

Procedure For Reporting Availability Capacity:

All treatment providers are required to report beds and slots available through BHIPS to support the transfer of clients to available treatment beds and to comply with the federal block grant.

- A. Open BHIPS
- B. Go to the Business Office screen and select the Available Capacity button.
- C. This page will display the past ten dates of the Available Capacity reports that were submitted to TCADA. It serves as a link to the [Report Available Capacity](#) detail screen. On this page you will click on **Add Report**. Enter the date for which you wish to report.
- D. Enter three numbers for each of the four service types that you provide: (Detox, Residential, Outpatient or Methadone):
 1. Number of TCADA-funded beds and slots.
 2. Number of TCADA-funded clients actively enrolled in each service type (i.e., your current census in those programs).

Example: If you have 3 outpatient programs, (1 TRY, 1 TRF and 1 TRA), and 15 TCADA-funded slots in each program, you will report "45" funded beds/slots.

If you have 10 TCADA-funded clients active in the TRY, 2 in TRF and 15 in TRA, you will report a census of "27".

BHIPS will automatically calculate the Percent Full. You will not be able to edit the percent full field.

3. Number of clients on the Wait List for each of the service types that you provide.

The reporting is the same for the detoxification, outpatient and methadone program types. Reporting is required daily, Monday through Friday, except weekends and holidays.

- E. Select the correct answer, "Yes" or "No" to the question, "Do you have a pregnant female or IV drug user on your Wait List?"
- F. Look at the notice: "If you are at 90% capacity and have a pregnant female or an IV drug user for which you cannot place today, please call TCADA Capacity Management at 1.800.932.9623 for assistance", and make any appropriate calls.
- G. Once this is done, click on the **Save** button on the toolbar located on the top and bottom of the page. BHIP performs an edit check. If all fields pass the edit check the report is saved and a confirmation message is displayed.

- H. Click on **OK** on the confirmation message box and BHIPS will display the saved report.
- I. Click the **Quit** button on the toolbar located on the top and bottom of this screen and you will be returned to the Available Capacity List screen. The date of the saved report is added to the list.