

PROVIDER ALERT

Alert #: PA 2013-02
Issued: June 26, 2013
To: CT BHP Congregate Care Providers
Subject: Bed Tracking – refresher

Dear Congregate Care Provider,

This Provider Alert is being sent to Congregate Care providers as a review of the proper procedures on updating the online bed tracking system and as a reminder that the failure to accurately update bed tracking will directly impact the ability for DCF Area Offices to make informed matches. The vacancy report that is utilized by DCF Area Offices and CT BHP to make matches is generated by the information that is entered in the ProviderConnect bed tracking system.

It is imperative that each program's bed tracking data is up to date and accurate so that the match process can be done efficiently to ensure your beds remain occupied. If your bed tracking system is inaccurate, there will be no way to assure that vacant beds will be filled and occupied beds will remain unavailable (for matching). It is important that this process continues to be transparent and efficient so that adolescents receive treatment in the most appropriate setting and wait times are minimal.

Bed Tracking Reminders

- Congregate Care providers will input updated bed vacancy information in the ProviderConnect bed tracking form at least once a week.
- Projected Discharges- Projected discharges should only be entered when the projected discharge date has been established and is within 30 days.
 - If there is a change in subsequent weeks of a projected discharge date, the date should be updated to reflect this change.
 - If the member's projected discharge plan is cancelled and it's unknown when the next discharge date will be, remove the date from bed tracking.
 - Once the member is actually discharged, the member will fall off bed tracking when the last MTPPR and Discharge forms are submitted and reviewed by the CT BHP.

If you have any questions, please contact the CT BHP Call Center at 1-877-552-8247.

Provider Relations Department
CT Behavioral Health Partnership