

PROVIDER ALERT

Alert #: PA 2009-02
Issued: March 2009
To: CT Residential Treatment Facility Providers
Subject: Residential Vacancy/Bed Tracking – Web Based form

Dear Residential Provider,

The Department of Children and Families (DCF) and Connecticut Behavioral Health Partnership (CT BHP) are preparing to implement a new process that will replace the weekly faxed paper census form with a web-based electronic version of the “vacancy/bed tracking” form. The new web-based vacancy/bed tracking form has also been streamlined to provide the essential information necessary to inform DCF and CT BHP Residential Care Team of current and upcoming RTC vacancies.

EFFECTIVE MONDAY MAY 4th 2009, designated individuals at Residential Treatment Centers (RTCs) will be required to submit vacancy information on-line regarding current weekly vacancies and projected vacancies. Therefore, only actual discharges that occur during the week and discharges that will be occurring within the next thirty (30) days should be entered on the form. Youth who do not meet either of these conditions should not be entered onto the vacancy/bed tracking form.

- DCF and CT BHP will now retrieve RTC vacancy information from the web-based vacancy/bed tracking forms TWICE WEEKLY- on Tuesdays and Fridays. This will ensure that the latest vacancy information is utilized for Thursday and Monday rounds.
- RTC providers will:
 - Enter weekly bed vacancy information on the web-based form every MONDAY and before close-of-business (this is a change, as census had been submitted by Wednesday COB). The first web-based forms are due Monday 5/4 by COB. The vacancy information from Monday’s submissions will be retrieved off the web-based forms and will be used in RTC matching rounds on Thursday morning.
 - Vacancy information that is NEW and occurs *after* Monday COB (Tues, Wed, or Thur.) may be entered onto the web-based form before each Thursday COB. This additional vacancy information will be retrieved off the web-based forms, added to Monday’s vacancy information and will be used in RTC matching rounds on Monday morning. (Note: only new discharges or projected discharge information that occurs after submission of Monday’s census form should be submitted at this time).
- The same form can be used repeatedly by re-entering the previous week’s form and updating information
- Members who are not being discharged during the week or within the next thirty (30) days will not need to be placed on the census form (note: active cases at an RTC will be known via active authorizations that are tied to claims). Other fields that have been removed to streamline the form are:
 - Gender
 - Child Link #
 - Medicaid #
 - Primary Diagnosis

- Actual Admit Date
 - Could bed be filled by DCF/JS? Is DCF/JS youth waiting for this bed? & Name of DCF/JS youth waiting for bed and target admit date
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- Hospitalization, AWOL and Detention information will be reported via a separate process that will be managed by DCF-Child Welfare Accounting and therefore will not be on the vacancy/bed tracking form
 - There will now be the ability to indicate the current weekly status of the RTC milieu
 - There will be a field on the form for an RTC to indicate if a vacancy(s) or projected vacancy(s) will *not* be available to DCF/JS
 - GREEN!- Elimination of multiple paper census forms and submission by fax

TRAININGS!

Training Workshops at CT BHP will be made available to you and your staff in April 2009. These trainings will review the new process and allow time for questions, so please stay tuned! The trainings will include:

- Download and setup of the web-based AIS application
- User IDs and log-on information
- Navigation and use of the new web-based Vacancy/Bed Tracking form
- Outline of new process to submit hospital, AWOL and detention information
- Q & A

We thank you for your participation and look forward to working with you.

Provider Relations
CT Behavioral Health Partners