



October 23, 2020

DBHDD IDD RESIDENTIAL BED BOARD

For IDD Agency Providers

The IDD Residential Bed Board is a very user-friendly application allowing (CRA) Providers to maintain their current capacity status along with vacancy availability to support referral activities. This system was designed to maintain basic Site-specific information about the capacity and vacancy of the Provider network across the state.

What Impact Can Bed Tracking Have on Access?

This is designed to promote a cultural shift to total system utilization and awareness as to not rely solely on established Provider relationships. The IDD Residential Bed Board provides useful information for tracking utilization in real time and planning for needed capacity, as well as a referral source for individuals and families by Support Coordination and DBHDD staff. They can use the information to engage Providers and locate available beds based on:

- Demographics (region, county, city)
- Accessibility
- Gender
- Medical Complexity
- Behavioral Challenges

PROVIDER AGENCY'S ROLE

Provider Agencies update current bed availability in this system within 48 hours of any changes.

- Providers enter information on bed availability monthly or as changes occur into the “BHL Web Apps” portal under the “IDD Residential Beds” menu. All user passwords will lapse if the system is not accessed monthly.
- Providers select staff members (1 to 3) within the organization to be responsible for entering information on bed availability
- Providers work with Bed Board manager to increase system utilization and management of agency sites (additions, inactive sites, correct capacity)

DBHDD'S ROLE

Bed Board system manager to provide technical assistance and system changes as needed

- Bed Board manager monitors the frequency of system usage and bed availability updates
- Bed Board manager provides technical assistance to Providers that are not entering updates or needing system training
- Bed Board manager works with BHL Web and GA Collaborative to ensure system accurately reflects Provider agency sites (active, inactive, corrections to capacity)
- Bed Board manager works with both BHL Web and Provider Agencies to resolve user access and password resets

FOR MORE INFORMATION

- The IDD Residential Bed Board can be found here: <https://bhlweb.com>
- Training for the IDD Residential Bed Board can be found here within the Provider Toolkit: <https://dbhdd.georgia.gov/document/document/idd-residential-beds-user-training/download>
- If you have any questions or need assistance with accessing the IDD Residential Bed Board website, please contact Latonya Williams the Division of DD contact via e-mail address: ddresidential.boardrequests@dbhdd.ga.gov.