

User Manual

SERVICE & BED AVAILABILITY TOOL (SBAT)

The Web-based tool that provides a dashboard of available specialty SUD services throughout Los Angeles County

Substance Use Disorder Treatment Services

July 2023 | Version 7.0

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Section 1. User Access

New User

Complete the User Registration found here:
<http://publichealth.lacounty.gov/sapc/NetworkProviders/Forms.htm>. This form is required for SBAT General Users but is not required for SBAT Administrative Users; see Section 8 Dashboard for more information.

Submit the completed and signed form to SAPC_APP_Support@ph.lacounty.gov. Subject: Information Systems. Substance Abuse Prevention and Control (SAPC) staff will contact the user directly with access code information.

Existing User

To remove access and/or grant access to existing users for updating new locations, please contact Information Systems at (626) 299-4546 or SAPC_APP_Support@ph.lacounty.gov.

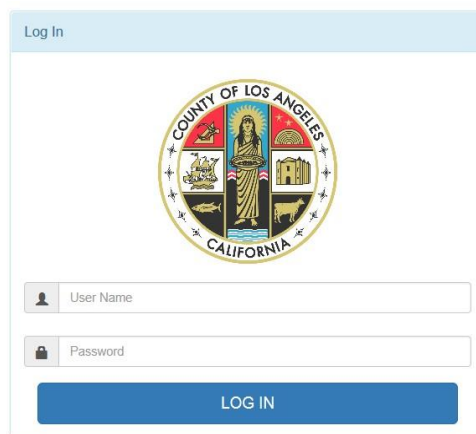
Section 2. Log In

URL

Navigate to the Service & Bed Availability Tool (SBAT) login page at:
<https://sapccis.ph.lacounty.gov/SBATProviderSite>

Logging In

Log in with the credentials that you received from SAPC. (C# login is not required for this login.)



Users are locked out after three (3) failed attempts. Please call SAPC Information Systems at (626) 299-4546 to reset the password.

After login, you will be able to view all assigned locations on the available form. Only certified levels of care with an executed Drug Medi-Cal (DMC) contract will be shown on the SBAT.

The screenshot displays a table with two columns: 'Facility Address' and 'Level of Care, Bed Capacity, and Intake Appointment Hours'. The first row lists '1000 North Mission Boulevard, La Mirada, CA 91710'. The second row lists '3250 Wilshire Boulevard, Los Angeles, CA 90010'. A red box highlights the 'Assign' button on the left and the 'Certified Levels of Care' section on the right. The 'Certified Levels of Care' section includes 'Outpatient Intake Slots' (OP) and 'Residential Intake Slots' (RS) for both facilities, along with 'Residential Bed Capacity' (RB) for the second facility. The form includes input fields for intake slots and checkboxes for availability within 7 days.

Section 3. Input Outpatient and/or Residential Intake Availability

The SBAT intake slot availability allows providers to input information on the number of intake slots that are available on a given day for Outpatient Services (including Intensive Outpatient) and Residential Services (including all levels of care) for referral sources to schedule an intake appointment. This can be updated as many times a day as needed to provide real time information on intake appointment availability.



Daily Zero-Out: Intake slot and bed availability automatically reverts to zero every day 24-hours after the SBAT was last updated. Therefore, each day, providers **MUST** update information on intake availability **AND** bed availability (residential, residential withdrawal management, and recovery bridge housing providers only) to ensure accurate and timely referrals (see section 7 below for more information).

There are four (4) options to make changes to intake and bed availability information at each facility location.

1. Intake Slot Box Input

The screenshot shows two sections: 'Outpatient Intake Slots' (OP) and 'Residential Intake Slots' (RS). Each section has a calendar icon, a text input field (highlighted with a red box), and a 'No/Yes' radio button selection. The text next to the input fields asks 'Are Outpatient Intake appointments available within 7 days?' and 'Are Residential Intake appointments available within 7 days?' respectively.



Use whole numbers (e.g., 1, 2, or 3)

2. Intake Slot Calculator



By inserting specific information, the Intake Slot Calculator can help providers calculate the number of intakes that can be scheduled on a given day to maximize staff and organizational planning for the benefit of both treatment agencies and the patients they serve.

SBAT Intake Slot Calculator

Do you know how many intakes your agency can perform?

The "SBAT Intake Slot Calculator" can help providers calculate the number of intakes that can be scheduled on a given day to maximize staff and organizational planning for the benefit of both treatment agencies and the patients they serve. Simply insert the information below, providing the number of staff you have available to work that day, the amount of time staff dedicated to intakes, the average intake time per client, and the number of intakes that were already scheduled for a given day. The calculator will calculate how many intakes you have available on a given day.

Instructions *(see below)*

Total Available Staff for Intakes:	5	Enter number of staff available to conduct intakes
X		
Average Time (hours) Dedicated to Intakes Per Staff:	0.5	Enter average time (hours, in increments of 0.25) that each staff can dedicate to
÷		
Average Intake Time (hours) Per Client:	0.75	Enter average time (hours, in increments of 0.25) it takes staff to complete an
-		
Existing Intake Appointments	2	Enter intake slot(s) that is/are already scheduled for the day
=		
Total Number of Intake Slots Available:	1	Total number of possible intake slots will be auto-calculated based on the values

Click on the calculator icon to access the SBAT Intake Slot Calculator tool

The screenshot displays two sections: 'Outpatient Intake Slots' and 'Residential Intake Slots'. Each section contains a calculator icon (a grid with a plus sign) and a corresponding 'Intake Slot(s) Calculator' form. The forms have four input fields: 'a. Total Available Staff for Intakes', 'b. Average Time (hours) Dedicated to Intake Per Staff', 'c. Average Intake Time (hours) Per Client', and 'd. Existing Intake Appointments'. The calculator icon in each section is highlighted with a red box, and the input fields are highlighted with a yellow box. Watermarks 'Outpatient Intake Slots example' and 'Residential Intake Slots example' are overlaid on the respective sections.



Average Time (hours) Dedicated to Intake Per Staff is in increments of 0.25 hours.

Average Intake Time (hours) Per Client is in increments of 0.25 hours.

- Enter the number for “*Total Available Staff for Intakes*”. This should only be for staff that will be dedicated to intakes during that day and hours.
- Enter the “*Average Time Dedicated to Perform Intakes Per Staff*” - this could be variable, so one staff might only be available for intakes for 2 hours and the other for 4 hours. You would take the average between the two, which is 3 hours.
- Enter the “*Average Intake Time Per Client*”, - this is often variable, so provide the amount of time it typically takes to conduct one client intake.
- Enter the number of “*Existing Intake Appointments*” (if applicable) - this is to be used when you already have intake appointments previously scheduled. Entering a number in this box means your staff already have an intake appointment and will reduce the available intake slots.

Outpatient Intake Slots

(IOP) Intensive Outpatient (ASAM 2.1)

OP Intake Slots: 1

Are Outpatient Intake appointments available within 7 days? No Yes

Intake Slot(s) Calculator	Input
a. Total Available Staff for Intakes:	5
b. Average Time (hours) Dedicated to Intake Per Staff:	.5
c. Average Intake Time (hours) Per Client:	.75
d. Existing Intake Appointments:	2

Outpatient Intake Slots example

(OTP) Opioid Treatment Program (ASAM OTP)

Residential Intake Slots

(RS-LI) Low Intensity Residential (ASAM 3.1)

RS Intake Slots: 3



Are Residential Intake appointments available within 7 days? No Yes

Intake Slot(s) Calculator	Input
a. Total Available Staff for Intakes:	5
b. Average Time (hours) Dedicated to Intake Per Staff:	.5
c. Average Intake Time (hours) Per Client:	.75
d. Existing Intake Appointments:	0

Residential Intake Slots example

(RS-HI) High Intensity Residential (ASAM 3.5)

As information is entered into each box, the calculator will populate the available “Intake Slots” box to the right of the calculator icon and always rounds down.

Tip:  Click  the calculator icon again to collapse the intake slot calculator pop-up box when input is complete.

3. Last Availability

If you would like to use the same information that was input the previous day for both intake slot and bed availability, click on the “Last Availability” button.

Level of Care, Bed Capacity, and Intake Appointment Hours

Outpatient Intake Slots

(OP) Outpatient Treatment (ASAM 1) OP Intake Slots

0

(IOP) Intensive Outpatient (ASAM 2.1) Are Outpatient Intake appointments available within 7 days? Yes No

Residential Intake Slots

Last Availability

No Change

A pop-up dashboard will show the last information input and

Last Availability Information

3250 WILSHIRE BOULEVARD, LOS ANGELES, CA 90010 Last Updated on: 8/12/2019 3:25:58 PM

Outpatient Intake Availability	
Intake Slots :	3
Intake Appointment Available within 7 days	Yes

Residential Intake Availability	
Intake Slots:	1
Intake Appointment Available within 7 days	Yes

	Adult	
	Male	Female
(RS-LI) Low Intensity Residential (ASAM 3.1)	0	1

	Adult	
	Male	Female
(RS-HI) High Intensity Residential (ASAM 3.5)	0	0

Confirm Cancel



This popup is for review only.
No date can be edited.

The information displays the facility location, the most recently input information for: intake availability (outpatient and residential), bed availability, and last date of input.

if **ALL** of this information matches the current, click on the “Confirm” button.

The main Provider Site Update page will be updated with the last availability information and the popup dashboard will disappear.

Facility Address	Level of Care, Bed Capacity, and Intake Appointment Hours	Action
1. 3250 Wilshire Boulevard, Los Angeles, CA 90010	<p>Outpatient Intake Slots</p> <p>(OP) Outpatient Treatment (ASAM 1)</p> <p>3</p> <p>(IOP) Intensive Outpatient (ASAM 2.1)</p> <p>Are Outpatient Intake appointments available within 7 days? <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Residential Intake Slots</p> <p>(RS-L) Low Intensity Residential (ASAM 3.1)</p> <p>1</p> <p>(RS-H) High Intensity Residential (ASAM 3.5)</p> <p>Are Residential Intake appointments available within 7 days? <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Residential Bed Capacity</p> <p>(RS-L) Low Intensity Residential (ASAM 3.1)</p> <p>Adult</p> <p>Male: 0 Female: 1</p> <p>(RS-H) High Intensity Residential (ASAM 3.5)</p> <p>Adult</p> <p>Male: 0 Female: 0</p>	<p>Save</p>



***NOTE:** When you select confirm, both the “Last Availability” link and the “No Changes” button will disappear.

If **ANY** information is different from the current day’s availability and you would like to input new availability, click the “Cancel” button or simply click the “x” on the top right corner of this popup.

Last Availability Information x

3250 WILSHIRE BOULEVARD, LOS ANGELES, CA 90010

Last Updated on: 8/12/2019 3:25:58 PM

Outpatient Intake Availability

Intake Slots: 3
Intake Appointment Available within 7 days: Yes

Residential Intake Availability

Intake Slots: 1
Intake Appointment Available within 7 days: Yes

Residential Bed Capacity

	Adult	
	Male	Female
(RS-L) Low Intensity Residential (ASAM 3.1)	0	1
	Adult	
	Male	Female
(RS-H) High Intensity Residential (ASAM 3.5)	0	0

4. No Change



As mentioned above, the intake slot and bed availability automatically revert to zero every day 24-hours after the last SBAT update. Providers are required to update information on the SBAT for each location daily.

Another option to update intake slot and bed availability is a feature that allows providers to simply select “No Change”.

If you would like the current availabilities to remain at zero for ALL items including intake slots and bed availability for all services at a particular location on a given day, then simply click the “No change” button.

The screenshot shows the 'Level of Care, Bed Capacity, and Intake Appointment Hours' section. Under 'Outpatient Intake Slots', there are two rows: '(OP) Outpatient Treatment (ASAM 1)' and '(IOP) Intensive Outpatient (ASAM 2.1)'. The 'OP Intake Slots' field is set to '0'. A calculator icon is visible. To the right, the 'Last Availability' section has a 'No Change' button highlighted with a red box. Below the rows, there is a question: 'Are Outpatient Intake appointments available within 7 days?' with radio buttons for 'No' and 'Yes', where 'No' is selected.

By clicking the “No Change” button, you acknowledged that there is zero availability at this facility location (for all levels of care). This will be displayed as your updated input and be reflected on the SBAT public page.

This screenshot is similar to the previous one, but the 'Last Availability' section now shows a green 'Confirmed No Change' button highlighted with a red box. A warning icon (exclamation mark in a triangle) is visible to the right of the interface.

If there are ANY changes to intake slot and/or bed availability, then you should NOT use the “No Change” function.



Summary of Intake Slot and Bed Availability Update Options:

- a. Manual input the Intake and Bed Availabilities
- b. Use the calculator to enter the availabilities.
- c. Check the “Last Availability”, click “Confirm” to retrieve the last updated information.
- d. Click the “No Change” to acknowledge there is no change for that location.

Section 4: Additional Intake Functionality

Appointment Hours

To change or update appointment hours for a given day or week, click on the calendar icon to access the SBAT Intake Calendar tool. This function is for both Outpatient Services (including Intensive Outpatient) and Residential Services (all levels).

Input the start and end times (or last intake appointment) for intake hours per day. This will not revert to zero each day and should only be updated when changes need to be made. Changes can be made to one or more days.

Outpatient Intake Slots
(OP) Outpatient Treatment (ASAM 1)

OP Intake Slots: 12

Are Outpatient Intake appointments available within 7 days? No Yes

Intake Appointment Schedule

Day	Start	End
Sunday		
Monday	08:00 AM	05:30 PM
Tuesday	08:00 AM	05:30 PM
Wednesday	08:00 AM	05:30 PM
Thursday	08:00 AM	05:30 PM
Friday	08:00 AM	05:30 PM
Saturday	08:00 AM	03:00 PM

Outpatient Intake Slots example

Residential Intake Slots
(RS-LI) Low Intensity Residential (ASAM 3.1)

RS Intake Slots: 14

Are Residential Intake appointments available within 7 days? No Yes

Intake Appointment Schedule

Day	Start	End
Sunday		
Monday	12:30 PM	04:15 PM
Tuesday	12:30 PM	04:15 PM
Wednesday	12:30 PM	04:15 PM
Thursday	12:30 PM	04:15 PM
Friday	12:30 PM	04:15 PM
Saturday		


Residential Intake Slots example



Hours on one (1) weekend day and two (2) evenings are contractually required for Outpatient Services. *OTP is excluded from evening requirement.

Tip:



Click the  Calendar icon to collapse the appointment pop-up box when input is complete.

Available Intake Appointments Available Within 7 days

Intake appointments available within 7 days is available for both Outpatient Services (include Intensive Outpatient) and Residential Services (all levels). This feature must be selected.

Click on “Yes” if you have availability on the next day or for up to 7 days from the date the update is being performed. A message will be generated on the SBAT public page “Intake Appointments available within 7 days.”

Click on “No” if you know that tomorrow and for the next 7 days from the update there will be no intake appointments available.

Are Outpatient Intake appointments available within 7 days?	<input checked="" type="radio"/> <input type="radio"/> NoYes
Are Residential Intake appointments available within 7 days?	<input checked="" type="radio"/> <input type="radio"/> NoYes

This information may change from day to day, so it is important for you to update this on a daily basis to ensure appropriate and timely referrals.

Section 5: Residential/Recovery Bridge Housing Availability

Service Type

Click on the dropdown for the appropriate Residential Services and/or Recovery Bridge Housing (RBH) offered at the user's site (i.e., 3.1 vs. 3.3 vs. 3.5).

Level of Care, Bed Capacity, and Intake Appointment Hours	
Residential Bed Capacity	
(RS-LI) Low Intensity Residential (ASAM 3.1)	-Please Select- ▼
(RS-HI) High Intensity Residential (ASAM 3.5)	-Please Select- ▼



This step is only required during initial input.

For Residential and RBH Services, select the corresponding service type from the dropdown menu.

Residential Bed Capacity	
(RS-LI) Low Intensity Residential (ASAM 3.1)	-Please Select-
(RS-HI) High Intensity Residential (ASAM 3.5)	<ul style="list-style-type: none"> -Please Select- Both Female and Male - Adult Only Both Female and Male - Youth Only Both Female and Male - Adult and Youth Female Only - Adult Only Female Only - Youth Only Female Only - Adult and Youth Male Only - Adult Only Male Only - Youth Only Male Only - Adult and Youth
Residential Intake Slots	
(RS-LI) Low Intensity Residential (ASAM 3.1)	RS Intake Slots



This step is only required during initial update.

Availability by Age/Gender for Residential/RBH Services

Update how many beds are available for referrals by age and gender.


Residential Bed Capacity

(RS-LI) Low Intensity Residential (ASAM 3.1)

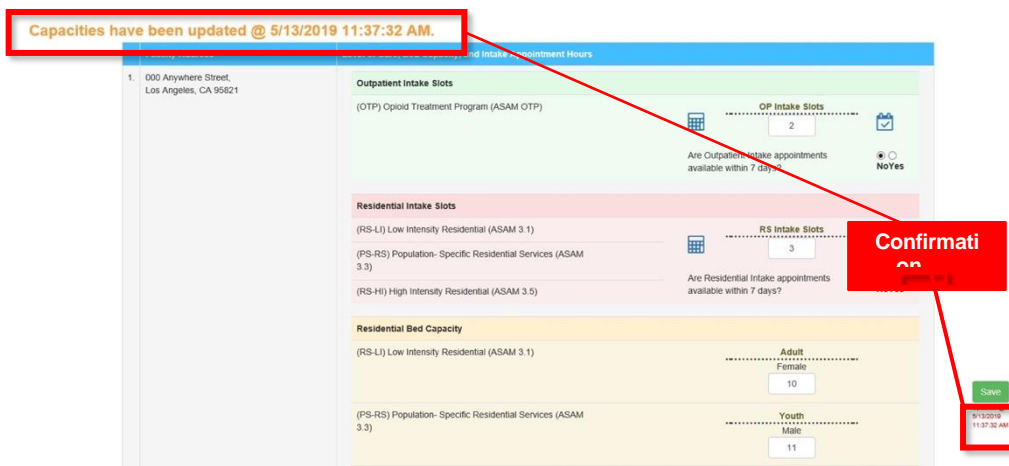
Both Female and Male - A	
Adult	
Male	Female
<input type="text"/>	<input type="text"/>
Youth	
Male	Female
<input type="text"/>	<input type="text"/>

Section 6. Save

Saving Updates

Click  to save your input. Users may save at any time, but the Save button must be selected before leaving the Provider Update site. When you select the Save button, one of the following will occur:

- a. A confirmation message will be displayed. An error message will be displayed indicating that required fields are missing values.



The screenshot shows a confirmation message at the top: "Capacities have been updated @ 5/13/2019 11:37:32 AM." Below this, the interface displays various service categories and their respective intake slots. A red box highlights the "Save" button in the bottom right corner, and another red box highlights a "Confirmati" button. A red arrow points from the confirmation message to the "Confirmati" button.

Outpatient Intake Slots	
(OT) Opioid Treatment Program (ASAM OTP)	OP Intake Slots: 2
Are Outpatient Intake appointments available within 7 days? <input type="radio"/> No <input type="radio"/> Yes	
Residential Intake Slots	
(RS-LI) Low Intensity Residential (ASAM 3.1)	RS Intake Slots: 3
(PS-RS) Population-Specific Residential Services (ASAM 3.3)	
(RS-HI) High Intensity Residential (ASAM 3.5)	
Are Residential Intake appointments available within 7 days? <input type="radio"/> No <input type="radio"/> Yes	
Residential Bed Capacity	
(RS-LI) Low Intensity Residential (ASAM 3.1)	Adult: Female: 10
(PS-RS) Population-Specific Residential Services (ASAM 3.3)	Youth: Male: 11

b. An error message will be displayed indicating that required fields are missing values.

The screenshot shows a form titled "Residential Bed Capacity" with two sections. The first section is for "(RS-LI) Low Intensity Residential (ASAM 3.1)" and includes a dropdown for "Adult" (set to "Male") and a text input for "Male" (set to "10"). The second section is for "(PS-RS) Population- Specific Residential Services (ASAM 3.3)" and includes a dropdown menu currently set to "Please Select-". A red box highlights the dropdown with the text "* Invalid". A red callout box labeled "Error Message" points to this dropdown.

c. An alert message will be displayed indicating that no new information has been input.

The screenshot shows a facility configuration page for "3250 Wilshire Boulevard, Los Angeles, CA 90010". It includes sections for "Outpatient Intake Slots", "Residential Intake Slots", and "Residential Bed Capacity". A red box labeled "No New Input." points to a "Save All" button. A red callout box labeled "Alert Message" points to a "Message from webpage" dialog box that says "You must select update options for each facility." A larger yellow-bordered version of this dialog box is shown below, connected by dashed yellow lines to the one on the screen.

It is important to hit the *Save All* button after you complete the updates. If the *Save All* button is not selected, then NONE of the updates will be reflected on the SBAT public page.

Section 7. Reset Time and E-Mail Notifications

SBAT Reset Time

Each day the SBAT availability will reset to zero 24 hours after your last update. This allows flexibility in provider input. Providers can update the SBAT intake and bed availability information as many times per day as needed, but the reset will always be at the last update of the day.

Example #1: If yesterday, the SBAT was updated at 8:07 am, then today, the SBAT availability information will reset to zero at 8:07 am.

Example #2: If yesterday the SBAT was updated at 7:00 am, 11:00 am, and again at 2:00 pm, then today the SBAT availability will reset at 2:00 pm.

E-Mail Notifications

Auto-generated e-mail notifications will be sent as reminders to update the SBAT according to the following schedule:

1. 1st Notification - sent 1 hour before reset (General User)
Sample Message: This automated email is being sent to you as a reminder that today's available bed and intake information on the SBAT for this site will reset in 1 hour.

After the reset, please update your site(s) information using the SBAT Provider Site link:
<https://sapccis.ph.lacounty.gov/SBATProviderSite/Account/Login.aspx>.

2. 2nd Notification – sent at the reset (General User & Admin User)
Sample Message: This automated email is being sent to notify you that today's available bed and intake information on the SBAT for this site has been reset to zero (0).
3. 3rd and 4th Notifications - sent 1 hour and/or 3 hours after the reset time (General User)* **Sample Message:** This is a follow-up automated e-mail notifying you that today's available bed and intake information on the SBAT for this site has not been updated.

Please use this link

<https://sapccis.ph.lacounty.gov/SBATProviderSite/Account/Login.aspx> to update your site information now.

As a reminder, the SBAT should be updated daily (within 24 hours of previous updates) to ensure the public and other referral partners have the most updated information about your bed availability.

For Example: If today, the reset time is 8:07 am, then:

- An email will be sent at 7:07 am as a reminder that the SBAT will reset in 1 hour.
- Another e-mail will be at 8:07 am to reset.
- Another e-mail will be sent at 9:07 am ONLY if the SBAT has not been updated.
- Another e-mail will be sent at 11:07 am, ONLY if the SBAT has not been updated.

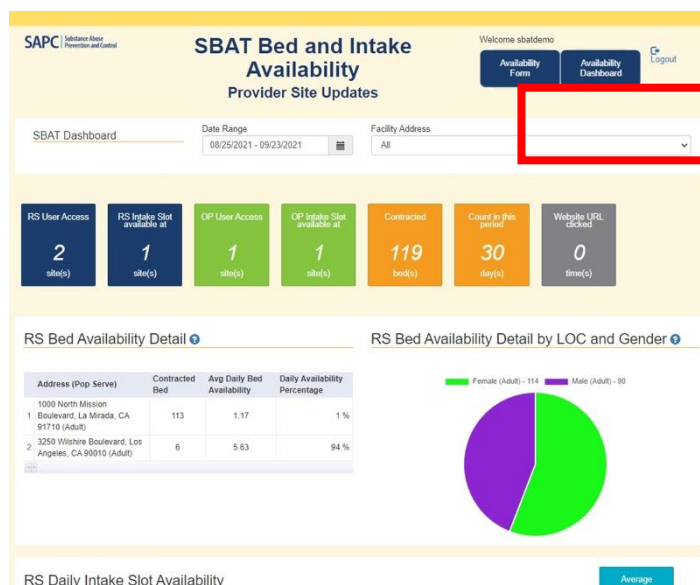
If the SBAT is updated at 11:30 am, then tomorrow the reset time will be 11:30 am.

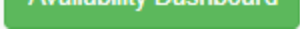
*NOTE: If the SBAT is not updated after the fourth notification, SBAT users will receive an e- mail directly from SAPC staff.

Section 8. Dashboard

There are two different roles on the SBAT Bed and Intake availability system

- General User – appropriate for a staff member that *updates* and views bed and intake information for specific site(s). A New User Form is required to grant General User Access.
- Administrative User – appropriate for a staff member that *views* the SBAT Dashboard information for the entire *agency*.



For General Users, click  on the top right corner of the page to switch to the dashboard. For Admin, the system will automatically launch to the dashboard after log-in.



Tip:

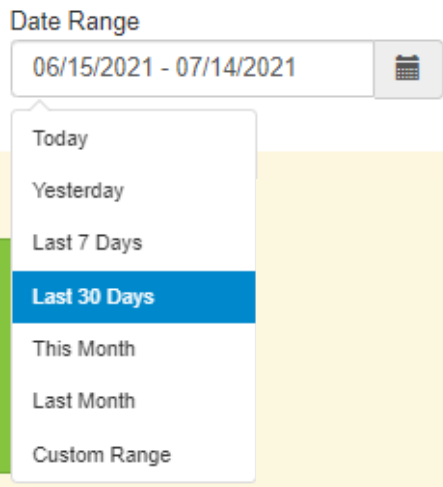


Use the buttons on the top right of the dashboard to switch between Availability Form and Availability Dashboard.

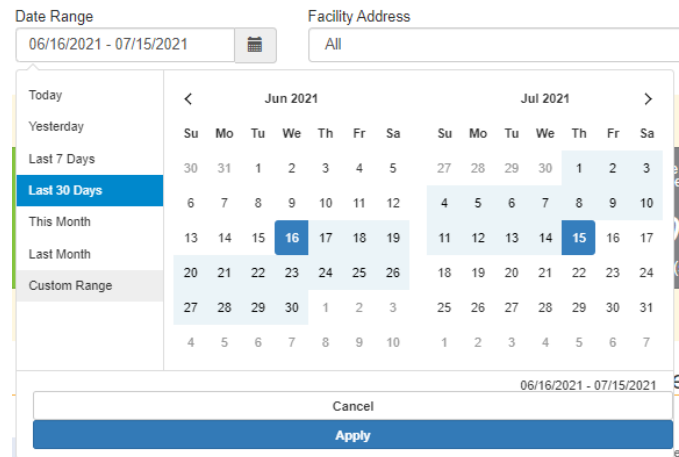
1. Date Range

By default, this is set as last 30 days from the current date. Select other pre-set date-range by clicking the Date Range drop-down OR customize the range.

The information displayed on the dashboard is a reflection of your Date Range and Facility Address selections.



OR



2. Facility Address

By default, Facility(ies) is/are generated based on user’s access. **Facility information is supplied from your contract.**

Facility Address

All

All

999 East Fremont Avenue, Agoura Hills, CA 90008 (OP)

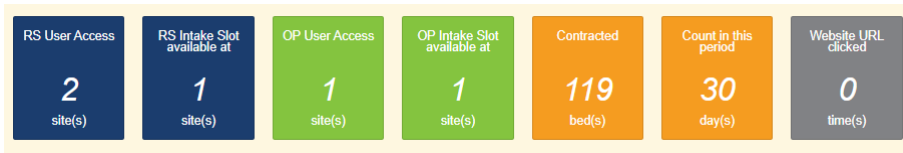
3250 Wilshire Boulevard, Los Angeles, CA 90010 (RS)

1000 North Mission Boulevard, La Mirada, CA 91710 (OP+RS)



User’s access is based on the facility(ies) address which is listed on User Registration Form.

3. Summary Cards (with all contracted facility[ies])



Summary Cards Description		
RS Access 2 site(s)	OP Access 2 site(s)	<ul style="list-style-type: none"> Sites (RS/OP) that you have access to view on the SBAT Dashboard.
RS Intake Slot available at 0 site(s)	OP Intake Slot available at 0 site(s)	<ul style="list-style-type: none"> Sites (RS/OP) that reported intake slots were available within the selected date range.
RS Intake Slot available for next 0 day(s)	OP Intake Slot available for next 0 day(s)	<ul style="list-style-type: none"> Day(s) intake slots were reported available. ⁽¹⁾
Current FY Contracted 119 bed(s)		<ul style="list-style-type: none"> Total contracted beds.
This location Contracted 113 bed(s)		<ul style="list-style-type: none"> Contracted beds at the specific facility location. ⁽¹⁾
Days Count in this period 30 day(s)		<ul style="list-style-type: none"> Day count within the selected date range period.
Website URL clicked 0 time(s)		<ul style="list-style-type: none"> Times agency’s website URL was clicked through the SBAT.
Practitioner URL clicked 0 time(s)		<ul style="list-style-type: none"> Times practitioner URL was clicked through the SBAT. ⁽¹⁾

Note: (1) This will be displayed after selected a specific facility location from the facility dropdown.

4. Residential (RS) Bed Availability Detail

a. All contracted facility location(s)

	Address (Pop Serve)	Contracted Bed	Avg Daily Bed Availability	Daily Availability Percentage
1	1000 North Mission Boulevard, La Mirada, CA 91710 (Adult)	113	1.17	1 %
2	3250 Wilshire Boulevard, Los Angeles, CA 90010 (Adult)	6	5.63	94 %



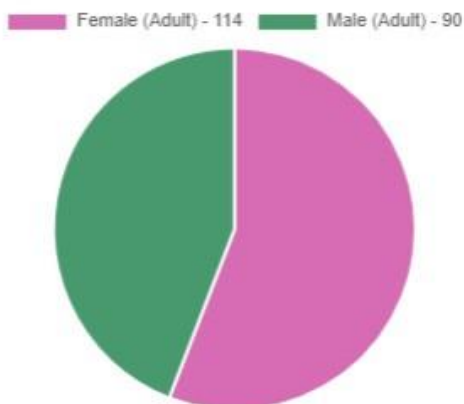
- Average Daily Bed Availability = # Reported beds available divided by the # Days selected within date range.
- Daily Availability Percentage = Average Daily Bed Availability divided by the # of Contracted beds.

b. Selected facility location

	Address (Pop Serve)	Contracted Bed	Avg Daily Bed Availability	Daily Availability Percentage
1	1000 North Mission Boulevard, La Mirada, CA 91710 (Adult)	113	1.17	1 %

5. Residential (RS) Bed Availability Detail by LOC and Gender

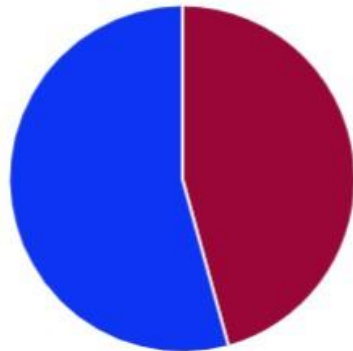
a. All contracted facility location(s)



Shows the gender distribution of the reported RS beds available.

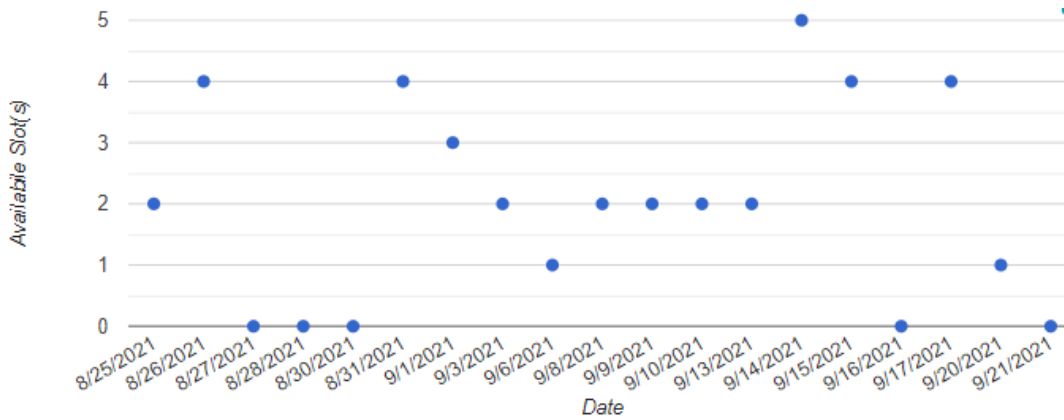
b. Selected facility location

(ASAM 3.1) - Female (Adult) - 16 (ASAM 3.5) - Female (Adult) - 19



Shows the gender and LOC distribution of the reported RS beds available.

6. Residential (RS) / Outpatient (OP) Daily Intake Slot Availability

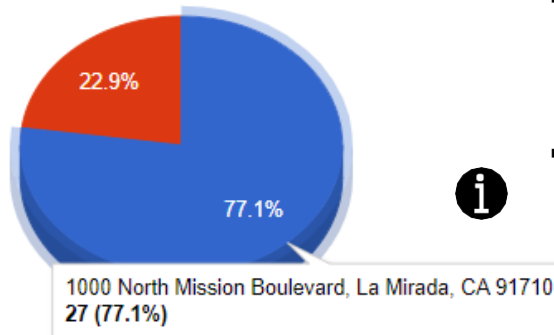


This section will list out the RS/OP intake slot availability(ies) on each day in the selected date range period.

7. Residential (RS) / Outpatient (OP) Daily Intake Slot Availability

a. All contracted facility location(s)

Days that Intake Slot is/are available.

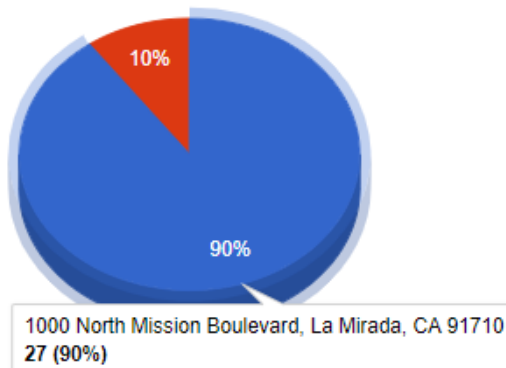


● 1000 North Mission Boulevard, La Mirada, CA... ● 3250 Wilshire Boulevard, Los Angeles, CA 90...

- Comparison of the daily intake availabilities at each residential site.
- Hover over the pie chart to view specific site and its intake slot availability in the selected date range of period.

b. Selected facility location

Days that Intake Slot is/are available.

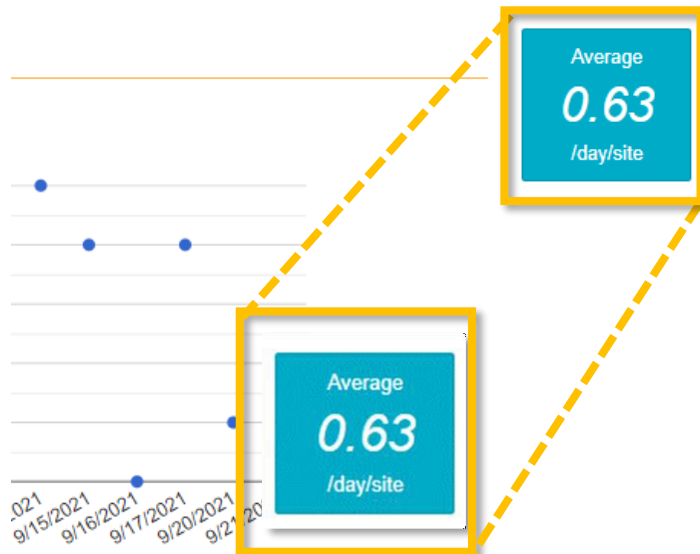


● 1000 North Mission Boulevard, La Mirada,... ● No Slot Available during this period

- When viewing a site, the graph displays days intake slots are available versus days intake slots are not available.
- Hover over the pie chart to view intake slot availability at the selected location and date range of period.

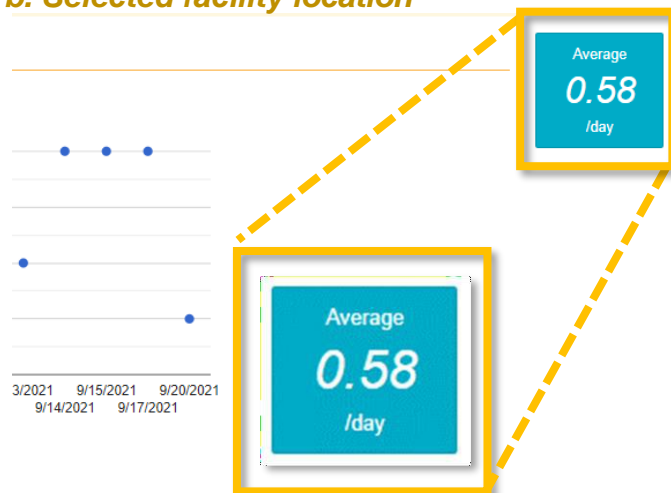
8. Average Residential / Outpatient Intake Slot

a. All contracted facility location(s)



Average
= Average # intake
slots per day and
per site.

b. Selected facility location

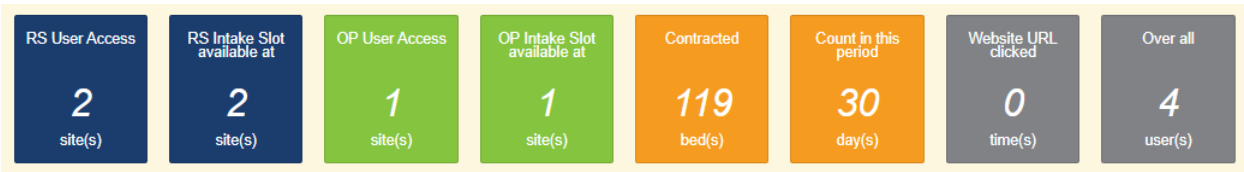


Average at selected
facility location =
Average # intake
slots per day and
per site.

9. Admin Section

i. Summary Cards

Most of the summary cards' descriptions are the same as in Section 3.



Summary Cards Description		
RS Access 2 site(s)	OP Access 2 site(s)	<ul style="list-style-type: none"> All agency site(s) locations (based on the number of site(s) on the SBAT).
	Over all 4 user(s)	<ul style="list-style-type: none"> Total number of unique SBAT General Users at all site locations.
	At this site 1 user(s)	<ul style="list-style-type: none"> Number of unique SBAT General Users for a specific site location.

ii. SBAT Update Timeliness Summary

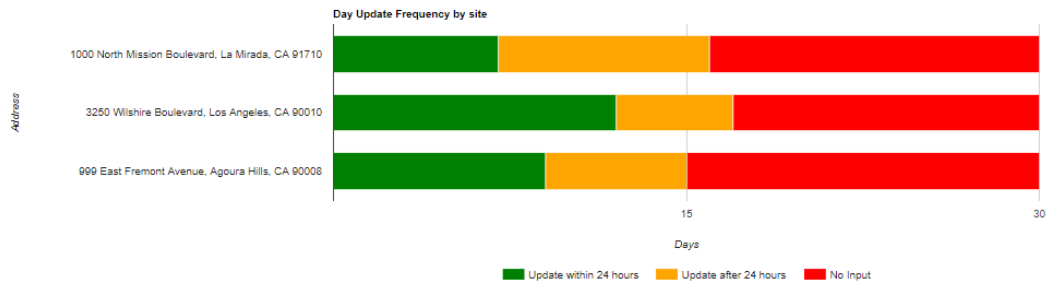
Only Admin Users have access to this summary chart.

a. All contracted facility location(s)

Provides a summary of how frequently the SBAT updates are completed timely for all facility(ies) update activities in the selected period. Weekend days are counted when viewing a summary of all site locations.

- Updates within 24 hours of reset– the green bar indicates the number of days where updates were made within 24-hours of the reset time.
- Update after 24-hour – the orange bar indicates the number of days where updates were **not** provided within the 24-hour reset time.
- No Input – the red bar indicates the number of days where there were no updates.

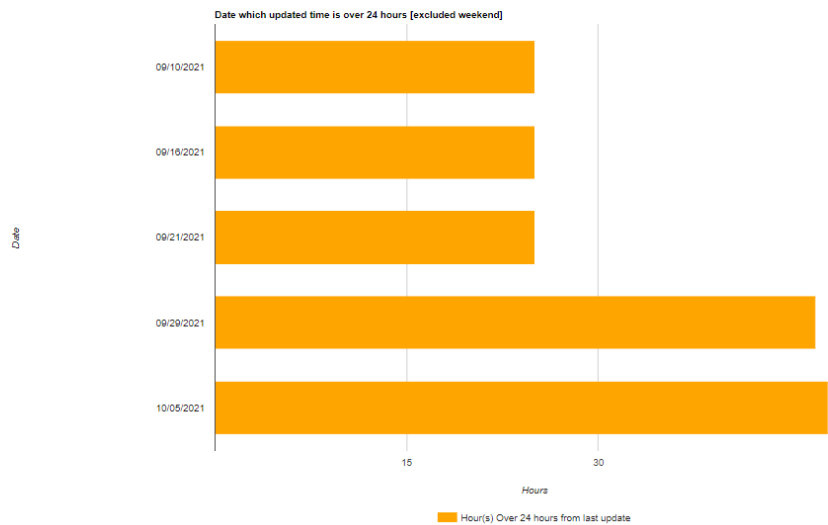
Summary of timeliness of SBAT update



b. Selected facility location

Each line is a date when the SBAT was not updated within 24 hours AND displays the number of hours until an update was completed for that day. Weekend hours are not counted when viewing a single site location.

Summary of timeliness of SBAT update



iii. SBAT Staff List

Only Admin Users have access to this summary chart.

a. All contracted facility location(s)

Displays the staff names (i.e. General Users) that have access to the availability form to update bed and intake availability. The number of staff listed is also displayed in the Summary Card section.

SBAT Staff List

Staff Name	
1	Demo, Sbat
2	Demo, SBAT2
3	Duck, Daffy
4	Tut, King

b. Selected facility location

When selecting one site location, this list displays the staff names (i.e., General Users) that have access to the availability form to update bed and intake availability. The number of staff listed is also displayed in the Summary Card section.

SBAT Staff List

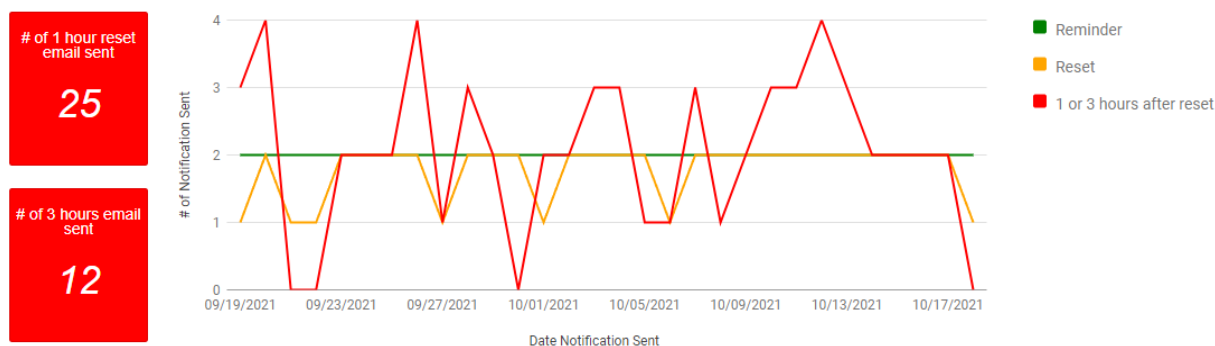
Staff Name	
1	Demo, Sbat

iv. Email Notification Summary

Only Admin Users have access to this summary chart.

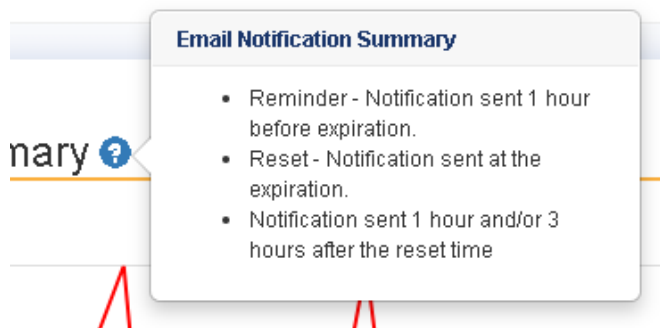
This section provides information on the e-mail notification frequency. The graph shows how often a particular notification was sent based on peaks and valleys per day. Currently, this information is only available for RS, RS-WM, and RBH sites.

Email Notification Summary



- The example above displays the frequency of email notifications that were sent and is reporting on multiple provider sites. The red line shows the notifications when the SBAT was not updated within 24 hours (1 hour and 3 hours post-reset).


- The cards provide the total count of the 3rd and 4th reset notifications based on the date range selected.

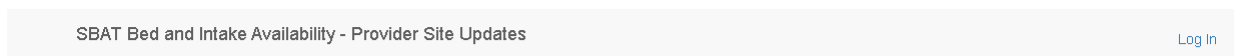


Hover over the question mark which is next to the chart title for a definition of each of the email notifications.

Section 9. Exit


Logging Off

Click  after updates, then the system will redirect to a “Thank you” page.



You have been logged off from the SBAT Availability and Intake Hours Update System.
Thank you very much for your input.



Click  to return to the SBAT web page. Please review the location information for accuracy at <http://sapccis.ph.lacounty.gov/sbat/>. If there are any discrepancies, please contact your Contract Program Auditor (CPA).

IMPORTANT REMINDERS:

- RBH users updating availability/intake using log-in credentials can view RBH full address, but the street address will NOT be shown on the public version of the SBAT.
- DUI providers are NOT required to update availability/intake in the SBAT.
- Because the bed availability and intake slot are intended to be real-time information, they must be updated daily. To accommodate this, all values will be **reset to zero** (“0”) on a 24-hour basis.