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May 22, 2002

Dear Provider:

TCADA is continuing efforts to improve the Capacity Reporting function. For those of you using BHIPS, beginning **May 15, 2002 additional requirements for reporting Available Capacity** were added, including Wait List information and identifying priority populations. With this implementation, you will only be able to report available capacity at the administrative business entity level. You will no longer be required to report at the clinic level.

In addition, only staff members with the role "Available Capacity Specialist" will be able to enter available capacity. All other roles that currently have the ability to add capacity information will become view only. This means, **you must assign the Available Capacity Specialist role to the staff members whom you wish to do the reporting.**

If you are using BHIPS, but still reporting capacity in TPN, you must **begin using the Available Capacity in BHIPS** instead.

Attached you will find the **procedures for using the Available Capacity screens** in BHIPS.

Some providers are still reporting on TPN; not using any BHIPS functions. Until converted to BHIPS, programs must continue to report capacity daily in TPN.

Please **see the BHIPS on-line help** for a detailed explanation of the additional reporting requirements. If you have problems, please call TCADA Capacity Management at 1.800.832.9623 for help.

Sincerely,

Douglas Wilson  
Deputy Director  
Licensing and Enforcement

