a facility has available for occupancy at this time. These beds can be further broken down by male and female.
 - c. **Total Female Beds/Opening and Total Male Beds/Opening** – These fields indicate the beds currently available that could be filled with a female or male consumer respectively.
 - d. **Total Female Flex Beds/Opening and Total Male Flex Beds/Opening** – This indicates beds which could be used for either female or male consumers respectively. An example would be a room where there are currently no patients occupying the beds – those beds could be used for either male or female consumers. Some facilities maintain the room as male or female even when unoccupied so this break out is continued here.
 - e. Once the update is completed the Update button should be selected to save changes.
 - f. In the below example the facility has a total of 66 beds available – of these beds 30 can only be used for female consumers, 20 for male consumers and then another 16 which could flexed to be either male or female. Depending on the facilities workflow these beds could be listed all together or broken out as male and female.

I - INPATIENT, BEH - BEHAVIORAL ** Contract Code: 41, Contract Association: ABC, Parent: ILL **

Bed Count As Of	<input type="text" value="06132012"/>	<input type="button" value="Update"/>
Total Number of Available Beds/Opening	<input type="text" value="66"/>	Last Update 06/13/2012
Total Female Beds/Opening	<input type="text" value="30"/>	
Total Male Beds/Opening	<input type="text" value="20"/>	
Total Female Flex Beds/Opening	<input type="text" value="10"/>	
Total Male Flex Beds/Opening	<input type="text" value="6"/>	

9. The following are updated for **Substance Abuse Crisis Residential or Crisis Residential .Mental Health Only**
 - a. **Total Number of Licensed Beds (SA)/Total Number of Beds (MH)** – Displays the number of beds the location has for the services being provided by the Collaborative. This is your total bed count for the unit(s) that could be used for consumers.
 - b. **Beds Occupied by Other Insured** – Open text field for users to update for the daily bed availability information update. This is the field where the number of beds currently being occupied by patients not being authorized by the Collaborative are indicated.

R - RESIDENTIAL TREATMENT CENTER, BEH - BEHAVIORAL ** Contract Code: 41, Contract Association: ABC, Parent: ILL **

*Total Number of Licensed Beds 6 Update
Last Update
06/13/2012

Beds Occupied by Other Insured

- + Projected R - RESIDENTIAL TREATMENT CENTER Discharges
- + Other Insured Occupied Beds for Discharge
- + Projected Admissions
- + Held Beds for Match/Admit Decision

10. There are several additional expandable sections as part of the Residential Bed Tracking. Users can Click the “+” sign next to each section to view/update information.

- Projected Discharges** – Section will list all consumers currently authorized at this service location by the Collaborative. Users enter the projected/actual discharge date and if the bed will be reserved for Other Insured (as applicable). In the below example HLOC ILL is/was scheduled for discharge on 6/16/12 by the clinical review and authorization done with the Collaborative but is now discharging on 6/14/12. If a bed is being reserved for a patient that is awaiting placement outside of the Collaborative the checkbox should be selected to indicate the bed will not become available as of the discharge date of the consumer currently occupying the bed.

Member ID	Member Name	Date of Birth	Estimated Discharge Date on File	Projected or Actual Discharge Date	Bed Reserved for Other Insured
TEMP000819836	LOC, TEST	01012012		<input type="text" value=""/>	<input type="checkbox"/>
TEMP000819798	ILL, HLOC	01012012	06162012	06142012	<input type="checkbox"/>

- Other Insured Occupied Beds for Discharge** – Section allows users to enter the projected/actual discharge date of Other Insured and if that projected discharge bed will be reserved for Other Insured and the gender of that member. Selection of the gender allows for enhanced bed search abilities when the Collaborative is searching for available beds for consumers.

Bed	Projected or Actual Discharge Date	Bed Reserved for Other Insured	Gender
Bed 1	06152012	<input type="checkbox"/>	FEMALE
Bed 2	<input type="text" value=""/>	<input type="checkbox"/>	SELECT...
Bed 3	<input type="text" value=""/>	<input type="checkbox"/>	SELECT...
Bed 4	<input type="text" value=""/>	<input type="checkbox"/>	SELECT...
Bed 5	<input type="text" value=""/>	<input type="checkbox"/>	SELECT...

- Projected Admissions** – This section is not applicable to the Illinois MH Collaborative for Access and Choice and should be ignored.
- Held Beds for Match/Admit Decision** – This section is not applicable to the Illinois MH Collaborative for Access and Choice and should be ignored.