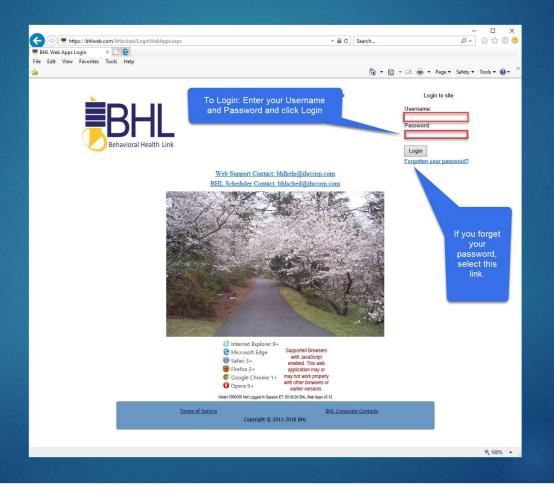
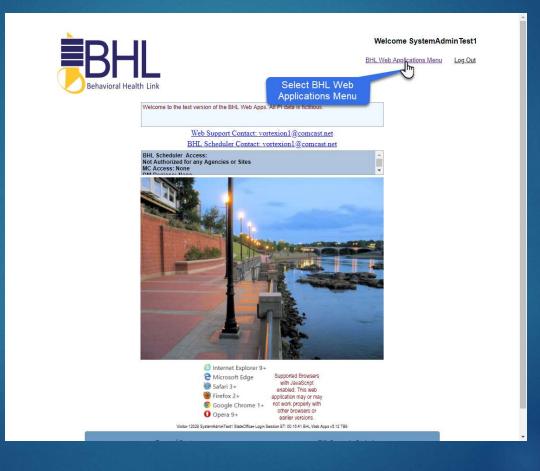
IDD Residential Beds Manager

Logging In

Navigate to www.bhlweb.com



Once you are logged in...



Message:	*
The BHL Web Apps will be shut @ 11:00 PM, (1/1/2020), for ap	
IDD Residential Beds	*
DD Agency Residential Bed Editor	
DD Residential Bed Search	
Sites Properties Editor	

SystemAdminTest1 StateOfficer Login Session ET: 00:17:00 v5.12 TB9

System Administrator can access:

IDD Agency Residential Bed Editor IDD Residential Bed Search Sites Properties Editor

System Viewer can access:

IDD Agency Residential Bed Editor IDD Residential Bed Search

Provider Agency Administrator can access:

IDD Agency Residential Bed Editor Sites Properties Editor



Beds Available is a read only, calculated field. It is equal to Bed Capacity - (Beds Occupied + Beds on Hold + Beds Out of Service).

Bed capacity is read only and is set by DBHDD.

Me	Annu Export to XIsx Export to PDF Clear Sorting 5 SystemAdminTest												
Pa	ge 1 of 1 (4 items) < [1]	All											
	Double click on the Beds Occupied, Beds On Hold, or Beds Out Of Service grid cell that you would like to edit. Them areas [Tab] to move to the set to cell.												
#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Beds Available	Bed Capacity						
		V	♥			♥	•						
	DeKalb CSB 1060	CHOICE Program 54	3	5	2	1	11						
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	6	5	3	6	20						
	DeKalb CSB 1060	DeKalb Service Center 62	22	5	1	4	32						
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	0	2	9						
						Save	changes Cancel changes						
Sys	emAdminTest1 StateOfficer L	Beds O	coupled Beds or	Hold and Beds	Out of Service a	re all							

Beds Occupied, Beds on Hold, and Beds Out of Service are all editable by Provider Agency Administrator and System Administrator roles. *SYSTEM VIEWER MAY NOT EDIT THESE FIELDS.

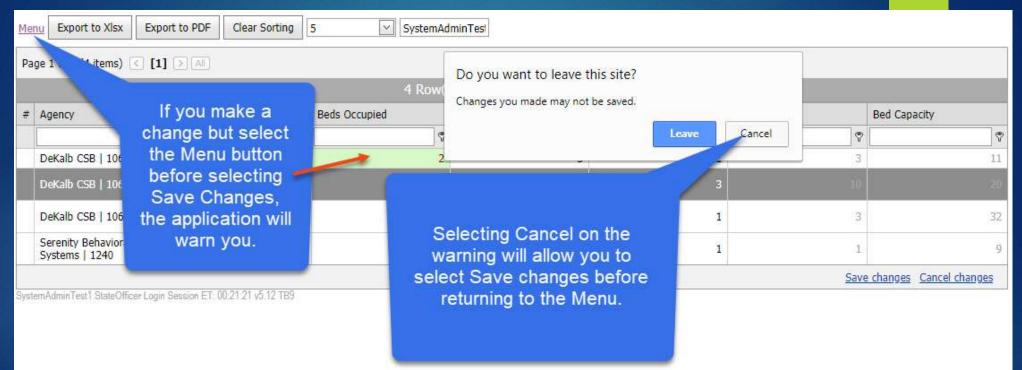
Pa	age 1 of 1 (4 items) 💽 [1]		On Hold, or Beds Out Of	Convic		cell to edit the	1 to move to t] to move to the next cell.		
#	Agency	Site	Beds Occupied	Beds O	val	ue.	1.000	Capacity		
		×			\$	9	200	۳		
	DeKalb CSB 1060	CHOICE Program 54			5	2	1	.11		
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	В 6		5	3	6	20		
	DeKalb CSB 1060	DeKalb Service Center 62	22		5	1	4	32		
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5		2	0	2	9		

Pa	ge 1 of 1 (4 items) 💽 [1]) All								
	Double click on the	Beds Occupied, Beds O	On Hold, or Beds Out Of	Service grid cell that yo	ou would like to edit. Th	en press [Tab] to move	to the next cell.			
#	Agency	Site	Beds Occupied	Beds On Hold	Beds Out Of Service	Beds Available	Bed Capacity			
	×	×	8	9	?					
	DeKalb CSB 1060	CHOICE Program 54	1	5	2	3				
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	6		After a value is	edited, the chan	ged			
1	DeKalb CSB 1060	DeKalb Service Center 62	22		cell will turn					
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5		Changes is selected.					

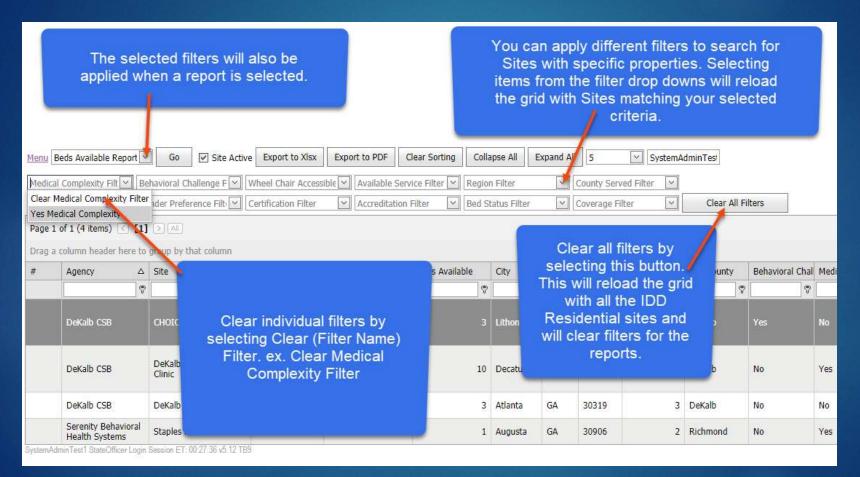
Pa	age 1 of 1 (4 items) 🥑 [1]	> (All)			Multiple rows and o updated at once. T	he green cells	
			1 Row(s	s) Updated after Save clic	are the cells tha		
#	Agency	Site	Beds Occupied	Beds On Hold B	changed. They wi		
	×	V	9	- Aller	green once Save		9
	DeKalb CSB 1060	CHOICE Program 54	1		selecte	11	
	DeKalb CSB 1060	DeKalb Evaluation Clinic 58	2	5	3	10	20
	DeKalb CSB 1060	DeKalb Service Center 62	22	6	1	3	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241	5	2	1		

Men	Export to XIsx Export ge 1 of 1 (4 items) < [1]	t to PDF Clear Sorting	5 🖂 S	ystemAdminTesl			Changes, t reload and i	elect Save the grid will ndicate how vere updated.
			4	Row(s) Updated after S	ave clicked			
#	Agency	Site	Beds Occupied	Beds On Hold	Beds Ou	t Of Service	Beds Available	Bed Capacity
1	Y					Ŷ	9	8
	DeKalb CSB 1060	CHOICE Program	he Beds Ava	ailable is automatically		1	4	11
2000	DeKalb CSB 1060	DeKalb Evaluati 58		ated after the Save		3	10	20
	DeKalb CSB 1060	DeKalb Service 62	Changes	iges button is selected.		1	3	32
	Serenity Behavioral Health Systems 1240	Staples Host Home 241		5	2	1	(4)	ē
	Admin Tand Proto Officer Lawin P						Save	changes Cancel changes

SystemAdminTest1 StateOfficer Login Session ET: 00:21:21 v5:12 TB9



IDD Residential Bed Search



*Provider Agency Administrator does not have access to this page.

IDD Residential Bed Search

To view a report, select the filters you would like applied to the report, then select the report you would like to view and click Go.

Menu	Beds Available Rep	port 🗸	Go	Site Active	Export to Xlsx	Export to PDF	Clear Sorting	Collapse All	Expand All 5	5 ~	SystemAd	minTest	
	Beds Available Re		wioral Ch	allenge F 🔽 W	heel Chair Accessi			Region Filter		nty Served Filt	or V		
Test	Provider Agency F	Report	WOI al CII		Tieer Citali Accessi	Available		Region Filter		nty Serveu Filo			_
Home	Tabular (1 row pe	er Site)	der Prefer	ence Filt 🖌 Co	ertification Filter	✓ Accreditat	ion Filter 🔽	Bed Status Filter	r 🖌 Cove	erage Filter	~	Clear All Filters	

Page 1 of 1 (2 items) < [1] > All

Drag a column header here to group by that column

#	Agency $ riangle$	Site	Main Phone#	Main Phone Ext	Beds Available	City	State	Zip	Site Region	Site County	Behavioral Chal	Medical Complexities	Whee
	v		\$	\$	\$	8		•	9	9	9		
	DeKalb CSB	DeKalb Evaluation Clinic	404-892-4646		10	Decatur	GA	30030	3	DeKalb	No	Yes	No
	Serenity Behavioral Health Systems	Staples Host Home	706-432-3800		1	Augusta	GA	30906	2	Richmond	No	Yes	Yes
SystemAdm	ninTest1 StateOfficer Login	Session ET: 00:28:09 v5.12 TB9	3										

*Provider Agency Administrator does not have access to this page.

IDD Residential Bed Search

IDD Re	A report window will pop up with a report containing the filters you selected on the Bed Search page. From here, you can export the report to a number of different file types.												
Ø	Image: Western and B Image: Western and B Image: Western and B												
DBHDD IDD Residential Beds Available Report Prepared for: SystemAdminTest1													
										Beds Available			

*Provider Agency Administrator does not have access to this page.

Sites Properties Editor

No

No

Yes

✓ Yes

The Sites Properties Editor works the same as the IDD Agency Residential Bed Editor, allowing you to edit more than one row and column in one update. Double click a cell to activate the drop down to edit the facility property, hit Save Changes when you are finished.

~

No

No

Yes

Gender Preference

Female

No Prefe

Female

Female

Row Id

Save changes Cancel

vstemAdminTest1 StateOfficer Login Session ET: 00:00:57 v5.12 TB

Serenity Behavioral Health Systems | 1240

Menu View Audits Export to Xlsx Export to PDF

Page 1 of 1 (4 items) < [1] > All

Agency

DeKalb CSB | 1060

DeKalb CSB | 1060

DeKalb CSB | 1060

Clear Sorting 5

CHOICE Program | 54

DeKalb Evaluation Clinic | 58

DeKalb Service Center | 62

Staples Host Home | 241

Site

SystemAdminTes

Yes

No

Yes

No

Behavioral Challenges

*System Viewer does not have access to this page.