

▶ **Welcome!**

PA Open Beds

Educational Webinar

Dan Miller, Presenter

August 5, 2016

▶ 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.

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**

DDAP-EFM-1600 Rev. 7/16

 **pennsylvania**
DEPARTMENT OF DRUG AND ALCOHOL PROGRAMS

PA Open Beds Account Registration

PA Open Beds, a Bed Availability Notification System, is an online site where PA Licensed Substance Abuse Detox and Inpatient Treatment Providers may share and receive information about bed availability throughout Pennsylvania. Access to this site is available to individuals who work for organizations that treat individuals with substance abuse disorders or assist in client placement.

To register for access to **PA Open Beds**, please email this completed form to RA-DAOPENBEDS@pa.gov.

Name: Daniel Miller Title: AORO

Organization: DDAP

Street Address: 02 Kline Village

City: Harrisburg State: PA Zip Code: 17104

Telephone: (717) 783 - 8200 Email*: lifelibertyandhappiness123@gmail.com

* To access the PA Open Beds System, you must register your email address with Microsoft. To do so, please visit <https://signup.live.com>. Email accounts must be registered with Microsoft prior to submittal of this form to RA-DAOPENBEDS@pa.gov.

Please check **ONLY** one box below to indicate the type of access being requested along with **REQUIRED** validation information.

Bed Availability Contributor:

I work for a PA Licensed Substance Abuse Detox and/or Inpatient Treatment Provider
PA Treatment License Number (Required): 999999

Read Only Access:

I work for a Single County Authority

I work for a PA Licensed Substance Abuse Treatment Provider who Provides Outpatient or Medication-Assisted Treatment Services

I work for a Recovery Organization

I work for a Medical Facility

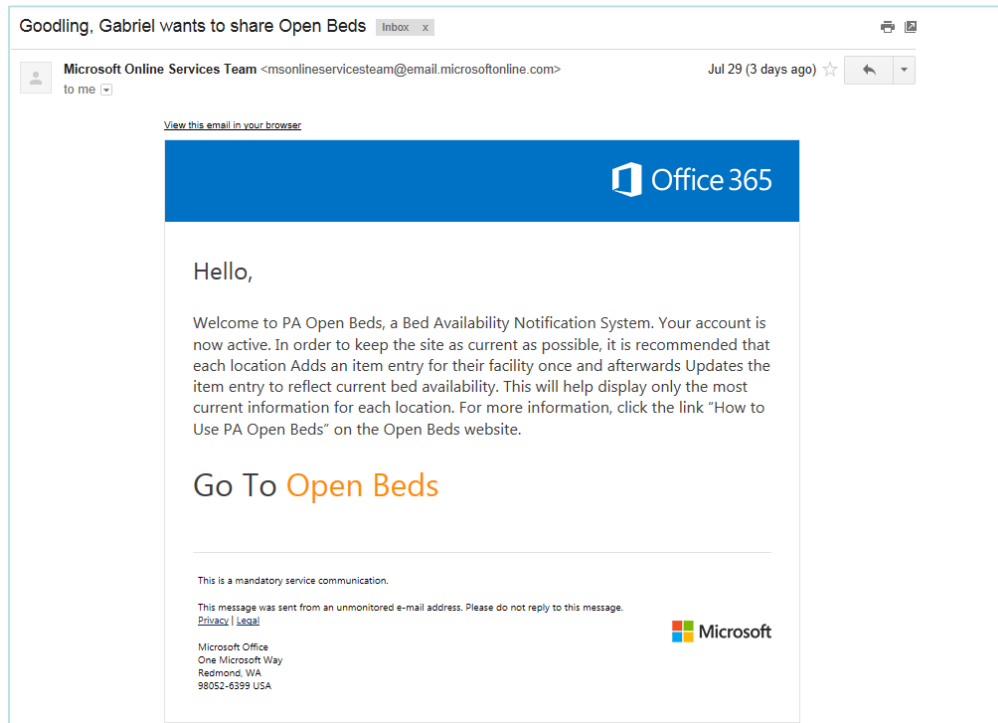
Other (Explain):

DDAP Use Only

Date Received:

Microsoft Online Services

Email Activation Notification



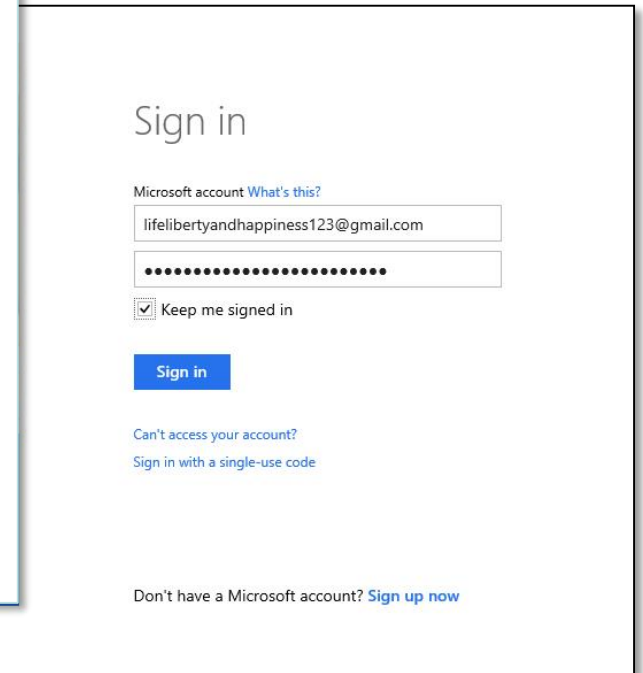
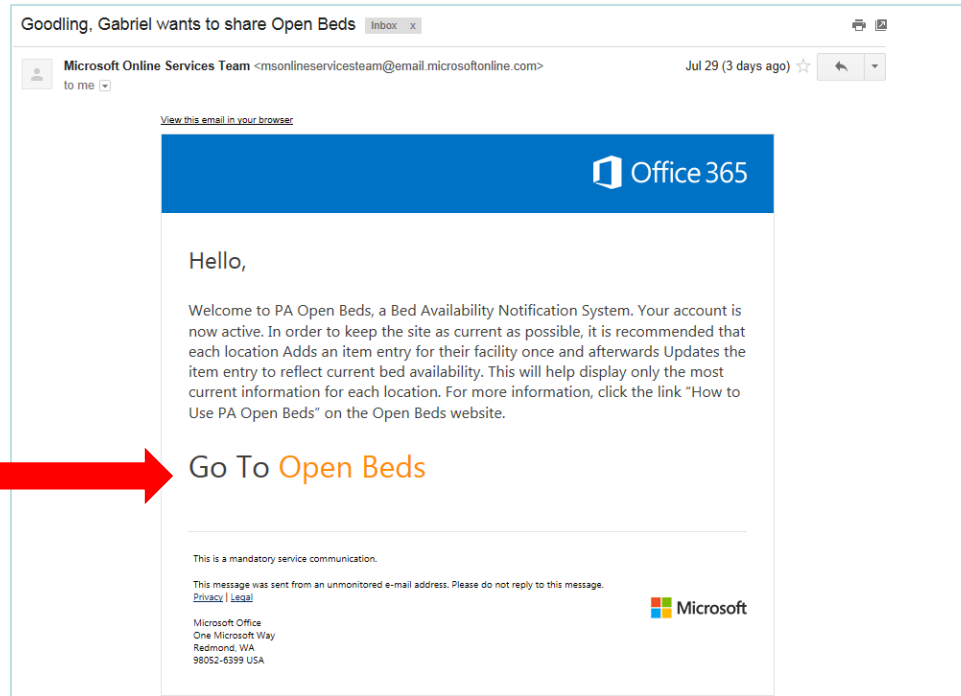
Operating Open Beds (Step By Step)

- 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.

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.

Step 1. Sign in, View Info



Step 1. Sign in, View Info

The screenshot shows the Office 365 interface for the 'Open Beds' application. At the top, the user is logged in as 'Dan Miller'. The page title is 'Open Beds' and the main heading is 'PA Open Beds'. A search bar is present in the top right. The left sidebar contains navigation options: 'Home', 'How to Use PA Open Beds', and 'Recycle Bin'. The main content area features a paragraph explaining the 'PA Open Beds' system as a 'Bed Availability Notification System' for PA Substance Abuse Licensed Detox and Rehabilitation Providers. Below this is an 'Open Bed Discussion Board' table with columns for 'Modified', 'Open Detox Beds', 'Open Rehab Beds', 'County', 'Facility', 'Phone', and 'Comments'. The table lists four entries with their respective dates, bed counts, counties, facilities, and phone numbers. A '+ Add new item' button is located at the bottom of the table.

Office 365

BROWSE PAGE

SHARE

Open Beds

Search this site

Home

How to Use PA Open Beds

Recycle Bin

PA Open Beds

PA Open Beds, a *Bed Availability Notification System*, where PA Substance Abuse Licensed Detox and Rehabilitation Providers may share and receive information about bed availability throughout Pennsylvania. See current bed availability listed below by county or provider.

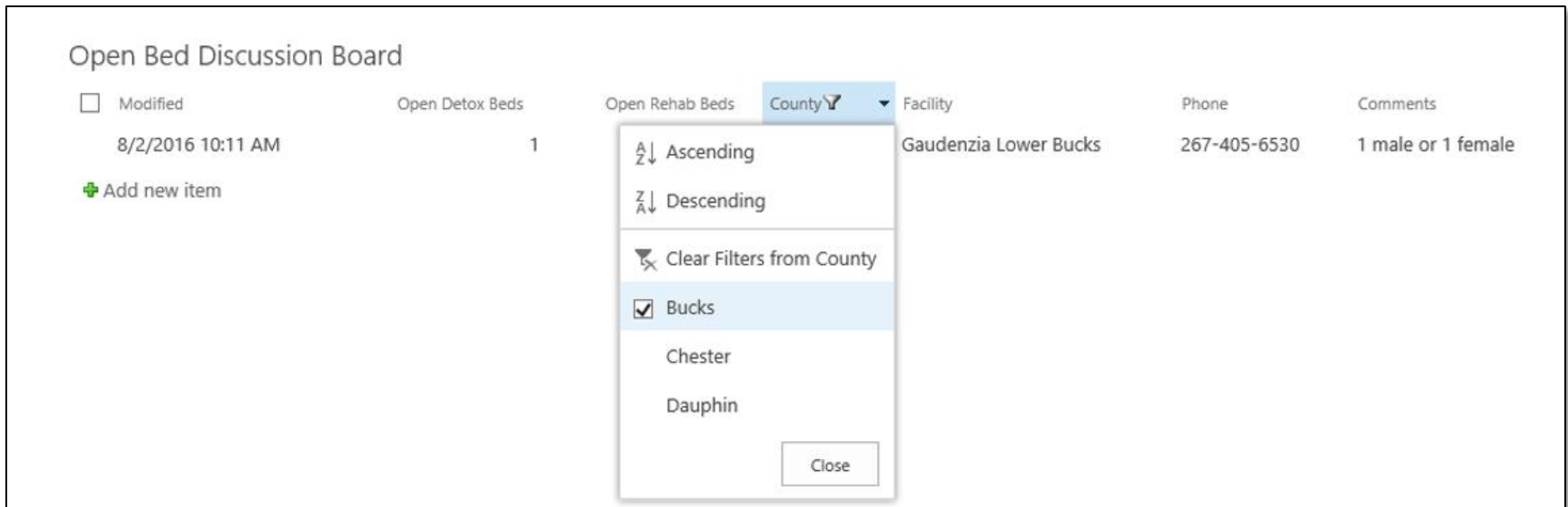
Open Bed Discussion Board

<input type="checkbox"/>	Modified	Open Detox Beds	Open Rehab Beds	County	Facility	Phone	Comments
	8/2/2016 10:11 AM	1	0	Bucks	Gaudenzia Lower Bucks	267-405-6530	1 male or 1 female
	8/2/2016 9:13 AM	0	0	Dauphin	Gaudenzia Common Ground	717-238-5553	0 Beds open today
	8/1/2016 9:08 AM	0	0	Dauphin	Gaudenzia Common Ground	717-238-5553	0 Beds open today
	7/27/2016 9:51 AM	0	0	Chester	Bowling Green Brandywine	610-268-3588	we have 0 beds open today

+ Add new item

Step 1. Sign in, View Info

- 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.”



The screenshot shows the 'Open Bed Discussion Board' interface. It includes a table with columns for 'Modified', 'Open Detox Beds', 'Open Rehab Beds', 'County', 'Facility', 'Phone', and 'Comments'. A dropdown menu is open for the 'County' column, showing options for 'Ascending', 'Descending', 'Clear Filters from County', 'Bucks', 'Chester', and 'Dauphin'. The 'Bucks' option is currently selected.

Modified	Open Detox Beds	Open Rehab Beds	County	Facility	Phone	Comments
8/2/2016 10:11 AM		1	Bucks	Gaudenzia Lower Bucks	267-405-6530	1 male or 1 female

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."

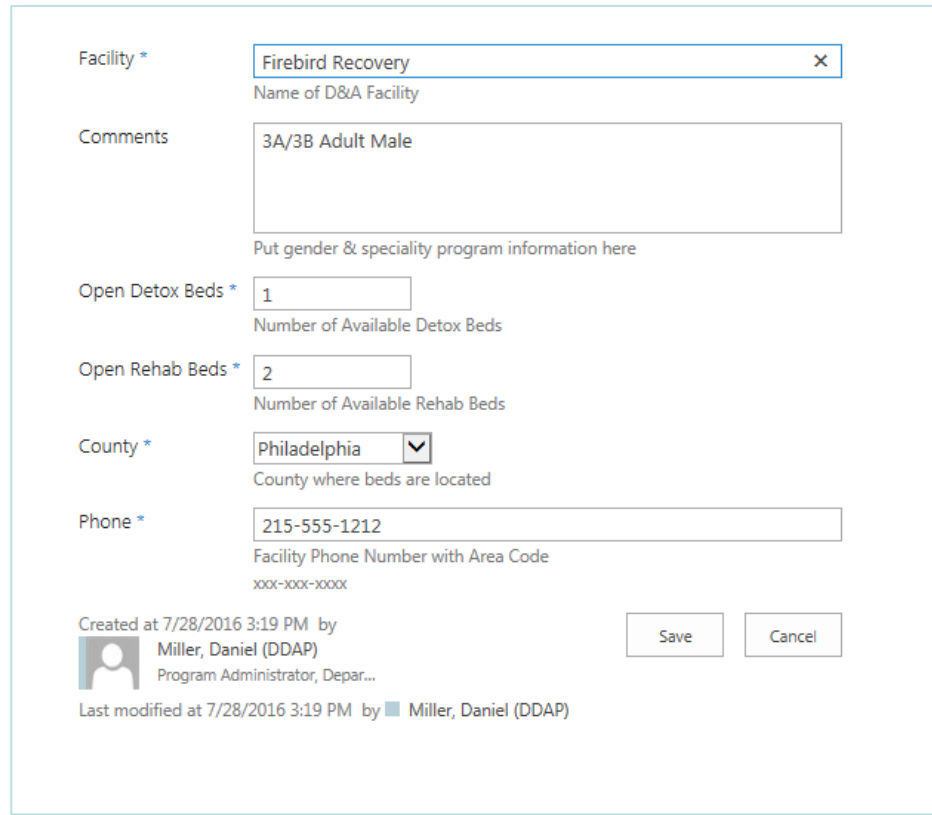


+ Add new item

- 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.

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.



The screenshot shows a web form with the following fields and values:

- 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)

At the bottom of the form, it shows: 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). There are "Save" and "Cancel" buttons.

Step 3. Update Information

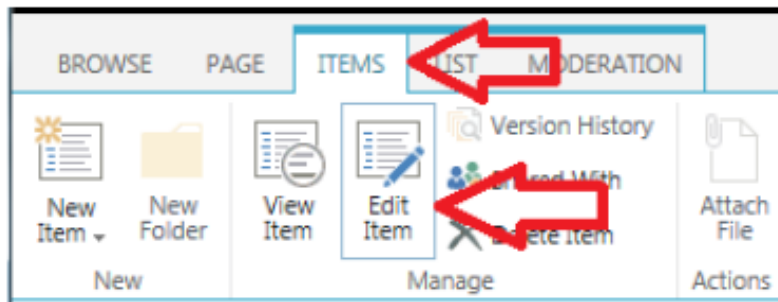
- To update an existing entry, check the box for your existing entry. **Do not update with the Add New Item.**

Open Bed Discussion Board

<input checked="" type="checkbox"/>	Modified	Detox Beds	Rehab Beds
<input checked="" type="checkbox"/>	6/23/2016 3:38 PM	1	1

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.

Facility * x
Name of D&A Facility


Comments
Put gender & speciality program information here


Open Detox Beds *
Number of Available Detox Beds

Open Rehab Beds *
Number of Available Rehab Beds

County * v
County where beds are located

Phone *
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)

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.

Open Beds EDIT LINKS

Open Beds

Home

Documents

Recent

- Open Bed Discussion Board

How to Add an Item

How to Modify your Entry

How to Filter Data

How to Set an Alert

Site Contents

PA Open Beds

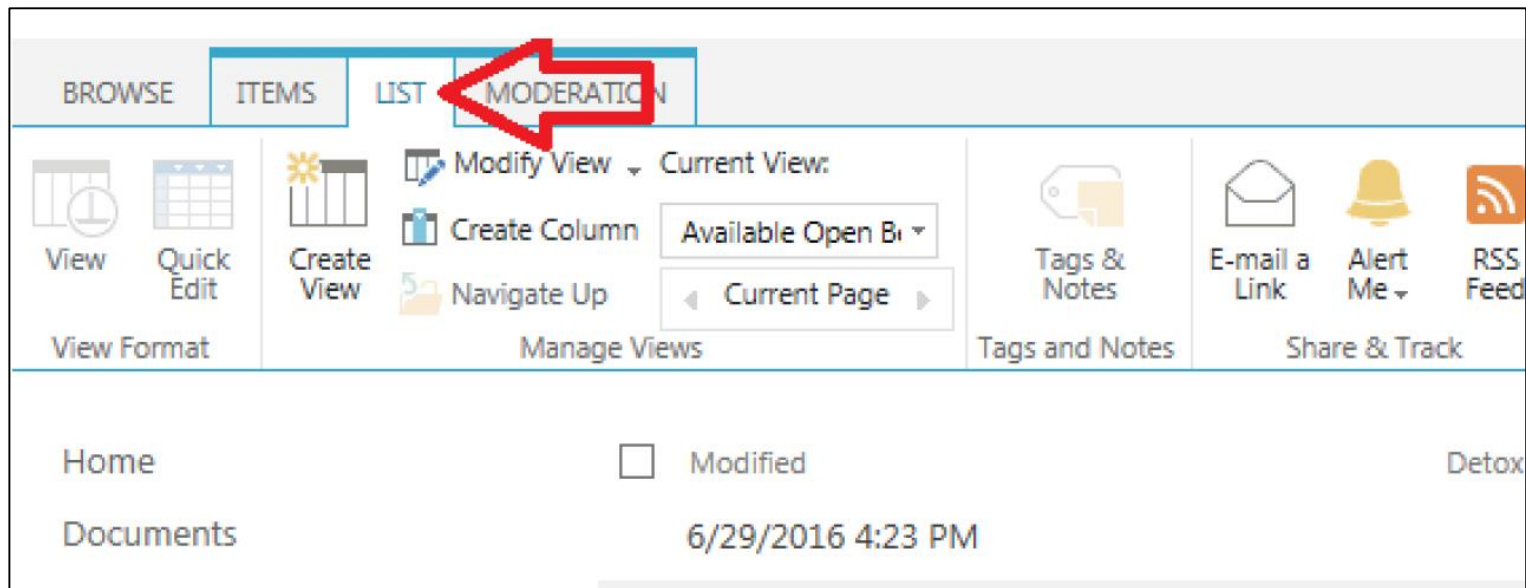
PA Open Beds, a Bed Availability Notification System, where PA Substance Abuse Licensed Detox and Rehabilitation Pennsylvania. See current bed availability listed below by county or provider.

[Open Bed Discussion Board](#)

<input type="checkbox"/>	Modified	Detox Beds	Rehab Beds	County	Fac
	6/29/2016 4:23 PM	15	10	Luzerne	Sa

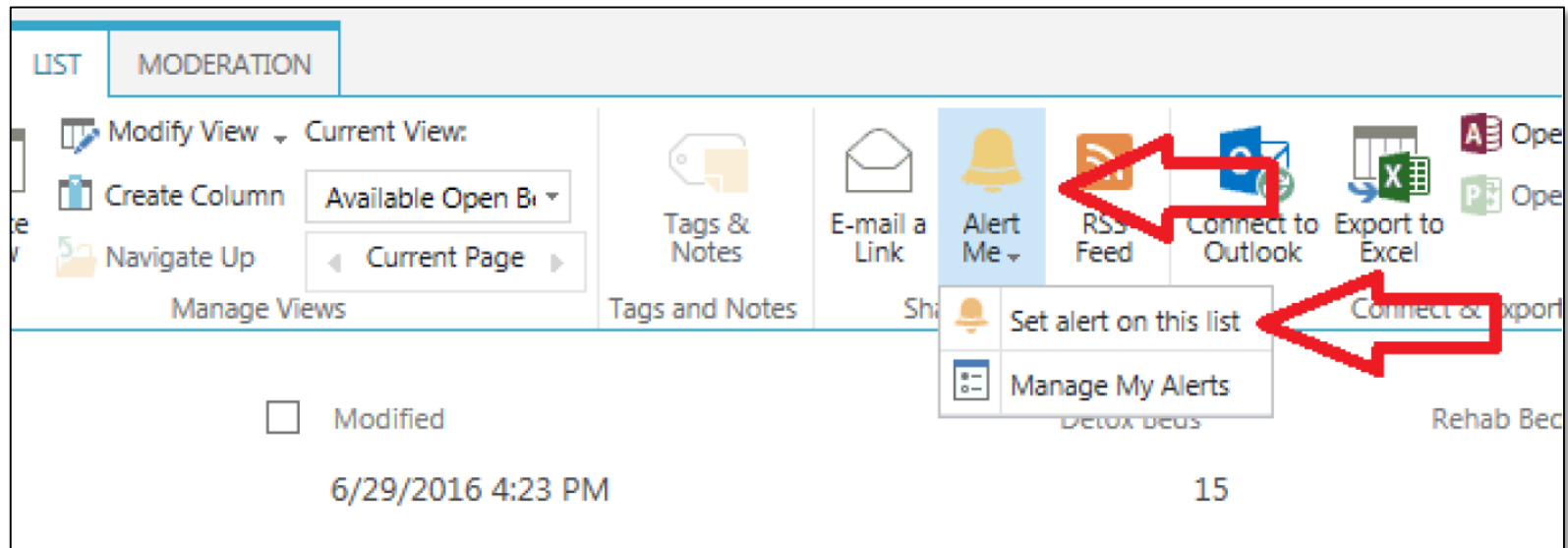
Step 4. Set an Alert

- 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



▶ 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.

When to Send Alerts

Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

Send a weekly summary

Time:

Thursday ▼ 2:00 PM ▼

OK Cancel ▼

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