



## **Community Behavioral Health: Provider Notification Daily Inpatient Bed Availability and Substance Use Disorder Treatment Capacity Survey February 13, 2017**

CBH will fully implement Provider Bulletin #16-06 entitled Daily Psychiatric and Substance Abuse Open Bed Registry on February 20, 2017. Please remember that provider implementation of survey requirements is essential in ensuring accurate assessment of network capacity and access to treatment for our members; daily surveys must be completed to keep with the Provider Agreement.

CBH staff will be hosting three form.com webinars as an opportunity to train your identified staff on how to complete the Inpatient Substance Use Availability Survey. Please pass this notification onto your appropriate staff, so they can participate in one of the three webinar training sessions.

Inpatient Substance Use Availability Surveys Webinar

February 15, 2017 1:00 PM – 2:00 PM  
February 16, 2017 2:00 PM – 3:00 PM  
February 17, 2017 11:00 AM – 12:00 PM

### **CBH Provider Survey Training**

**Please join my meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/cbhmco>

**You can also dial in using your phone.**

United States: +1 (872) 240-3412

**Access Code: 312-020-877**

Provider Login Procedure

This is the procedure to login to the Inpatient Bed Availability and Substance Use Treatment Capacity surveys. The start date for this requirement is Feb 20, 2017.

In addition, please review the [Community Behavioral Health Daily Inpatient Bed Availability and Substance Use Disorder Treatment Capacity Survey: Guide for Use](#) for detailed instructions.

- 1) Go to the CBH Survey Website using the URL: <https://app.keysurvey.com/portal/#1087617>
- 2) Login and Password (Assigned via email)
- 3) Please Choose the appropriate survey from the left side menu
  - a. 'Inpatient Bed Availability' or

- b. 'Substance Use Disorder Treatment Availability'
- 4) Click the '+ Add New' button to begin a new survey.
  - a. Complete all appropriate fields for your service location.
  - b. Please do not count the same available bed or treatment opening in more than one section.
  - c. Click the 'Submit' button to complete your survey by noon each day.

Questions regarding this notification can be directed to your Provider Relations Representative.