Welcome!

PA Open Beds
Educational Webinar

Dan Miller, Presenter

August 5, 2016

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DEPARTMENT OF DRUG AND
ALCOHOL PROGRAMS

Introduction to PA Open Beds

- Introduction by Secretary Gary Tennis

- The PA Open Beds is an innovative tool developed by the Department of Drug and Alcohol Programs (DDAP) to more effectively use the treatment beds available in the Pennsylvania drug and alcohol treatment system.

- In response to the current opioid addiction and overdose death epidemic, PA Open Beds was created to aid in the increased demand and strain on our treatment system.

Webinar Objectives

- One of our Department's primary objectives is to strategize ways to achieve better access, and efficient access and improved utilization of services.

- Gaining a basic understanding of how Open Beds works today and how it supports the above objective.

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Accessing PA Open Beds

- Complete the downloadable sign-up form in its entirety.
- Be sure to have a **Microsoft Live Account**, if you have an existing account, it may be utilized as well.
  - Microsoft Live Sign-up https://signup.live.com
- **Email the completed form to RA-DAOPENBEDS@pa.gov**

Microsoft Online Services
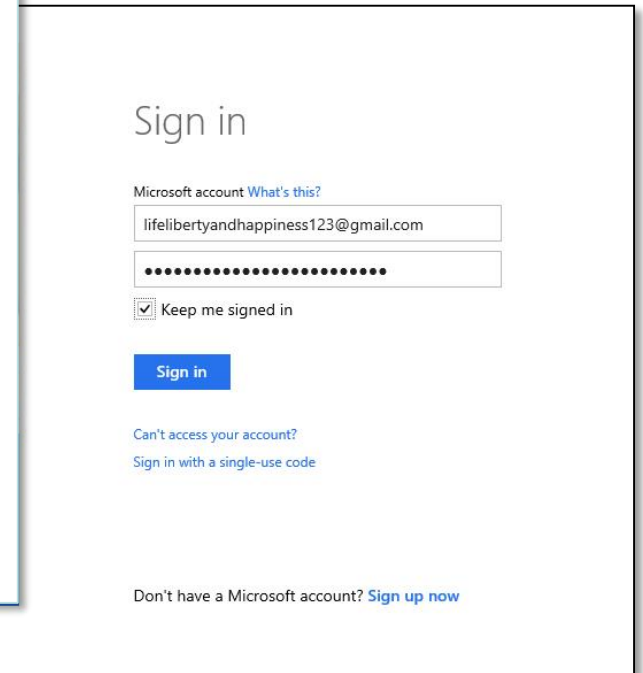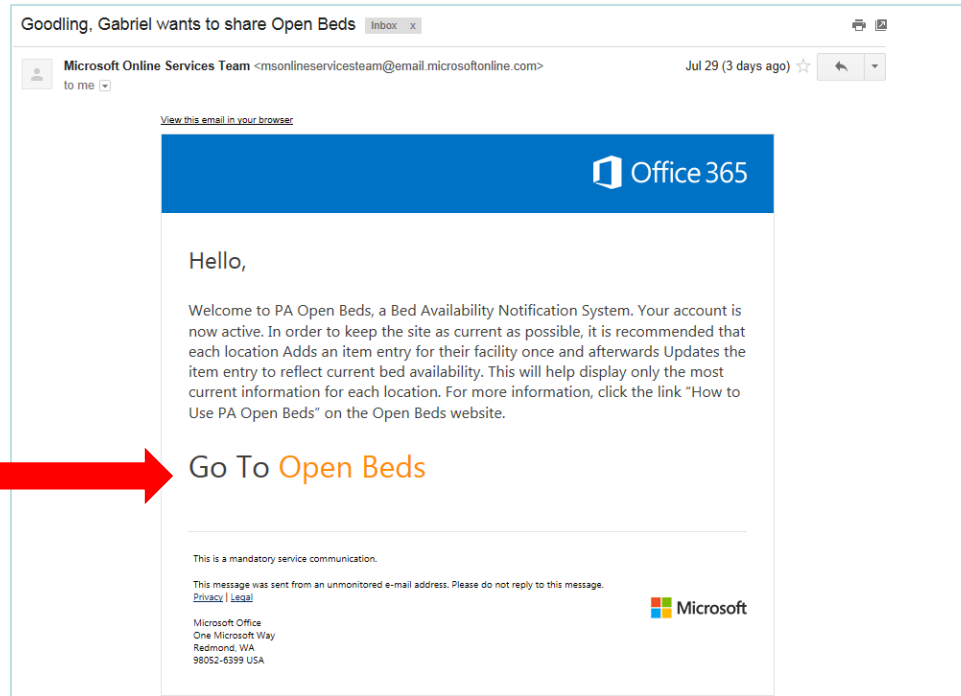
Email Activation Notification
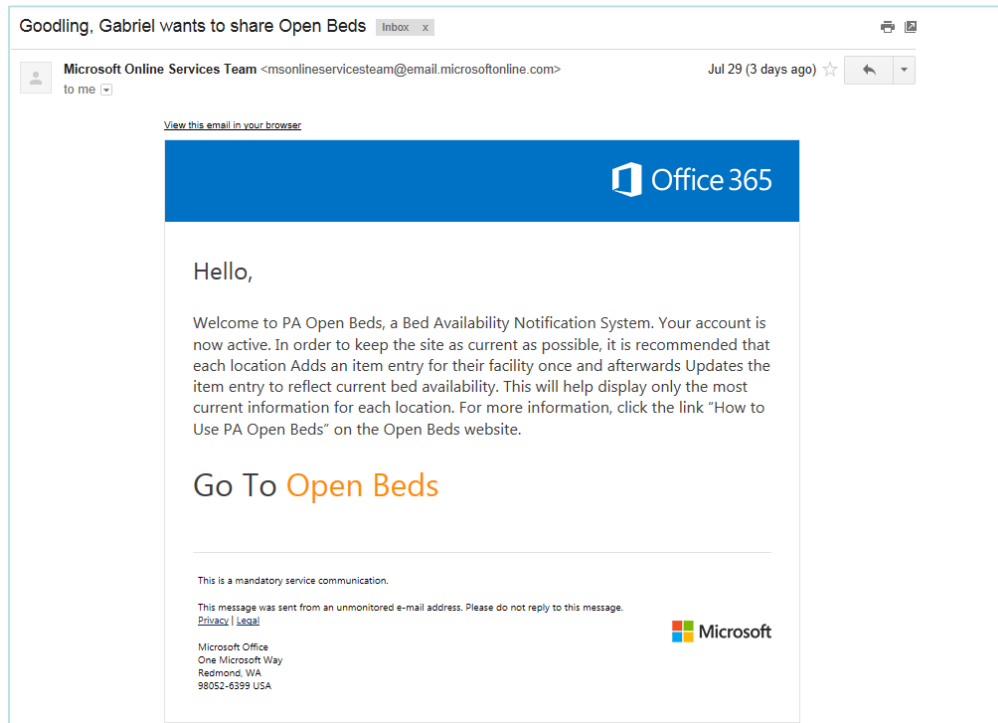
Operating Open Beds (Step By Step)

- Sign in to access information via the email notification.

- View bed availability relevant to you by filtering the view.

- Add your site/location's bed availability.

- Or update your site/location's "existing" bed availability.

- Set an email alert.

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Step 1. Sign in, View Info

- **The fastest and easiest way to sign-in to PA Open Beds is by utilizing your activation email by clicking on the link within the email "Go To Open Beds."**

- **Remember to keep the link** by adding this link to your favorites/bookmarks upon your first visit. It will be easy to return for subsequent visits.

- If you set up your PA Open Beds email alert, subsequent email alerts you receive will contain a link to sign in as well.

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Step 1. Sign in, View Info

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- To filter data from the Open Beds site, click the dropdown next to the field you would like to sort.
- To change your setting back to display everything, click the same dropdown and option to "Clear Filters."

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Step 2. To Add a Bed Information

- To add a new posting of your facility's open bed availability, scroll to the bottom of the Discussion Board and click the link to "Add new item."
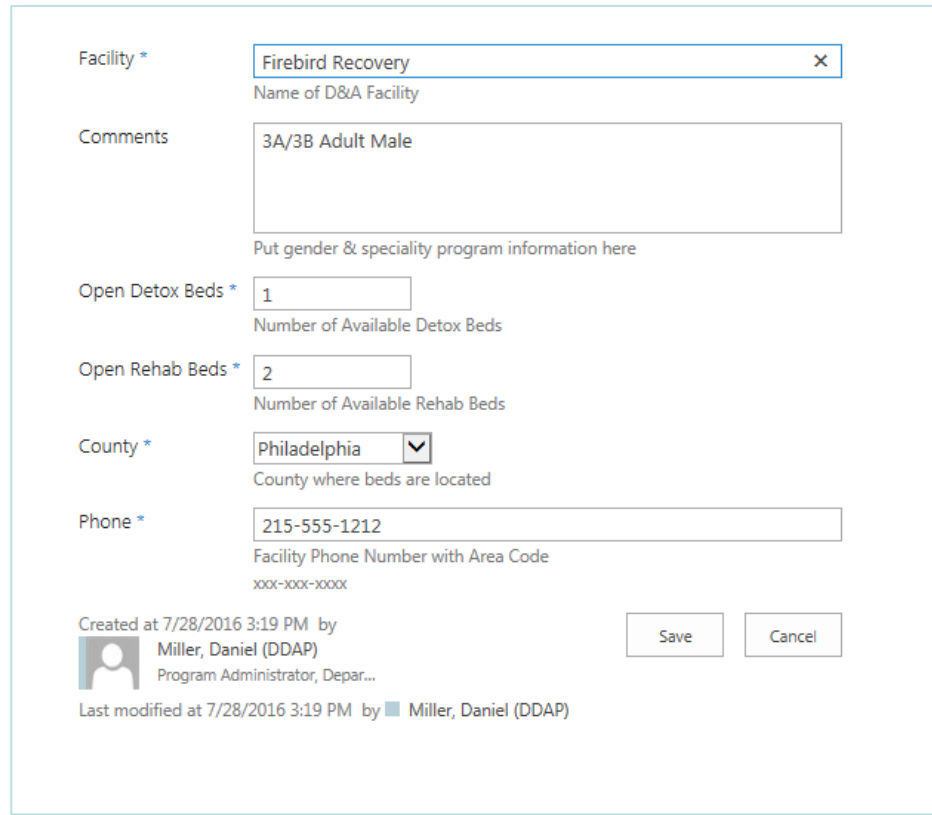

- Next, complete the information such as Facility Name, Number of Detox and Rehab beds available, County and Phone number. In the comments field, add any gender and specialty information, such as male/female or adolescent.

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Step 2. Save Added Bed Information

- Once finished, click "Save" and your new item will be posted to the page.

- **For future postings, you will want to update your entry.**

- These instructions can be found on the "How To" link on the left navigation.

Facility * | Firebird Recovery | ✕
Name of D&A Facility

Comments | 3A/3B Adult Male
Put gender & speciality program information here

Open Detox Beds * | 1
Number of Available Detox Beds

Open Rehab Beds * | 2
Number of Available Rehab Beds

County * | Philadelphia ▾
County where beds are located

Phone * | 215-555-1212
Facility Phone Number with Area Code
xxx-xxx-xxxx

Created at 7/28/2016 3:19 PM by
Miller, Daniel (DDAP)
Program Administrator, Depar...

Last modified at 7/28/2016 3:19 PM by Miller, Daniel (DDAP)

Save | Cancel
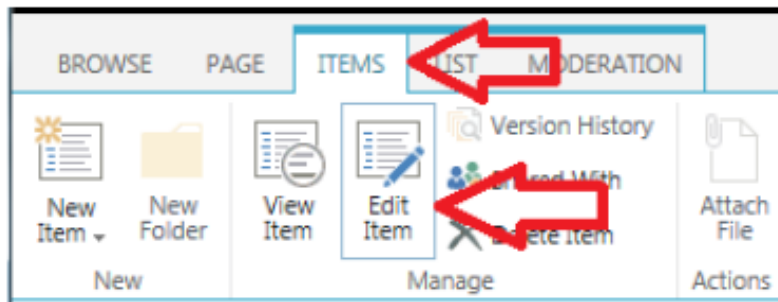
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Step 3. Update Information

- To update an existing entry, check the box for your existing entry. **Do not update with the Add New Item.**

Step 3. Update Information

- Then click the "Items" tab and click edit item.

- This will allow you to revise your information on the item checked.

Step 3. Save Update Information

- Once finished, click "Save" and your new item will be posted to the page.
- These instructions can be found on the "How To" link on the left navigation.

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Step 4. Set an Alert

- To receive a summarized full list of bed availability, you can set an alert. First, click on the Open Beds Discussion Board Hyperlink.

Step 4. Set an Alert

- In the upper left corner, click the "List" tab.
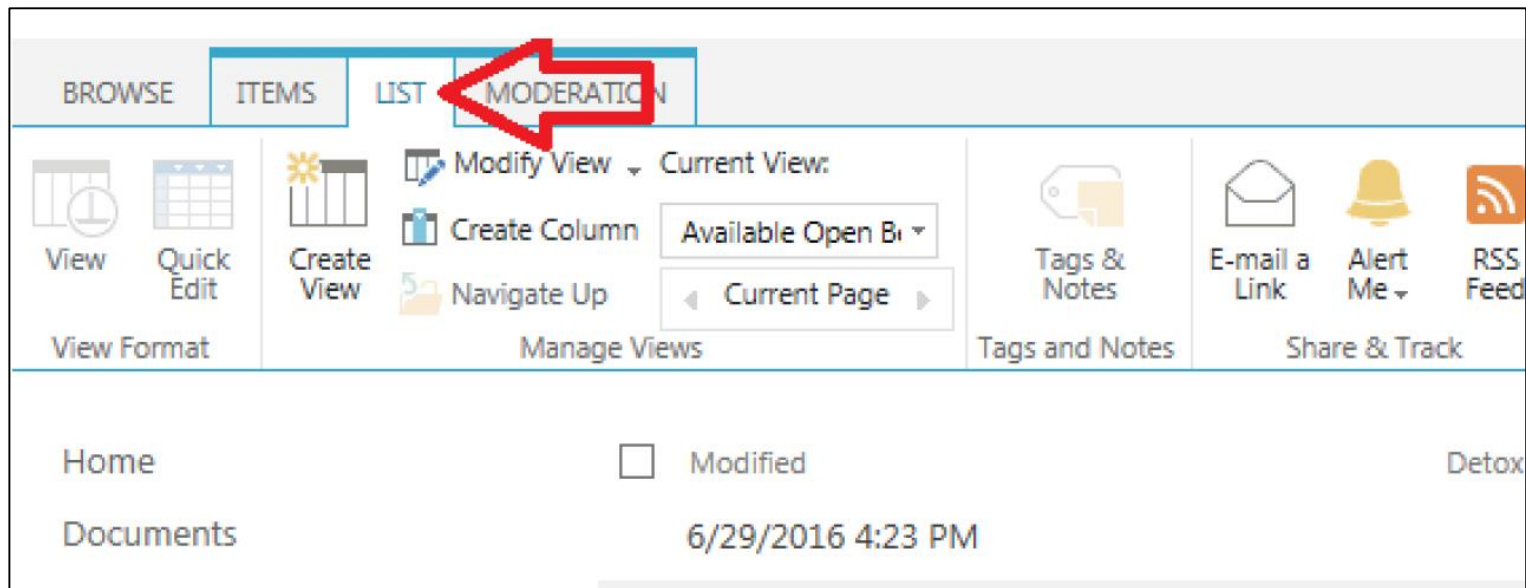
Step 4. Set an Alert

- Then click the Alert Me button, followed by "Set an alert on this list."

Step 4. Set an Alert

Next, complete your custom delivery settings. These default settings are the recommended settings.

Change Type
Specify the type of changes that you want to be alerted to.
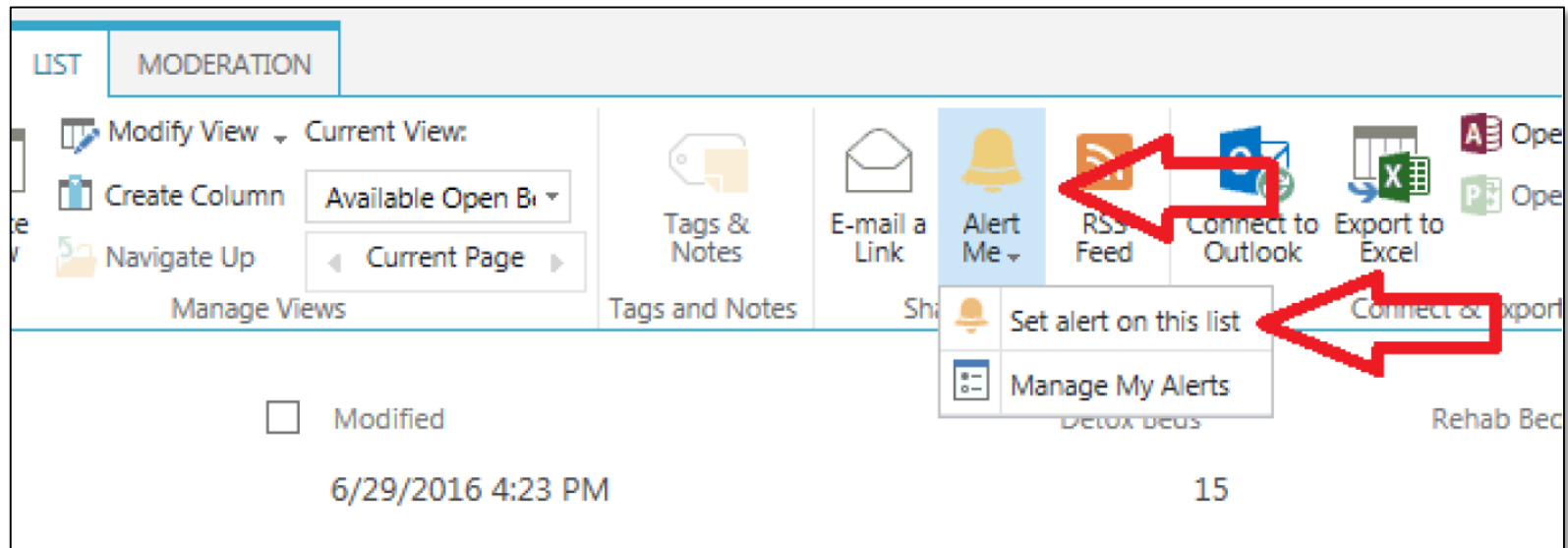
Only send me alerts when:
- ● All changes
- ○ New items are added
- ○ Existing items are modified
- ○ Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:
- ● Anything changes
- ○ Someone else changes a post
- ○ Someone else changes a post created by me
- ○ Someone else changes a post last modified by me
- ○ Someone changes an item that appears in the following view:
  - Subject

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Step 4. Set an Alert

- Finally, you can select how frequently you'd like to receive the summary emails. To confirm, click OK.
- Once complete, you will receive a confirmation email.

Support Questions and Thank you!

- Your attendance today is very much appreciated.
- If you have additional setup questions about the site or the site in general, please contact us at RA-DAOPENBEDS@pa.gov