



***HAvBED***  
***User Guide***



HOSPITAL AVAILABLE BEDS for



EMERGENCIES and DISASTERS



**DRY**





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# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>1. INTRODUCTION</b> .....	<b>5</b>
1.1 Purpose .....	5
1.2 Audience .....	5
<b>2. ACCESSING HAVBED</b> .....	<b>6</b>
2.1 The HAvBED Web Site .....	6
2.2 Requesting an Account .....	6
2.3 Submitting Your Request .....	9
2.4 Log in to HAvBED .....	9
2.4.1 Logging into HAvBED via Dial-up Connection.....	10
2.5 HAvBED Home Page .....	10
2.5.1 User Permissions - Roles & Functions in HAvBED.....	12
<b>3. DEFINITIONS AND GENERAL NAVIGATION THROUGH HAVBED</b> .....	<b>13</b>
3.1 Home Page .....	13
3.2 HAvBED Facility Types.....	13
3.3 HAvBED Geographies.....	13
<b>4. VIEWING AND UPDATING BED COUNTS &amp; MEDICAL RESOURCE AVAILABILITY</b> .....	<b>14</b>
4.1 Viewing Bed Availability and Medical Resource Information .....	14
4.1.1 View Bed Availability/Medical Resources Page Description .....	15
4.2 Updating Bed Availability and Medical Resource Information.....	17
4.2.1 Available Bed Projection Guidance .....	19
4.3 Printing Bed Availability.....	20
4.4 Refreshing Bed and Medical Resource Availability Information .....	20
<b>5. VIEWING FACILITIES' BED AVAILABILITY – SUMMARY REPORTS &amp; MAPS</b> .....	<b>21</b>
5.1 Viewing a Summary Report.....	21
5.1.1 Summary Report Page Description.....	23
5.1.2 Bed Count Reporting from Automatic Data Feed .....	24
5.2 Modifying the Summary Report.....	24
5.2.1 “Modify My Report” Dialog Description .....	26
5.2.2 Limit a Report by Geographic Area.....	27
5.2.3 Modify the Definition of “Current” Bed Counts .....	28
5.2.4 Perform a Historical Data Search.....	29
5.2.5 Exporting a Report.....	30
5.3 Viewing Facilities on a Map .....	30
5.3.1 Identifying Facilities on a Map .....	33
5.3.2 Quick View to Bed Availability.....	33
5.4 Modifying the Map.....	34
5.4.1 Modify the Geographic Area of the Map .....	36
5.4.2 Perform a Historical Data Search.....	38
5.5 Viewing a Detailed List of Facilities from Summary Reports and Maps .....	39
5.5.1 Facility List Sorting .....	41
5.5.2 Viewing Current Data .....	41
5.5.3 Facility List Paging.....	42





5.6	<i>Printing Reports and Maps</i> .....	42
<b>6.</b>	<b>STATE AGGREGATE DATA REPORTING (ADR)</b> .....	<b>43</b>
6.1	<i>Viewing/Editing Bed Availability and Medical Resource Information for State ADR</i> .....	43
6.2	<i>Modifying My Report to view State ADR</i> .....	44
<b>7.</b>	<b>SITE ADMINISTRATION</b> .....	<b>47</b>
7.1	<i>View Facility Details</i> .....	47
7.2	<i>Editing Facility Details</i> .....	50
7.2.1	<i>Editing Phone and Fax Numbers:</i> .....	51
7.2.2	<i>Updating AHA Survey Bed Count Numbers</i> .....	52
7.3	<i>Creating a New Facility</i> .....	53
7.3.1	<i>Populating Latitude and Longitude</i> .....	55
7.4	<i>Modifying My Profile (Including Password)</i> .....	56
<b>8.</b>	<b>GETTING HELP FOR HAVBED</b> .....	<b>60</b>
8.1	<i>Help Menus - Explain This Page &amp; Glossary</i> .....	60
8.2	<i>System Contact Information</i> .....	62
<b>9.</b>	<b>TABLES</b> .....	<b>63</b>
9.1	<i>HAvBED Roles/Permissions Matrix</i> .....	63
9.2	<i>Facility Type Definitions</i> .....	64
9.3	<i>HAvBED Geography Definitions</i> .....	65
9.4	<i>Bed Category Definitions</i> .....	66
9.5	<i>Medical Resource Field Descriptions</i> .....	67
9.6	<i>Administrative Functions</i> .....	67

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## 1. Introduction

The HAvBED system and web site provides a centralized, national view of bed availability for supporting the medical response to a Federal, regional, state or local emergency, disaster or disaster training event. This document describes how to use the HAvBED web site to maintain counts of available medical beds and other hospital resources, display summary bed count reports for a geographic area (city, state, region or custom-defined area), and maintain facility details.

### 1.1 Purpose

This guide describes the HAvBED site, the roles which a user may have when accessing the site, and the navigational options available for each role. It also provides direction for performing various operations while using the site.

### 1.2 Audience

The audience for this document includes all the HAvBED users who are authorized to access this site. This user guide assumes that the reader/user is familiar with browsing and navigating web sites. If additional assistance is needed with browser settings and other general IT problems please contact your local IT department.

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## 2. Accessing HAvBED

### 2.1 The HAvBED Web Site

The HAvBED web site is accessed at: <https://havbed.hhs.gov> . Access to this system is limited to those individuals who have an authorized account (See Section 1.2 above.)

It is recommended that you use the navigation links within the window and avoid using the browser's back button

**Welcome to HAvBED**

**Hospital Available Beds for Emergencies and Disasters**

Please Log In

User Name:

Password:

I am connecting via dialup

Check this box if you are using a dialup (slow) connection. If you have user permission to (only) enter bed counts for a single facility, you will be directed to a page which allows you to view and enter bed counts for the facility assigned to you in a more efficient (faster) fashion. If you have any additional permissions, you cannot use this faster version and you will be redirected automatically to the main HAvBED site. If you wish to perform a function other than entering bed counts (such as changing your password), do not check this box.

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Figure 1 - HAvBED Login Page

### 2.2 Requesting an Account

New users will need to request an account from the system administrator using one of two methods:

- **Method 1:** On the login page, click the [Account Help](#) link on the left side of the page. This page provides a phone number and email address to contact a system administrator and request a new account (Figure 2).





[Login](#)

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

## Contact Us

If you need a password reset, or you have been locked out of HAvBED, call: 202-619-7800 or send an email to: [HAvBEDHelpDesk@hhs.gov](mailto:HAvBEDHelpDesk@hhs.gov)  
For new account requests please download the [New Account Request Form](#) and fax it to: 202-619-7870

[Return to HAvBED Login](#)

Solomon Freeman is the HAvBED System Administrator.  
You may contact the administrator at: 202-619-7825

You are using version 0.99 of HAvBED.

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Version 0.99

### Figure 2 - Account Access Request Page

*NOTE: the phone number in the screen print above is for example purposes only. A valid phone number will be available in the version of the HAvBED application that you are using.*

- **Method 2:** On the Login page, click "[Account Request Form](#)" link. The following form will appear which must be completed and faxed to 202-619-7870 or emailed to [HAvBEDHelpDesk@hhs.gov](mailto:HAvBEDHelpDesk@hhs.gov)





## HAvBED Account Request Form

Access to the Hospital Available Beds for Emergencies and Disasters (HAvBED) system is limited to those individuals with an account. Use this form to create an account and obtain a valid log-on for the HAvBED system. Please complete this form and email or fax it to 202-619-7870. A user name and password will be emailed to you within 24 hours. Please change your password during your initial use of the system.

### General Information:

(Indicates Required Fields)

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number :** \_\_\_\_\_

**Street Address :** \_\_\_\_\_ **City :** \_\_\_\_\_

**State :** \_\_\_\_\_ **Zip :** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

### Requested Permissions:

**Bed Data Display:** Can only display bed availability & summaries for specified geographies. No update capability.

**Facility Details Editor:** Can edit contact and location information for an existing facility within specified geographies. Cannot add new facilities.

**Bed Data Entry:** Can update bed counts for specified facilities

**National/Regional Data Display:** Can only display bed availability & summaries for any geography. No update capability.

**Facility Creator:** Can add new facilities and edit contact and location information only for those facilities.

**Web Service User:** Automated data feed to update bed counts.

**What facilities do the requested permissions apply? Example: Children's Hospital in Denver**

**Approved By:** \_\_\_\_\_

Print Form

Submit by Email

Reset Form

Figure 3 - Account Access Request Form







You will need to provide the System Administrator with the following required information:

1. Your first and last name
2. A valid email address
3. A valid phone number
4. Job Title
5. Approved By
6. The role (Bed Data Display, Bed Data Entry, National/Regional Data Display, Facility Details Editor, Facility Creator, Web Service User) and geographies (facility, city, state, etc) you are requesting. For more information on permissions (roles and geographies) refer to Section 2.4.1 –User Permissions – Roles and Functions in HAvBED.

### 2.3 Submitting Your Request

There are two way to submit a request to the System Administrator

1. By email at [HAvBEDHelpDesk@hhs.gov](mailto:HAvBEDHelpDesk@hhs.gov)
2. By Fax at 202-619-7870

After approval of your request, the System Administrator will contact you with login information and instructions.

### 2.4 Log in to HAvBED

At the Home page of HAvBED all users are required to login with a username and password. The system administrator will provide a username and password for you after approval of your request for a HAvBED account. Enter this information at this login page and click “Log In” to proceed.

*NOTE: Passwords are case sensitive; usernames are not.*



It is recommended that you use the navigation links within the window and avoid using the browser's back button

- Account Help
- Account Request Form
- Open Quick Start Guide
- Open User Guide
- Tue, JUNE 10, 2008 9:28 AM EST

## Welcome to HAVBED

### Hospital Available Beds for Emergencies and Disasters

Please Log In

User Name:

Password:

I am connecting via dialup

Check this box if you are using a dialup (slow) connection. If you have user permission to (only) enter bed counts for a single facility, you will be directed to a page which allows you to view and enter bed counts for the facility assigned to you in a more efficient (faster) fashion. If you have any additional permissions, you cannot use this faster version and you will be redirected automatically to the main HAVBED site. If you wish to perform a function other than entering bed counts (such as changing your password), do not check this box.

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Figure 4 - Logging into HAVBED

### 2.4.1 Logging into HAVBED via Dial-up Connection

If you are connecting to HAVBED over a dialup connection and have permissions only to update bed counts for a single facility, it is important to select the "I am connecting via dialup" checkbox. This option provides a significant performance improvement in viewing and updating of bed counts for the facility that you are authorized to view and update. If you have the ability to view/update bed counts for more than single facility you will not be directed to these optimized pages. Instead, you will be directed to the HAVBED Home page as if you were on a standard Internet connection.

For more information on permissions refer to Section 2.4.1: User Permissions – Roles and Functions in HAVBED.

## 2.5 HAVBED Home Page

After successfully logging into the web site all users are taken to the Home page. Each of the links presented in the main area of the page can also be found in the menu toolbar at the top of the page.

**NOTE:** The links and menu bar options available to the user will vary depending on the permissions assigned to the user by the system administrator.

Figure 5 and Figure 6 depict the differences in options a user has based on permissions. Figure 5 shows the Home Page for a user with Bed Data Entry permissions for a single facility. Figure 6 shows the Home Page for a HAVBED administrator.





*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### HAVBED Home Page

#### Update Bed Availability



[View/Edit Bed Availability](#)

View or edit the available bed counts for a facility

#### Reports And Maps



[Summary Report](#)

Display a summary report of bed availability for a selected area



[Display Map](#)

View selected areas on an interactive map

[Log Out](#) Ends your session in HAVBED

#### Administration



[Facility Details](#)

View or edit facility contact and location information



[My Profile](#)

Change your password and modify your contact information

#### What Can I Do?

##### You have permission to:

View facility bed counts in the **Region IV** region

View and edit facility bed counts and resources in the **Region I** region

*Not sure what this is? Go to Help -> Explain This Page*

Figure 5 - HAVBED Home Page - User Can View Bed Counts in Region I and Region IV

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It is recommended that you use the navigation links within the window and avoid using the browser's back button

HAVBED Home Page

**Update Bed Availability**

[View/Edit Bed Availability](#)  
View or edit the available bed counts for a facility

**Reports And Maps**

[Summary Report](#)  
Display a summary report of bed availability for a selected area

[Display Map](#)  
View selected areas on an interactive map

[Log Out](#) Ends your session in HAVBED

**Administration**

[Facility Details](#)  
View or edit facility contact and location information

[Create New Facility](#)  
Add a new facility to the HAVBED system

[Manage Users](#)  
Create new user accounts, reset passwords, modify existing accounts, Activate/Deactivate users

[My Profile](#)  
Change your password and modify your contact information

[Define Metro Areas](#)  
Create or modify the definition of metropolitan areas in HAVBED.

[Edit System Information](#)  
Edit site contact information and HAVBED version number

[Notify Facilities](#)  
Select Facilities and enter message to send notification

**What Can I Do?**

**You have permission to:**

Administer users and facilities **nationwide**

*Not sure what this is? Go to Help -> Explain This Page*

Figure 6 - HAVBED Home Page – User has Administrator Permissions

### 2.5.1 User Permissions - Roles & Functions in HAVBED

The HAVBED web site is designed so that every user of the system has one or more assigned permissions. A permission is made up of a HAVBED *role* that is associated with a specific HAVBED *geography*.

**Permission = Role + HAVBED Geography**

The role granted to the user by the HAVBED administrator dictates whether or not the user is permitted to only view data or both view and enter / edit data. Navigation options on HAVBED web pages are specific to the role.

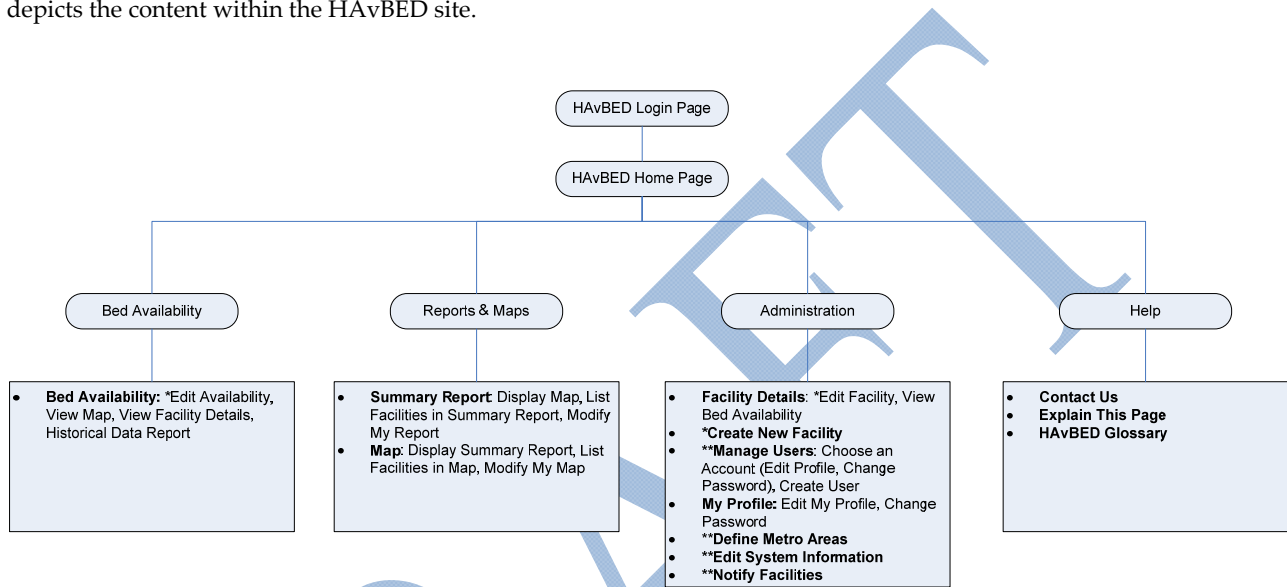
Table 9.1 lists the roles and the associated capabilities defined for the HAVBED application.



### 3. Definitions and General Navigation through HAvBED

#### 3.1 Home Page

When you log into HAvBED, the first page displayed is the HAvBED Home page. The Home page lists the functionality that is available to the user based on the role that was assigned by the system administrator. Figure 7 depicts the content within the HAvBED site.



Note: Options listed with an asterisk(\*) are available only to users that have those roles assigned to them. Options listed with double asterisks(\*\*) are available only to system administrators.

Figure 7 – HAvBED Site Map

#### 3.2 HAvBED Facility Types

Bed availability is tracked and reported for a variety of types of facilities. Table 9.2 provides a list of facility types defined for use in HAvBED.

#### 3.3 HAvBED Geographies

Users can view bed availability and the status of medical facilities at various levels of granularity. Each level of granularity is referred to in HAvBED as a “geography”. The specific geographies used in HAvBED are facility, city, metropolitan (metro) area, county, state, region and national. The HAvBED geographies are defined in Table 9.3



## 4. Viewing and Updating Bed Counts & Medical Resource Availability

### 4.1 Viewing Bed Availability and Medical Resource Information

1. Click the “View / Edit Bed Availability” link on the Home page or select “View / Edit Bed Availability” from the menu toolbar provided at the top of each page.

**NOTE:** If you have permission to view a single hospital you will be taken directly to the View/Edit Bed Availability screen for that hospital (Figure 10).



Figure 8 - HAvBED Home Page - View/Edit Bed Availability Option

2. If you have permission to view/edit more than one facility, select a facility for which bed availability is to be viewed by using the + indicators in the geography list on the left side of the page. By clicking the + symbol you can expand the list to drill-down to facilities. Facility types are identified by the icon adjacent to the facility name (the icons are defined in the legend on the same page).

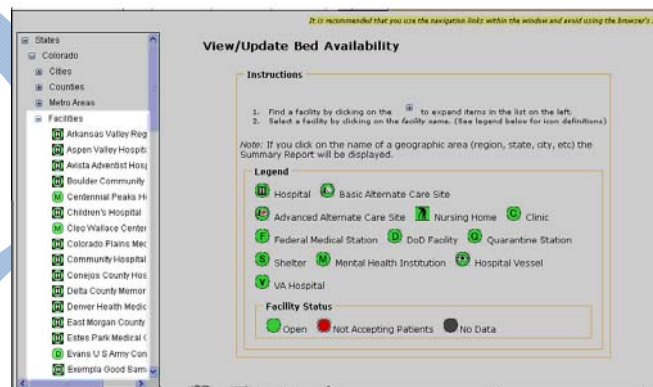


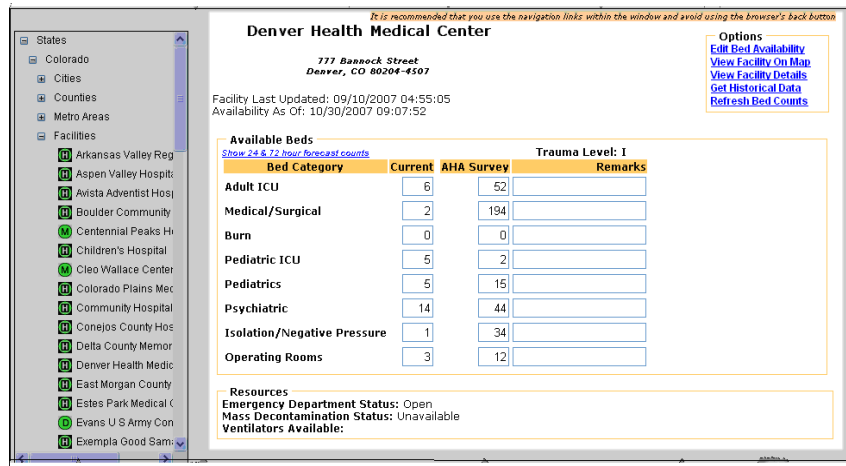
Figure 9 – View/Update Bed Availability – Select Facility





**NOTE: Only System Administrators will be able to see the red circle icons as those are facilities that have been disabled. Non-administrators will see only the active facilities listed in the geographical list.**

After selecting the facility, the bed availability for the facility displays (Figure 10).



**Figure 10 - View Bed Availability/Medical Resources**

The View Bed Availability/Medical Resources screen displays the facility name and address and information described in section 4.1.1

#### **4.1.1 View Bed Availability/Medical Resources Page Description**

This section explains the information provided on the View Bed Availability/Medical Resources page. You can also obtain definitions directly on the HAvBED site by mousing-over items on the screen (the 24/72 hour forecasts link, specific bed categories, and column headings) to view pop-up information.

**Available Bed Section** – This section of the screen provides information about bed availability for the facility.

- **Facility Last Updated** – The date and time the facility bed counts or medical resources were last updated.
- **Availability As Of:** – The point in time availability data was requested. The “Availability As Of...” date defaults to the current time unless you chose to view historical data. For more information about retrieving historical data, refer to Section 5.4.2-Perform a Historical Data Search.
- **Show 24/72 Hour Forecasts Counts** - The Show 24/72 Hour Forecasts link displays two additional columns for viewing/editing the projected the number of beds that will be available in the future for a particular bed category, as shown in Figure 16. The 24/72 Hour Forecasts are hidden by default. For more information on projecting available beds, refer to the following Section: 4.2.1 – Available Bed Projection Guidance.
- **24 hour Beds Available** - This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category could be made available to accept patients within 24 hours, over and above those listed as currently available.





- **72 hour Beds Available** - This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category could be made available to accept patients within 72 hours, over and above those listed as currently available.

**Denver Health Medical Center**  
777 Bascom Street  
Denver, CO 80202-8507

Facility Last Updated: 10/18/2007 09:58:05  
Availability As Of: 12/02/2007 10:57:17

Options:  
View Facility Details  
View Facility Details  
Get Historical Data  
Refresh Bed Counts

Bed Category	Current	24 Hour	72 Hour	AHA Survey	Remarks
Adult ICU	0	2	2	52	
Medical/Surgical	2	10	10	194	
Burn	0	0	0	0	
Pediatric ICU	5	3	3	2	
Pediatrics	5	11	11	16	
Psychiatric	14	7	7	44	
Airborne Infection Isolation	1	0	0	34	
Operating Rooms	3			12	

Resources  
Emergency Department Status: Open  
Mass Decontamination Status: No Data  
Ventilators Available: No Data

Figure 16 - Edit/View Bed Availability and Medical Resources Page - 24 Hour and 72 Hour Bed Counts Displayed

- **Bed Category** – List of bed types for the type of facility. For Example, a Mental Health institution will only display the Psychiatric bed type. For a list of bed category definitions, hover over the bed type in the application or refer Table 9.4, Bed Category Definitions.
- **Current** – The current bed count value for the particular bed type.
- **AHA Survey** – The number of beds available in the institution in each bed category based upon the institution’s response to the AHA Survey if provided.  
*NOTE: Only Facility Details Editors and Administrators have permission to update these fields*
- **Remarks** – Comments related the bed count value for a particular bed type.

For Bed Categories refer to Table 9.4

**Resources Section** - This section of the screen provides information about medical resources for the facility.

- **Emergency Department Status/Facility Status** - Indication of whether or not the facility or facility’s Emergency Department is accepting new patients. Only Hospitals will have “Emergency Department Status”. All other facilities will have “Facility Status.” Options for this field include No Data Provided, Open, or On Divert.
- **Mass Decontamination Status** - The facilities Mass Decontamination status. Options for this field include No Data Provided, Available and Unavailable.
- **Ventilators** - The number of currently unused ventilators available at the facility.

For Medical Resource Categories refer to Table 9.5







## 4.2 Updating Bed Availability and Medical Resource Information

To update bed availability data and Medical Resource information:

1. Click “Edit Availability” in the Options Menu at the upper right hand side of the page (Figure 7). This Options Menu lists all functions that are available to you for this particular facility based on the permissions that the System Administrator has assigned to you.

The screenshot shows the Denver Health Medical Center interface. At the top, there is a navigation bar with links: Home, Bed Availability, Reports & Maps, Administration, Help, Log Out, and an Open Feedback Form link. The user is logged in as 'areg'. A note below the navigation bar states: "It is recommended that you use the navigation links within the window and avoid using the browser's back button".

The main content area is titled "Denver Health Medical Center" and includes the address: "777 Bannock Street, Denver, CO 80204-4507". Below this, it shows "Facility Last Updated: 09/10/2007 03:55:05" and "Availability As Of: 11/14/2007 12:41:03".

On the left side, there is a "Regions" sidebar with a tree view showing "Region VIII", "States", "Colorado", "Cities", "Counties", "Metro Areas", and "Facilities". Under "Facilities", "Denver Health" is selected.

On the right side, there is an "Options" menu with a red arrow pointing to it. The options are: "View Facility On Map", "View Facility Details", "Get Historical Data", and "Refresh Bed Counts".

The main content area displays a table of "Available Beds" for "Trauma Level: I". The table has columns for "Bed Category", "Current", "AHA Survey", and "Remarks".

Bed Category	Current	AHA Survey	Remarks
Adult ICU	6	52	
Medical/Surgical	2	194	
Burn	0	0	
Pediatric ICU	5	2	
Pediatrics	5	15	
Psychiatric	14	44	
Isolation/Negative Pressure	1	34	
Operating Rooms	3	12	

Below the table, there is a "Resources" section with the following information: "Emergency Department Status: Open", "Mass Decontamination Status: Unavailable", and "Ventilators Available:".

Figure 17- Permissions-based User Options

After you click the “Edit Availability” option the page displays in Edit mode.





## 2. Edit Bed Counts or Medical resource Information

### Editing Bed Counts

Use your mouse or the Tab key to go to the bed count space to be updated. Enter the number of beds available, and continue to update other counts as necessary. Using the Tab key will tab through the actual bed counts, the AHA Survey bed counts (not updatable except by the Facility Details Editor or Administrator roles) and then Remarks. Following remarks, pressing the tab key will move down the list of medical resource fields.

**Edit Bed Counts for Denver Health Medical Center**

777 Bannock Street  
Denver, CO 80204-4507

Facility Last Updated: 09/10/2007 04:55:05  
Availability As Of: 10/30/2007 11:15:20

Options: [Save Changes](#), [Cancel](#)

Save your changes! →

Text displays in Red to show Edit Mode

Available Beds

Show 24 & 72 hour forecast counts

Trauma Level: 1

Bed Category	Current	AHA Survey	Remarks
Adult ICU	6	52	
Medical/Surgical	2	194	
Burn	0	0	
Pediatric ICU	5	2	
Pediatrics	5	15	
Psychiatric	14	44	
Isolation/Negative Pressure	1	34	
Operating Rooms	3	12	

Resources

Emergency Department Status: Open

Mass Decontamination Status: Unavailable

Figure 18 - Edit Bed Counts and Medical Resources Information

If you enter a bed count that is larger than the AHA survey value for that bed category, a warning box will appear (Figure 19) asking for confirmation that you indeed want to enter a number of available beds that is larger than the survey value. You can click “Yes, They Are Correct” to confirm and save your counts or click “No” to not save and modify the counts you entered.

Confirm Bed Counts

You entered a bed counts which are significantly higher than the AHA Survey bed counts. Are you sure these counts are correct?

[Yes, They Are Correct](#) [No](#)

Figure 19 - Confirm Bed Counts Dialog Box





Users can enter current counts for each of these bed categories as well as forecast the number of beds that are projected to be available in the immediate future. For more information on projecting 24 and 72 hour bed counts refer to Section 4.2.1

- **24 hr Beds Available:** This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category that could be made available to accept patients within 24 hours, over and above those listed as currently available.
- **72 hr Beds Available:** This value represents an estimate as to how many vacant (staffed, unoccupied) beds for each bed category that could be made available to accept patients within 72 hours, over and above those listed as currently available.

Because these 24 and 72 hour counts are usually not the primary bed count data of interest, the View/Edit Bed Availability page shows these values hidden by default with the option to reveal them by clicking on “Show 24 & 72 Hour Forecast Counts”

*NOTE: The Summary Report page shows all bed counts, including 24 and 72 Hour forecasts.*

#### **Editing Medical Resources**

Using the mouse or the tab key select the Medical Resource field you want to update. Table 9.5 provides a list of Medical Resource Fields and options for selection or entry.

3. Click “Save Changes” in the Options Menu at the upper right hand side of the page. The updated information will be saved.

For information on updating the AHA Survey Bed Counts, refer to section 6.2.2.

#### **4.2.1 Available Bed Projection Guidance**

To allow planners and responders to evaluate the potential needs and resources required to manage a mass casualty incident, a projection of hospital bed availability 24 and 72 hours into the future of an event may be requested at the time of hospital notification. It is understood that these numbers represent a “best guess” estimate and that the actual number of beds available in 24 and 72 hours will vary from these estimates, based upon the demands of the incident as well as the “routine”, non-incident-related patient workload.

Such beds could be made available by a number of means including:

- Early discharge of patients
- Cancellation of elective admissions
- Transfer of patients to alternative care sites and facilities, and
- Creation and opening of institutional surge beds.

Evidence suggests that anywhere from 15-25% of a hospital’s bed capacity could be made available by the early discharge of patients and cancellation of elective admissions. Furthermore, evidence suggests that an additional 5-20% of a hospital’s bed capacity could be made available by transfer of stable patients requiring ward-type care (with the exception of oxygen administration) to a non-hospital alternative care site or facility.





### 4.3 Printing Bed Availability

Use the print function in your web browser (e.g., Internet Explorer, Netscape, Firefox, etc.) to print any page that you are viewing.

*NOTE: Internet Explorer will split the content of a web page across multiple printed pages, and some information on the right side of the page will be cut off. .Printing pages in landscape format may provide optimum results. Using Netscape or Firefox to print bed availability pages will ensure that the printed page will match the monitor view.*

### 4.4 Refreshing Bed and Medical Resource Availability Information

When bed counts are updated frequently or more than one user is viewing the facility's bed counts, clicking the "Refresh Bed Counts" option will ensure that all users are viewing the most recent information.

DRAFT





## 5. Viewing Facilities' Bed Availability – Summary Reports & Maps

The HAvBED Summary Report provides a view of the total number of the various types of facilities and the count of available beds and medical resources for those facilities in the selected (and permitted) HAvBED geography. A Summary Report can be generated for cities, metropolitan areas, counties, states, and regions.

*NOTE: Summary Reports are not generated for individual facilities because this view is the same as that shown in the 'Bed Availability' page for that facility.*

### 5.1 Viewing a Summary Report


1. Click the "Summary Report" link on the Home page or select "Summary Report" from the menu at the top of the page. See Figure 20 - Select Summary Report Methods.



The screenshot shows the HAvBED Home Page with a navigation menu at the top. The menu includes 'Home', 'Bed Availability', 'Reports & Maps', 'Administration', 'Help', and 'Log Out'. The 'Reports & Maps' menu is expanded, showing 'Summary Report' and 'Display Map' options. A red arrow points from the 'Summary Report' link in the 'Reports & Maps' section to the 'Summary Report' option in the expanded menu. Another red arrow points from the 'Summary Report' link in the 'Reports & Maps' section to the 'Summary Report' link in the 'Reports And Maps' section. The 'Reports And Maps' section contains a 'Summary Report' link with a magnifying glass icon and a 'Display Map' link with a compass icon. The 'Update Bed Availability' section contains a 'View/Edit Bed Availability' link with a folder icon. The 'Log Out' link is located at the bottom of the page.

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

Summary Report  
Display Map

HAvBED Home Page

**Update Bed Availability**  
 [View/Edit Bed Availability](#)  
View or edit the available bed counts for a facility

**Reports And Maps**  
 [Summary Report](#)  
Display a summary report of bed availability for a selected area  
 [Display Map](#)  
View selected areas on an interactive map

[Log Out](#) Ends your session in HAvBED

[HHS Home](#) | [Questions?](#) | [Contact HHS](#) | [Site Feedback](#)

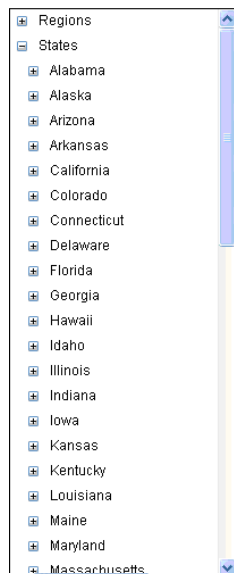
Figure 20 - Select Summary Report Methods

After selecting Summary Report, the View Summary Report page displays where you can select a geography.

Summary Reports are available for regions, states, metro areas and cities. User permissions determine the level of summary report that can be viewed. You must have permissions to view facilities at least at the city level to view a summary report.

**NOTE:** *If you have permission to view only one geography, the summary report for that geography will automatically display and you may skip the next step. For example, if you have only permissions to view only the Colorado state data, the Colorado Summary Report will display rather than the View Summary Report page.*

It is recommended that you use the navigation links within the window and avoid using the browser's back button.



### View Summary Report

#### Instructions

1. Find a city, state, or region by clicking on the  to expand items in the list on the left.
2. Select a city, state, or region by clicking on its *name* to display the summary report.

Note: Clicking on a facility will display the bed availability page for that facility.

(Facilities are indicated by  .)

Figure 21 - View Summary Report - Select Geography



- Select the geography that you wish to view by using the + indicators in the geography list on the left side of the page. Click directly on the name of the geography to generate the summary report.

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out | [Open Feedback Form](#) You are logged in as 'admin'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

Regions

- States
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado**
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts

### Summary Report for Colorado

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility

Availability Report as of: 11/29/2007 13:13:13

**Options**

- [Display Map](#)
- [List Facilities in Summary Report](#)
- [Modify My Report](#)
- [Export My Report](#)
- [Refresh Report Data](#)

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
Hospital	66	3	58	5
Basic Alternate Care Site	2	0	0	2
Advanced Alternate Care Site	1	0	0	1
DoD Facility	2	0	0	2
VA Facility	2	0	0	2

NDMS: 19    TRICARE: 3

**Total Available Beds**

Bed Category	Current	24 Hour	72 Hour	AHA Survey
Adult ICU	39	20	19	737
Medical/Surgical	125	100	112	4737
Burn	0	N/A	N/A	4
Pediatric ICU	7	4	4	39
Pediatrics	28	24	23	406
Psychiatric	22	7	7	488
Airborne Isolation\Negative Pressure	19	N/A	N/A	244
Operating Rooms	25			371

**Facility Status**

Open: 51

On Divert: 10

**Mass Decontamination**

Available: 0

Unavailable: 2

**Ventilators**

Available: 0

Figure 22 - Summary Report (Colorado)

### 5.1.1 Summary Report Page Description

The Summary Report Page (Figure 22) provides the following information:

- Search Results for Facilities:** – The types of facilities included in the report. The sample summary report depicts a default search. To modify the search criteria, reference the Section 5.2 – Modifying the Summary Report section.
- Availability Report As Of:** - The point in time summary data was requested. The “Availability As Of...” date defaults to the current time unless you chose to view historical data. For more information about retrieving historical data, refer to Section 5.2.4 – Perform a Historical Data Search
- Facility Summary:** – Provides the total number of facilities of a particular type that exists in the geography as well as how many of those facilities have current data, how many are not current and how many have not ever been updated. It also provides the number of facilities in the geography affiliated with NDMS and TRICARE.





- **Total Available Beds** – Aggregates the hospital bed counts for each bed category for the geography. The page provides the Current, Forecasted (24 and 72 hour bed counts) and AHA Survey bed counts.
- **Facility Status** – Provides the number of Open (accepting patients) and On Divert (not accepting patients) facilities for the geography.
- **Mass Decontamination Status** - Provides the number of facilities Available and Unavailable for mass decontamination
- **Ventilators** – Provides the number of ventilators that are currently available.

### 5.1.2 Bed Count Reporting from Automatic Data Feed

In the example of the bed count list below, notice the bed count of  $\geq 1$ . This indicates that some facilities have reported that they have at least one available bed in that category, but not the specific value. In those cases this notation is used to indicate that this is the minimum number of beds available in that category.

Bed Category	Current	AHA S
Adult ICU	7	
Medical/Surgical	$\geq 1$	
Burn	0	
Pediatric ICU	3	

Figure 23 - Example of non-specific Bed Count Reporting from an Automatic Data Feed

## 5.2 Modifying the Summary Report

Users have the ability to customize a summary report. For example, users can specify the facility to be contained in the report:

- Facility Types
- NDMS or TRICARE Affiliations
- Trauma Center Level
- Time Frame (User can modify the definition of “current”)
- By Distance from a Selected Point
- Historical information





To Modify a Summary Report:

1. Click “Modify My Report” in the Options Menu on the top right hand side of the Summary Report page.

Summary Report for Colorado

Search results for facilities:  
 Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility

Options  
[Display Map](#)  
[List Facilities in Summary Report](#)  
[Modify My Report](#)  
[Export My Report](#)  
[Refresh Report Data](#)

Availability Report as of: 11/29/2007 13:13:13

Facility Type	Total	Current	Not Current	No Data
Hospital	66	3	58	5
Basic Alternate Care Site	2	0	0	2
Advanced Alternate Care Site	1	0	0	1
DoD Facility	2	0	0	2
VA Facility	2	0	0	2

NDMS: 19    TRICARE: 3

Bed Category	Current	24 Hour	72 Hour	AHA Survey
Adult ICU	39	20	19	737
Medical/Surgical	125	100	112	4737
Burn	0	N/A	N/A	4
Pediatric ICU	7	4	4	39
Perioperative	28	24	23	404

Figure 24 - Modify My Report Option – Summary Report

The “Modify My Report” dialog displays.

**Facility Types**  
 Select facility types for inclusion in bed availability reports

Hospital       Basic Alternate Care Site  
 Advanced Alternate Care Site       DoD Facility  
 VA Facility       Clinic  
 Federal Medical Station       Hospital Vessel  
 Mental Health Institution       Nursing Home  
 Quarantine Station       Shelter

**Associations**

Don't limit search to facilities with specific affiliations  
 Display bed availability for facilities with the selected affiliations

NDMS  
 TRICARE

Hold the control key to select multiple items in the list.

**Trauma Centers**  
 Display bed availability for facilities with a Trauma Level of  
 All Facilities

Search By Geographic Area

**Time**  
 Facility data is current if updated in the past: 7 Days  
[Get Historical Data](#)    [Use Current Date/Time](#)

[Update Report](#)    [Reset To Default Settings](#)    [Cancel This Dialog](#)

Figure 25 - Modify My Report dialog

2. Select the criteria for your report: Refer to the next section – “Modify My Report” Dialog Description.





- Click “Update Report” at the bottom of the “Modify My Map” page to refresh the Summary Report with your selected options.

Once you click “Update Report”, the selected search criteria will appear in a black box at the top of the Summary Report.

**Summary Report for Colorado**

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility

Availability Report as of: 11/29/2007 13:26:10

**Options**

- [Display Map](#)
- [List Facilities in Summary Report](#)
- [Modify My Report](#)
- [Export My Report](#)
- [Refresh Report Data](#)

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
Hospital	66	3	58	5
Basic Alternate Care Site	2	0	0	2
Advanced Alternate Care Site	1	0	0	1
DoD Facility	2	0	0	2
VA Facility	2	0	0	2

NDMS: 19    TRICARE: 3

**Total Available Beds**

Bed Category	Current	24 Hour	72 Hour	AHA Survey
Adult ICU	39	20	19	737
Medical/Surgical	425	400	410	422

Figure 26 - Summary Report - Selected Search Criteria

### 5.2.1 “Modify My Report” Dialog Description

- Select Facility Types** – The Select Facility Types section enables you to select the specific facility types you want included in the report. Check the checkboxes for the facility types that you want included in your report. By default, Hospital, Advanced Alternate Care Site, Basic Alternate Care Site, DoD Facility and VA Facility are selected. Anything that is not checked will not appear on the report.
- Associations** – Associations enables you to limit facilities contained in the report by one of two hospital associations – NDMS or TRICARE. By default, the report will not limit the facilities in the report by hospital affiliation. To limit your report to only those facilities with a specific affiliation, select the “Display bed availability for facilities with the selected affiliations” button and then select either NDMS or TRICARE.
- Trauma Centers** – Trauma Centers enables you to limit the facilities contained in the report by Trauma Level designation. By default the report’s Trauma Center setting is set to “Any Facility” so facilities with all trauma level designation or no trauma level designation are included in the report. To limit the report to a specific Trauma Level designation, select the Trauma Level you want included from the drop-down list. When choosing the Trauma Level, choose the lowest Trauma Level you want to include. For example, if you want to obtain a report with all Trauma Centers with a Level II designation, the report will also include Trauma Centers with a Level II designation as well as those with a Level I designation. Options are: Level I, Level I and II, Level I, II and III, Level I, II, III and IV, and Level I, II, III, IV and V.





- **Search by Geographic Area** – Search by Geographic Area enables you to use a map to select an area for facilities you want included in the summary report.

**NOTE:** You must have permissions to view facilities in the area that you select for this feature to work. Refer to Section 5.2.1 – Limit a Report by Geographic Area.

- **Time** – Time enables you to do two things – change the definition of what the system defines as current so you can differentiate between facilities updated from a time that you select. For more information on using this feature, refer to Section 5.2.3 – Modify the Definition of “Current” Bed Counts. It also enables you to retrieve a summary report of a facility (or facilities) in the past. Refer to Section 5.2.4 – Perform a Historical Data Search.
- **Update Report** – Once you have selected the report criteria you want to include, click Update Report to generate the report.
- **Reset to Default Settings** – The Reset to Default Settings link will reset all of the custom settings you selected back to the default settings including setting the date and time back to the current date and time of your system.
- **Cancel This Dialog** – The Cancel This Dialog option will close the “Modify My Report” dialog and return to the Summary Report page.

## 5.2.2 Limit a Report by Geographic Area

Search by Geographic Area enables you to use a map to select an area for facilities you want included in the summary report.

**NOTE:** Because permissions are based on geography, you must select an area for which you have permission to view or edit facilities. If you select a geographic area on the map that you do not have permission to view a generic map of the world will display and will not show facilities.

1. Click the Search by Geographic Area checkbox.

**Facility Types**  
Select facility types for inclusion in bed availability reports

Hospital  Basic Alternate Care Site  
 Advanced Alternate Care Site  DoD Facility  
 VA Facility  Clinic  
 Federal Medical Station  Hospital Vessel  
 Mental Health Institution  Nursing Home  
 Quarantine Station  Shelter

**Associations**  
 Don't limit search to facilities with specific affiliations  
 Display bed availability for facilities with the selected affiliations

NDMS  
TRICARE

Hold the control key to select multiple items in the list.

**Trauma Centers**  
Display bed availability for facilities with a Trauma Level of  
All Facilities

**Time**  
Facility data is current if updated in the past 7 Days  
[Get Historical Data](#) [Use Current Date/Time](#)

[Update Report](#) [Reset To Default Settings](#) [Cancel This Dialog](#)

Figure 27 - Modify My Report - Geographic Search





- Click the area on the map. To zoom to the area you want to select, double-click (or use the + symbol). Use the – sign to zoom out if you’ve zoomed in too far.

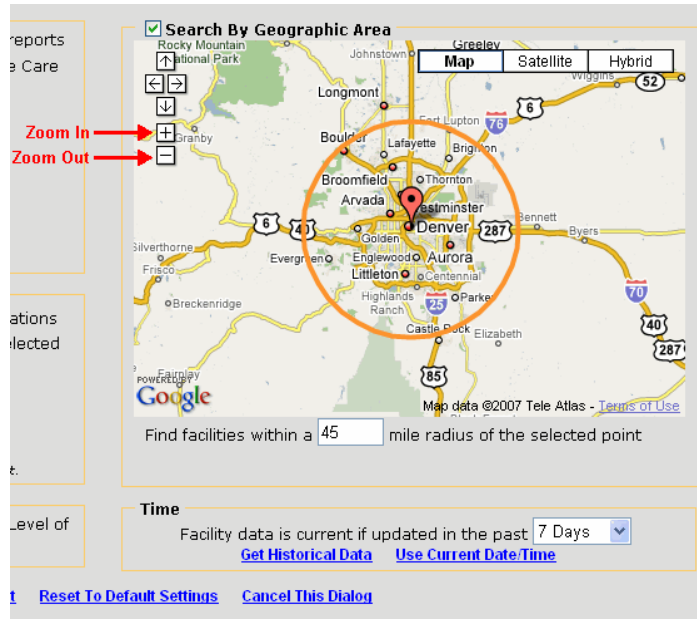


Figure 28 - Search by Geographic Area

- To alter the radius of the geographic search, change the number of miles in the “Find facilities within a X mile radius of the selected point”.

### 5.2.3 Modify the Definition of “Current” Bed Counts

This option enables you set the time frame within 7 days (default) for how the system displays “current” of “not current” data. For Example, if you set “current” to be four hours, the system will show facilities in the summary report as current if an update has been received in the last four hours. The available options are 4 hours, 8 Hours, 12 Hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days or 7 days.

In the Time section of the “Modify My Report” dialog box, select an option in the “Facility data is current if updated in the past” field.



## 5.2.4 Perform a Historical Data Search

To view a report for a date in the past:

1. Navigate to the Modify My Report dialog (see Modify a Summary Report steps above for information on navigating to the Modify My Report dialog).

Figure 29 - Modify My Report dialog - Get Historical Data Option

2. Click the Get Historical Data link at the bottom of the "Modify My Report" section. You will be prompted to enter the date and/or time for which you would like to see results.

Figure 30 - Historical Data Report Date/Time Selection

3. Enter the Date using the Calendar Date Picker and enter a specific time. If no time is entered, the time will default to midnight.
4. Click View Selected Date. The Summary Report for the selected date will display.

**NOTE:** To cancel the Historical Date Search, click "Cancel This Dialog". To return to viewing current data for a facility or summary report, select "Return to Default Settings".





### 5.2.5 Exporting a Report

Summary reports can be exported to Microsoft Excel format to permit additional analyses. To export a summary report:

1. In the Options Menu, click the “Export My Report” selection. You will be presented with a file download window asking whether you would like to open the report in spreadsheet format or save your data as an Excel file.
2. Click Open or Save.
  - Clicking Save will prompt you to select a location for the file.
  - Clicking Open will open the file in spreadsheet format.

*NOTE: If you are using Firefox or Netscape, the browser will prompt you to select the application in which you want to open the file. The Export My Report feature requires that Microsoft Office 2000 or later version.*

### 5.3 Viewing Facilities on a Map

As an alternative to viewing information about selected facilities in a summary report, a user may choose to have the data displayed graphically on a map showing the facilities.

*NOTE: In viewing maps for a state, some border hospitals, because of the granularity of the map when zoomed out, may appear to be outside of their actual state. As you zoom in, the location of the facility will be located on the map correctly.*

*The HA<sub>v</sub>BED system uses Google Maps to provide its mapping capabilities. Maps may be slightly outdated as map data is dependent on the update schedule determined by Google.*

To view facilities on a map:

1. Click the “Display Map” link on the Home page or select “Display Map” from the “Reports & Maps” menu toolbar at the top of the page. From the Summary Report, you can also click the “Display Map” link in the Options Menu at the top right.



Figure 31 - HA<sub>v</sub>BED Home Page - Display Map Option



**NOTE:** If you navigate to the map from the Summary Report, the map will automatically display without selecting a geography. If you access the map from the Home Page, the View Map page will display.

If you have permissions for a single region or lower, you will be taken directly to the highest level geography for which you have permissions. For example, if you have permissions only for Region VIII, you will be taken directly to Region VIII where you can drill down to states, cities, counties, metro areas and facilities only in Region VIII. If you have permissions only for Colorado, you will be taken directly to Colorado on the Nav tree where you can select only cities, counties, metro areas and facilities only in Colorado.

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out | [vban\\_resg@hhs.com](#) you are logged in as a

*It is recommended that you use the navigation links within the window and avoid using the browser's back*

**View Map**

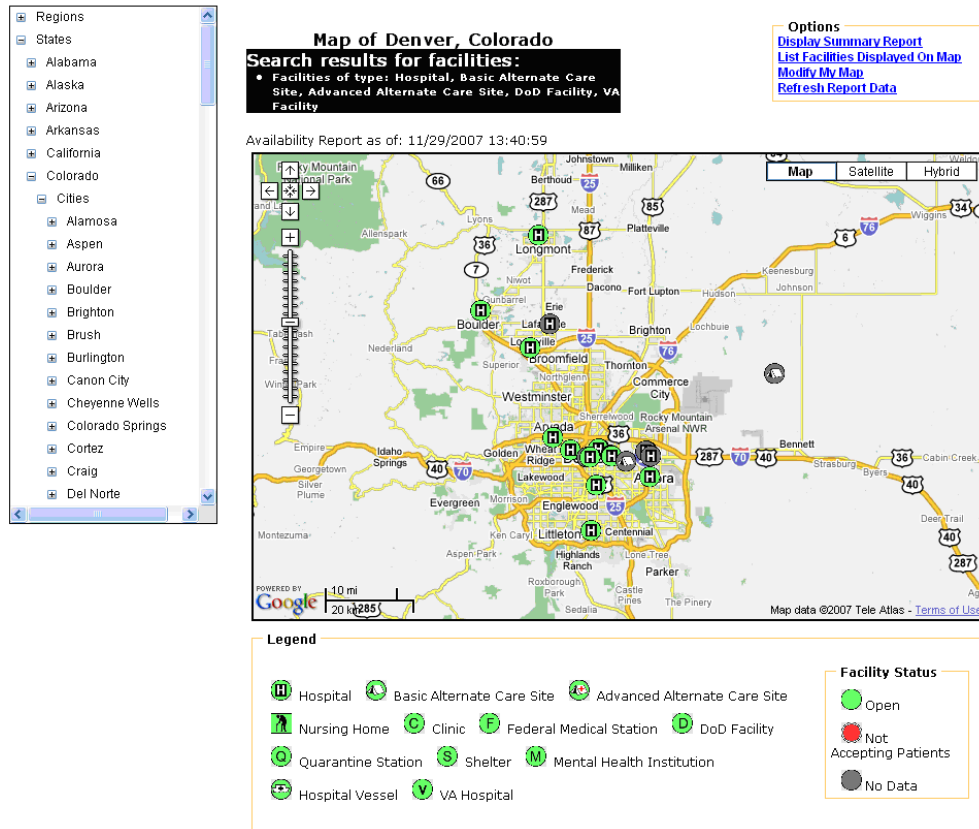
**Instructions**

1. Find a city, state, or region by clicking on the **+** to expand items in the list on the left.
2. Select a city, state, or region by clicking on its *name* to display the map.

- Regions
- States
  - Alabama
  - Alaska
  - Arizona
  - Arkansas
  - California
  - Colorado
  - Connecticut
  - Delaware
  - Florida
  - Georgia
  - Hawaii
  - Idaho
  - Illinois
  - Indiana
  - Iowa
  - Kansas
  - Kentucky
  - Louisiana
  - Maine
  - Maryland

**Figure 32 - View Map - Geography Selection**

2. Select the geography that you wish to view by using the + indicators in the geography list on the left side of the page.
3. Click directly on the name of the geography to display the map.



**Figure 33 - Summary Map - Metropolitan Area (Denver, Colorado)**

**NOTE:** The legend at the bottom of the map indicates the facility types represented by the icons on the map. The status of the facility is represented by the color of the facility icon:

- **Green icon** indicates that the facility is currently open and has available beds.
- **Red icon** indicates that the facility is not currently able to accept patients.
- **Dark grey icon** indicates that there is no current data for the facility's status.

**To pan (move) the map:**

Click somewhere on the map with the left mouse button, hold the mouse button down, and move the mouse (and map) to the desired location. You can also use the Pan arrows located on the top left corner of the map.

**To Zoom in on an Area:**

Left double-click on a point on the map. Alternatively, click a specific marker (or click the + symbol to move the marker up) on the vertical ladder on the top left corner of the map.



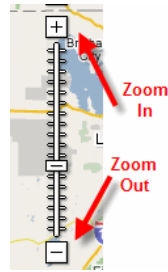


Figure 34 - Zoom In/Zoom Out Ladder

**To Zoom out of an area:**

Right double click a point on the map. Alternatively, click a specific marker (or click the –symbol to move the marker down) on the vertical ladder on the left side of the map.

**5.3.1 Identifying Facilities on a Map**

To identify a facility quickly on a map, move your mouse indicator over the top of a facility symbol, and a text box will appear that provides the name of the facility.

**5.3.2 Quick View to Bed Availability**

To get a quick view of the bed availability data for a particular facility, move your mouse indicator over the top of a facility symbol and click your left mouse button. A balloon will appear on the map with the current status of the facility, medical resource information and bed availability data. The balloon will also display the last date and time that bed data was updated. You can also click the “Click for more detail...” link to view the bed availability data report for that facility.

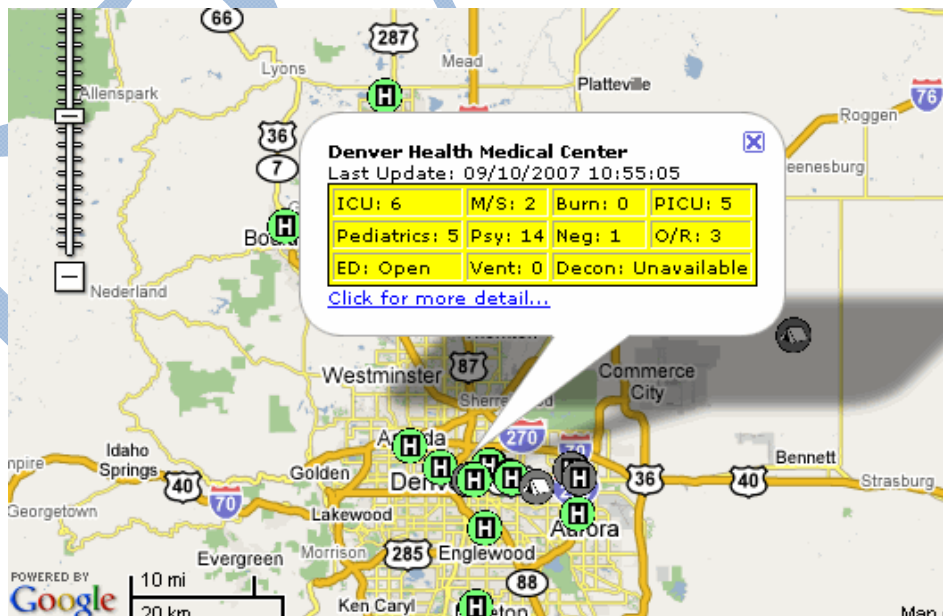


Figure 35 - Quick Bed/Resource Availability View



## 5.4 Modifying the Map

As in the Summary Report, users can customize the data displayed in the map. Users can specify the facilities that display on a map based upon:

- Facility types
- NDMS and TRICARE Affiliations
- Trauma center level
- Time frame (user can modify the definition of “current”)
- By Distance from a selected point
- Historical information for a past date

To Modify the Map:

1. Navigate to the “Modify My Map” section from the Home page or from the Options Menu.

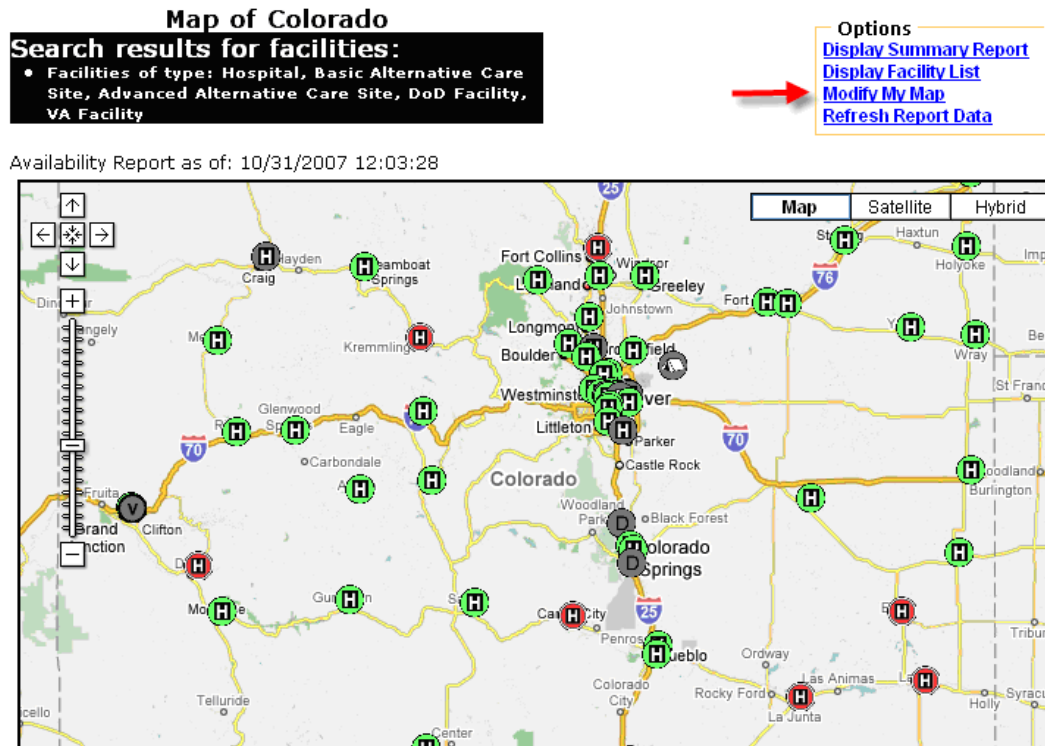


Figure 36 - Modify My Report Option - Map



- Click the “Modify My Map” in the Options Menu on the top right hand side of the page to open the Modify My Map Dialog.

**Facility Types**  
Select facility types for inclusion in bed availability reports

<input checked="" type="checkbox"/> Hospital	<input checked="" type="checkbox"/> Basic Alternate Care Site
<input checked="" type="checkbox"/> Advanced Alternate Care Site	<input checked="" type="checkbox"/> DoD Facility
<input checked="" type="checkbox"/> VA Facility	<input type="checkbox"/> Clinic
<input type="checkbox"/> Federal Medical Station	<input type="checkbox"/> Hospital Vessel
<input type="checkbox"/> Mental Health Institution	<input type="checkbox"/> Nursing Home
<input type="checkbox"/> Quarantine Station	<input type="checkbox"/> Shelter

**Associations**

Don't limit search to facilities with specific affiliations  
 Display bed availability for facilities with the selected affiliations

NDMS  
TRICARE

*Hold the control key to select multiple items in the list.*

**Trauma Centers**  
Display bed availability for facilities with a Trauma Level of  
All Facilities

**Time**  
Facility data is current if updated in the past 7 Days

[Get Historical Data](#)   [Use Current Date/Time](#)

[Update Report](#)   [Reset To Default Settings](#)   [Cancel This Dialog](#)

Figure 37 - Modify My Map Dialog

- Select the criteria for your report. For more information on these selections refer to Step 2 in Modify a Summary Report in Section 5.2 – Modifying the Summary Report.
- Click “Update Report” at the bottom of the Modify My Map dialog to refresh the map with your selected options.

To cancel modifying the map, click “Cancel This Dialog”. To return to viewing current facility or summary report information, click “Reset to Default Settings”.



Once you click the “Update Report” the map displays according to the criteria you selected. The Search Results summary lists the criteria you selected.

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

**Map of Denver, Colorado**

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, Clinic, Federal Medical Station, Hospital Vessel, Mental Health Institution, Nursing Home, Quarantine Station, Shelter
- that are members of any of these associations: NDMS
- with a trauma level of I or higher

**Options**

- [Display Summary Report](#)
- [List Facilities Displayed On Map](#)
- [Modify My Map](#)
- [Refresh Report Data](#)

Summary of Criteria included in Map

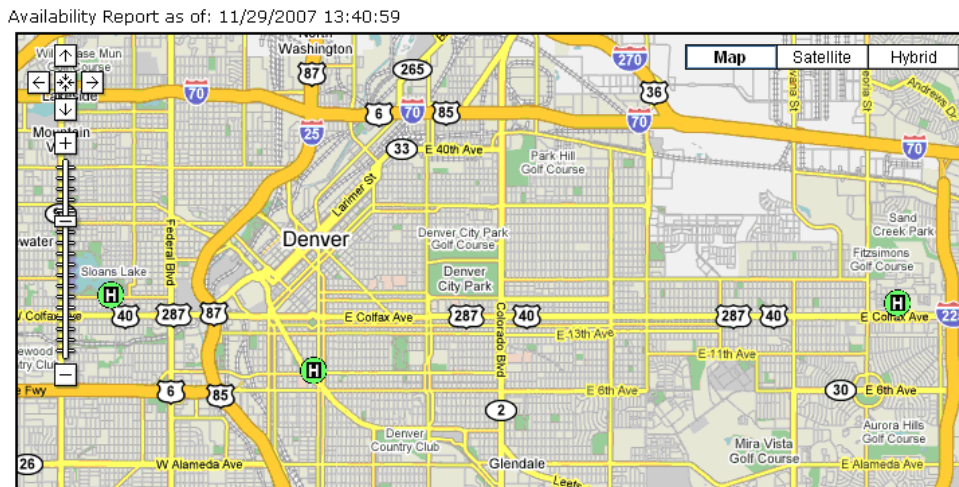


Figure 38 – Map - Selected Search Criteria

### 5.4.1 Modify the Geographic Area of the Map

Search by Geographic Area enables you to modify the geographic area in which you want to view selected facilities on a map.





**NOTE:** Because permissions are based on geography, you must select an area for which you have permission to view or edit facilities. If you select a geographic area on the map that you do not have permission to view a generic map of the world will display and will not show facilities.

1. Click the Search by Geographic Area checkbox.

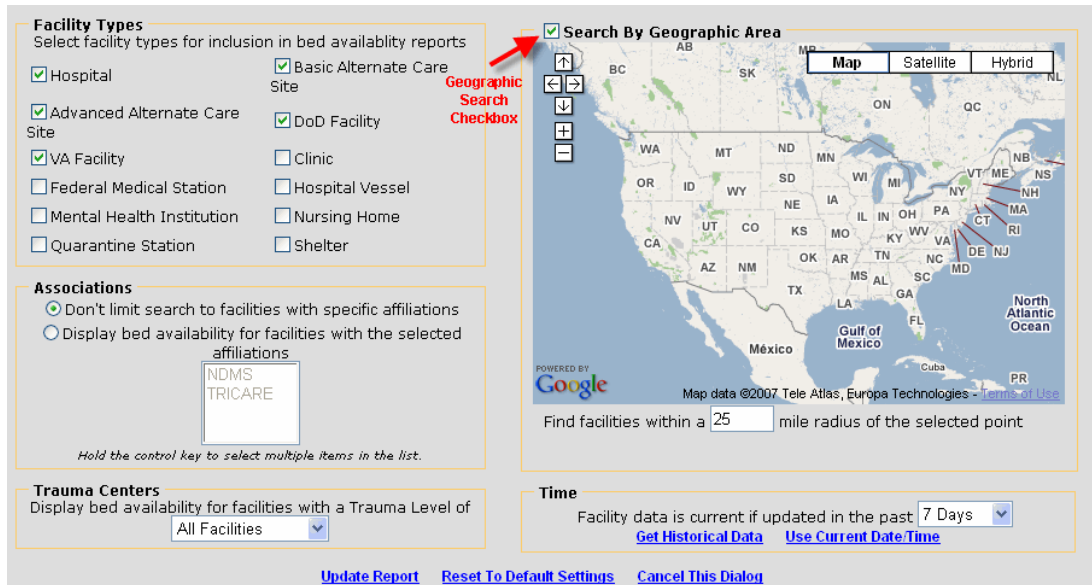


Figure 39 - Modify My Map - Geographic Search

2. Click the area on the map. To zoom to the area you want to select, double-click (or use the + symbol). Use the – sign to zoom out if you’ve zoomed in too far.

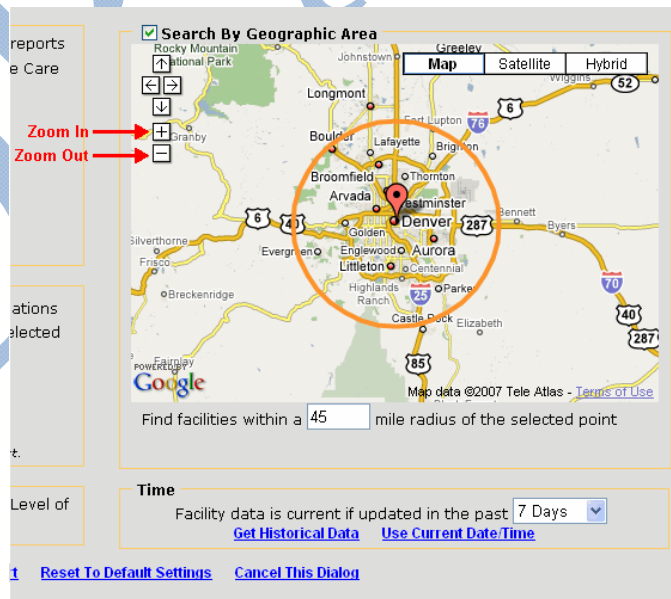


Figure 40 - Search by Geographic Area





3. To alter the radius of the geographic search, change the number of miles in the “Find facilities within a X mile radius of the selected point”.

#### 5.4.2 Perform a Historical Data Search

To view map detail for a date in the past:

1. Navigate to the Modify My Map option.

Figure 41 - Modify My Map Dialog - Get Historical Data Option

2. Click the “Get Historical Data” link at the bottom of the “Modify My Report” section. You will be prompted to enter the date and/or time for which you would like to see results.

Use this option to perform historical searches of HAvBED data. The report data shown will be relative to the date and time that you select here. To return to viewing current availability click the "Use Current Time" link.

Date:   Time:   
(hh:mm, type 'A' or 'P' to switch between AM/PM).  
[View Selected Date](#) [Cancel](#)

Figure 42 - Historical Data Report Date/Time Selection

3. Enter the Date using the Calendar Date Picker and enter a specific time. If not time is entered, the time will default to midnight.
4. Click View Selected Date. The map for the selected date (and other selected criteria) will display.

To cancel the historical search, select “Cancel This Dialog” in the Modify My Map Dialog. To return to viewing current facility or summary report information, click “Reset to Default Settings”.



## 5.5 Viewing a Detailed List of Facilities from Summary Reports and Maps

Users can view a complete list of facilities that are contained in a Summary Report or on a Map.

To view a facilities list:

Select an option to display the Facility List via either the Summary Report or Map pages:

- From the Summary Report view, click the “List Facilities in Summary Report” link in the Options Menu on the upper right hand section of the page.
- From the Map view, click the “List Facilities on Map” link in the Options Menu on the upper right hand section of the page.

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, Clinic
- that are members of any of these associations: NDMS
- with a trauma level of I or higher
- within 10 miles of 39.6057 latitude and -105.0293 longitude

### Options

- [Display Summary Report](#)
- [List Facilities Displayed On Map](#)
- [Modify My Map](#)
- [Refresh Report Data](#)

Availability Report as of: 11/29/2007 12:07:32

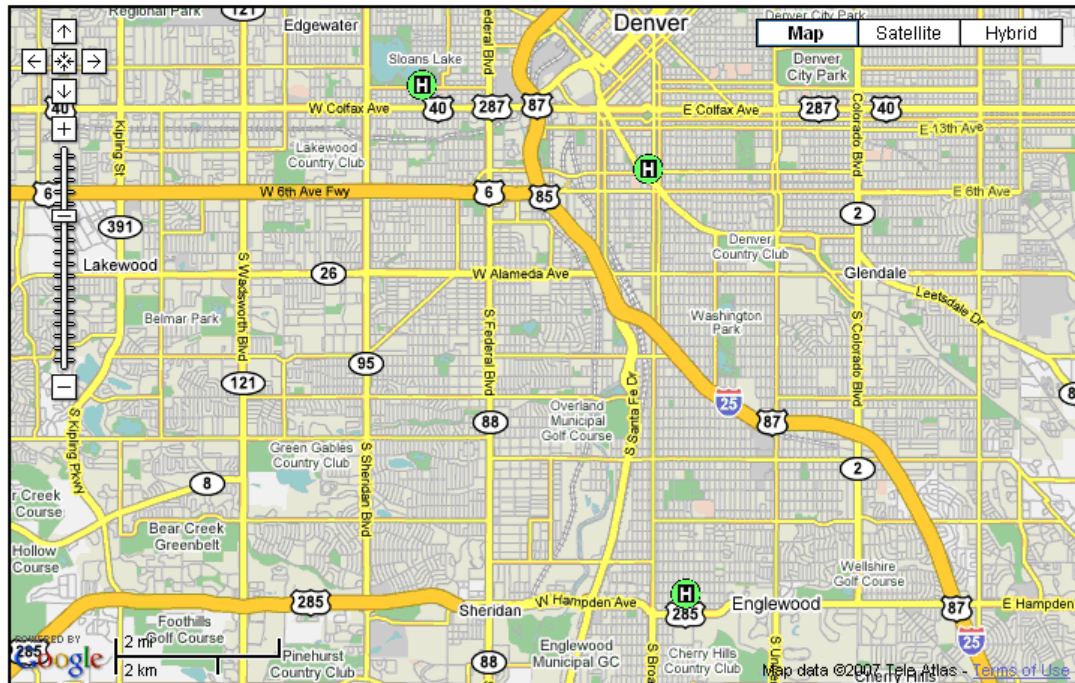


Figure 43 - Display Facilities List Option



Once the Facility List displays, you can view the list of facilities. The first column displays the facility type icon as well as the facilities that are affiliated with NDMS

**NOTE:** To obtain quick information about what exists on this page, mouse over the column heading.

It is recommended that you use the navigation links within the window and avoid using the browser's back button

Options  
[View Map](#)  
[View Summary Report](#)

**Facilities in Colorado**

**Search results for facilities:**  
 • Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility

Availability Report as of: 11/29/2007 14:09:34

Facility List  
 Page Navigation

Page: 1 2 3 4															
Icon	Name	City	Last Update	ED	ICU	M/S	Burn	PICU	Ped	Psych	Isol	OR	Vents/Decon	Trauma	
	<a href="#">Arkansas Valley Reg Med Ctr</a>	La Junta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	IV
	<a href="#">Aspen Valley Hospital District</a>	Aspen, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Avista Adventist Hospital</a>	Louisville, CO	11/26/2007 16:18:40	Open	0	0	0	0	0	0	0	0	0	No Data	II
	<a href="#">Boulder Community Hospital</a>	Boulder, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Children's Hospital</a>	Aurora, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	I
	<a href="#">Colorado Plains Medical Ctr</a>	Fort Morgan, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Community Hospital</a>	Grand Junction, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Conejos County Hospital</a>	La Jara, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Delta County Memorial Hospital</a>	Delta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Denver Health Medical Center</a>	Denver, CO	11/29/2007 12:27:05	Open	12	2	0	5	5	14	1	3	0	Unavailable	I
	<a href="#">East Morgan County Hospital</a>	Brush, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Estes Park Medical Center</a>	Estes Park, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Evans U.S. Army Comm Hospital</a>	Fort Carson, CO		No Data	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Exempla Good Samaritan Med Ctr</a>	Lafayette, CO		No Data	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Exempla Lutheran Med Center</a>	Wheat Ridge, CO	09/10/2007 03:54:52	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Exempla Saint Joseph Hospital</a>	Denver, CO	09/10/2007 03:55:05	Open	5	50	0	0	5	0	2	100	0	No Data	III
	<a href="#">Grand River Hospital District</a>	Rifle, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	IV
	<a href="#">Gunnison Valley Hospital</a>	Gunnison, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Heart of the Rockies Med Ctr</a>	Salida, CO	09/10/2007 03:55:05	Open	2	10	0	0	0	0	1	2	0	No Data	IV
	<a href="#">Keefe Memorial Hospital</a>	Cheyenne Wells, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	IV

Page: 1 2 3 4

Figure 44 - Facility List







### 5.5.1 Facility List Sorting

The facilities list is sortable. By default, the Facilities list displays facilities by Name in ascending order. The default sort for each column varies:

- **Facility Name** – Default sort will sort the facilities alphabetically in ascending order. If you click this once without having selected another column first, the sort will change to descending.
- **Bed Type Columns** – Default sort (first click on column) will sort the facilities with the highest number of the particular bed type first.
- **Ventilators** – Default sort (first click on column) will list the facilities with the highest number of ventilators first.
- **Last Update** – Default sort (first click on column) will list the facilities with the most recent updates first.
- **Emergency Department Status** – Default sort (first click on column) will list the facilities that have an ED status of Open first, followed by Closed and then No Data.
- **Mass Decontamination Status** – Default sort will list the facilities with Available Status first, followed by Not Available and then No Data.
- **Trauma Level** – Default sort will the facilities with Trauma Level 1 first, followed by Trauma Level 2, etc. Facilities without a trauma level designation will be listed last.

**NOTE:** Arrow direction  will always pointing in the direction of the higher value. Facility Type and Association columns are not sortable.

### 5.5.2 Viewing Current Data

Age of data is reflected by the color of the facility name text:

- Green text indicates that the facility has current updates.

**NOTE:** *the definition of current can be modified as described in the Modify My Report (Summary Report) and Modify My Map sections. By default, current information is defined as facility bed counts or medical resources have been updated with the last week (7 days).*

- Blue text indicates that the facility has received updates that are older than the threshold defined as current. For example, by default facilities that were updated eight days ago would appear blue. If the “Current” threshold was set for 4 hours, facilities that were updated five hours ago would appear blue.
- Black text indicates that the facility has not provided updated information.





Figure 45 shows a Facilities List that has current updates. The Denver Health Medical Center facility displays as green because it has been updated in the last 4 hours.

Facilities in Colorado														Options	
Search results for facilities:														View Map	
Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility														View Summary Report	
Availability Report as of: 11/29/2007 12:31:42														Page: 1 2 3 4	
	Name	City	Last Update	ED	ICU	M/S	Burn	PICU	Ped	Psych	Isol	OR	Vents	Decon	Trauma
	<a href="#">Arkansas Valley Reg Med Ctr</a>	La Junta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	IV
	<a href="#">Aspen Valley Hospital District</a>	Aspen, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Avista Adventist Hospital</a>	Louisville, CO	11/26/2007 16:18:40	Open	0	0	0	0	0	0	0	0	0	No Data	II
	<a href="#">Boulder Community Hospital</a>	Boulder, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Children's Hospital</a>	Aurora, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	I
	<a href="#">Colorado Plains Medical Ctr</a>	Fort Morgan, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Community Hospital</a>	Grand Junction, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Conejos County Hospital</a>	La Jara, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Delta County Memorial Hospital</a>	Delta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Denver Health Medical Center</a>	Denver, CO	11/29/2007 12:27:05	Open	12	2	0	5	5	14	1	3	0	Unavailable	I
	<a href="#">East Morgan County Hospital</a>	Brush, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III

Figure 45 - Colorado Facilities List

To change the definition of “Current”, refer to Section 5.2.3 – Modify the Definition of “Current” Bed Counts.

### 5.5.3 Facility List Paging

If the facility list is long and spans multiple pages, use the Page Navigation on the top right of the page (or bottom right) to access other pages of the list. See Figure 45.

### 5.6 Printing Reports and Maps

Use the print function in your web browser (e.g., Internet Explorer, Netscape, Firefox, etc.) to print any page that you are viewing.



## 6. State Aggregate Data Reporting (ADR)

State Aggregate Data Reporting permits States to update bed counts for their entire State. The State ADR method and facility type is independent from the data that is reported in facilities located within the State. Data will not be reported in the State ADR if data has already been reported in State (individual hospital reporting, either through the manual or automated method).

The State ADR method of reporting may be used if one of the following situations has occurred.

- A State does not have a database system that automatically sends data to the HAVBED web site
- A State has a database system but the connection to the HAVBED web site is not established or is malfunctioning

### 6.1 Viewing/Editing Bed Availability and Medical Resource Information for State ADR

If you have permission to view/edit more than one facility, select a facility for which bed availability is to be viewed by using the + indicators in the geography list on the left side of the page. By clicking the + symbol you can expand the list to drill-down to facilities. Facility types are identified by the icon adjacent to the facility name (the icons are defined in the legend on the same page).

**Note:** When using State ADR method to update bed availability and medical resources, Mass Decontamination Status and Emergency Department Status/Facility Status will not be included in the report. The fields will be No Data Provided. Please refer to Table 9.5

Please refer to Chapter 4 for an in depth overview of viewing and updating facilities.

It is recommended that you use the navigation links within the window and avoid using the b

States

- Alabama
- Alabama ADR
- Alaska
- Alaska ADR
- Arizona
- Arizona ADR
- Cities
- Counties
- Metro Areas
- Facilities
- Arizona ADR
- Arkansas
- Arkansas ADF
- California
- California ADR
- Colorado
- Colorado ADR
- Connecticut
- Connecticut ADR
- Delaware
- Delaware ADR
- Florida

### View/Update Bed Availability

**Instructions**

1. Find a facility by clicking on the + to expand items in the list on the left.
2. Select a facility by clicking on the *facility name*. (See legend below for icon definitions)

Note: If you click on the name of a geographic area (region, state, city, etc) the Summary Report will be displayed.

**Legend**

Hospital	Basic Alternate Care Site
Advanced Alternate Care Site	Nursing Home
Federal Medical Station	DoD Facility
Shelter	Mental Health Institution
VA Hospital	Hospital Vessel
State Reporting Container Aggregate Data Reporting (ADR)	

**Facility Status**

Open	Not Accepting Patients	No Data
------	------------------------	---------

Figure 46 – View/Update Bed Availability State ADR



## 6.2 Modifying My Report to view State ADR

1. Click the "Summary Report" link on the Home page or select "Summary Report" from the menu at the top of the page.

The screenshot displays the HAxBED Home Page interface. At the top, a navigation menu includes links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. A dropdown menu is open under 'Reports & Maps', showing 'Summary Report' and 'Display Map'. Below the menu, the page is titled 'HAxBED Home Page' and contains three main sections: 'Update Bed Availability' with a 'View/Edit Bed Availability' link, 'Reports And Maps' with 'Summary Report' and 'Display Map' links, and a 'Log Out' link. Red arrows highlight the 'Summary Report' link in the dropdown menu and the 'Summary Report' link in the 'Reports And Maps' section. A large blue watermark 'DRAFT' is overlaid on the page. At the bottom, there are links for 'HHS Home', 'Questions?', 'Contact HHS', and 'Site Feedback'.

Figure 47 - Select Summary Report Methods



2. Select the state for which you want to view the summary report for from the geography list on the left side of the page by mousing over the desired State ADR and left clicking.
3. Click on Modify My Report

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

- Regions
- States
  - Alabama
  - Alabama ADR**
  - Alaska
  - Alaska ADR
  - Arizona
  - Arizona ADR
  - Arkansas
  - Arkansas ADR
  - California
  - California ADR
  - Colorado
  - Colorado ADR
  - Connecticut
  - Connecticut ADR
  - Delaware
  - Delaware ADR
  - Florida
  - Florida ADR
  - Georgia
  - Georgia ADR
  - Hawaii

### Summary Report for Alabama ADR

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility

Availability Report as of: 08/11/2008 09:31:36

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
NDMS: N/A     TRICARE: N/A				
<b>Total Available Beds</b>				
Bed Category	Current	24 Hour	72 Hour	AHA Survey
Adult ICU	N/A	N/A	N/A	N/A
Medical/Surgical	N/A	N/A	N/A	N/A
Burn	N/A	N/A	N/A	N/A
Pediatric ICU	N/A	N/A	N/A	N/A
Pediatrics	N/A	N/A	N/A	N/A
Psychiatric	N/A	N/A	N/A	N/A
Airborne Infection Isolation	N/A	N/A	N/A	N/A
Operating Rooms	N/A			N/A

**Facility Status**

Open: 0

On Divert: 0

**Mass Decontamination**

Available: 0

Unavailable: 0

**Ventilators**

Available: 0

**Options**

- [Display Map](#)
- [Modify My Report](#)
- [Export My Report](#)
- [Refresh Report Data](#)

Figure 48 – Modifying Summary Report for State ADR





- When the Modify My Report dialog box appears select the State Aggregate Data Reporting (ADR) from the Facility Types list.
- Select Update Report to close the dialog bog.

Figure 49 – Dialog Box for State ADR

- The resulting view will be the summary report for your desired State ADR

**Summary Report for Alabama ADR**

Search results for facilities:  
 • Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, State Aggregate Data Reporting (ADR)

Availability Report as of: 08/11/2008 09:08:57

Facility Type	Total	Current	Not Current	No Data
State Aggregate Data Reporting (ADR)	1	1	0	0

NDMS: N/A    TRICARE: N/A

Bed Category	Current	24 Hour	72 Hour	AHA Survey
Adult ICU	11	22	33	44
Medical/Surgical	11	22	33	44
Burn	11	22	33	44
Pediatric ICU	11	22	33	44
Pediatrics	11	22	33	44
Psychiatric	11	22	33	44
Airborne Infection Isolation	11	22	33	44
Operating Rooms	11			44

**Facility Status**  
 Open: 0  
 On Divert: 1

**Mass Decontamination**  
 Available: 0  
 Unavailable: 1

**Ventilators**  
 Available: 44

Figure 50 – State ADR Summary Report



## 7. Site Administration

Users with the role of *System Administrator* have full access to all functions within the HAvBED web site. System Administrators are responsible for creating and modifying facilities, creating and managing user profiles on the site, and assigning role and geography permissions to users. This section describes each of the functions that administrators can perform as well as the few administrative functions that non-Administrators can perform. Figure 51 lists the possible administrative options:

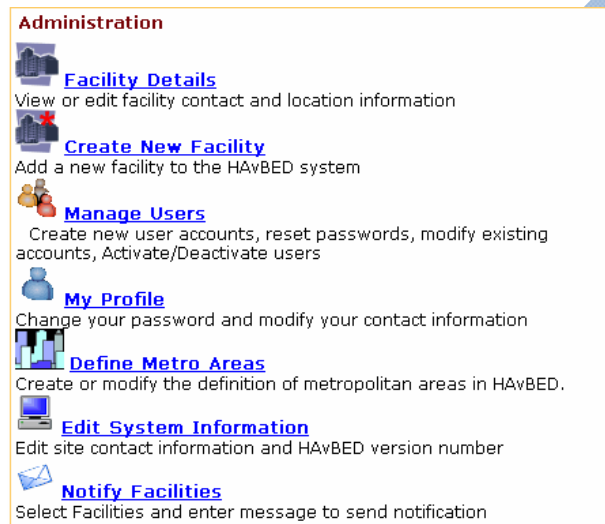


Figure 51 - Administrative Options

Table 9.6 Administrative Functions list all of the administrative functions and who might have access to perform these functions:

### 7.1 View Facility Details

The facility details page provides comprehensive information about a selected facility. Facility details include the facility's address, phone and fax numbers, AHA identifier (if the facility is a hospital), contact information for an individual at the facility, latitude and longitude values, and hours of operation for the facility. Any user that has permissions to view bed availability for a geography can also view details for any facility within that geography.

There are several methods to access the Facility Details page – the Home Page, the View/Edit Bed Availability Page and the Facilities List. Figure 52 shows a sample View Facility Details page.



It is recommended that you use the navigation links within the window and avoid using the browser's back button

- Regions
  - States
    - Alabama
    - Alabama ADR
    - Alaska
    - Alaska ADR
    - Arizona
    - Arizona ADR
    - Arkansas
    - Arkansas ADR
    - California
    - California ADR
    - Colorado
      - Cities
      - Counties
      - Metro Areas
      - Facilities
        - Animas Surgical Hos
        - Arkansas Valley Re
        - Aspen Valley Hospit
        - Avista Adventist Hos
        - Boulder Community

### Denver Health Medical Center

777 Bannock Street  
Denver, CO 80204-4507

Facility Last Updated: 09/10/2007 06:55:05  
Availability As Of: 07/24/2008 15:49:03

- Options**
- [Edit Bed Availability](#)
  - [View Facility On Map](#)
  - [View Facility Details](#)
  - [Get Historical Data](#)
  - [Refresh Bed Counts](#)

#### Available Beds

[Show 24 & 72 hour forecast counts](#)

Bed Category	Current	AHA Survey	Trauma Level: I Remarks
Adult ICU	0	52	
Medical/Surgical	0	194	
Burn	0	0	
Pediatric ICU	0	2	
Pediatrics	0	15	
Psychiatric	0	44	
Airborne Infection Isolation	0	34	
Operating Rooms	0	12	

#### Resources

Emergency Department Status: Open  
Mass Decontamination Status: Unavailable  
Ventilators Available: No Data

Figure 52 - View Facility Details Page

- **Method 1: Access Facility Details Via the Home Page**

Click the "Facility Details" link on the Home page or select "Facility Details" from the "Administration" menu provided at the top of each page. The Facility Details page will display where you will use the geography navigation tree to select a facility.

Home | Bed Availability | Reports & Maps | **Administration** | Help | Log Out

**HAvBED Home Page**

**Update Bed Availability**

 [View/Edit Bed Availability](#)  
View or edit the available bed counts for a facility

- Facility Details
- Create New Facility
- My Profile
- Manage Users
- Define Metro Areas
- Edit System Information

Figure 53 - Facility Details Option







- **Method 2: Access Facility Details Via the View/Edit Bed Availability Page**

From the bed availability page or map of a selected individual facility, click on “View Facility Details” in the Options Menu in the upper right hand corner of the page. This will display details for that facility.

[Availability](#) | [Reports & Maps](#) | [Administration](#) | [Help](#) | [Log Out](#) | [Open Feedback Form](#) | You are logged in as 'areg'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Denver Health Medical Center

777 Bannock Street  
Denver, CO 80204-4507

Facility Last Updated: 09/10/2007 04:55:05  
Availability As Of: 11/14/2007 16:10:47

**Options**  
[View Facility On Map](#)  
[View Facility Details](#)  
[Get Historical Data](#)  
[Refresh Bed Counts](#)

**Figure 54 - View Facility Details Option**

- **Method 3: Access Facility Details Via the Facilities List**

1. From a Summary Report select List Facilities in Summary Report or from the Map select Display Facility List. The list of facilities will display.

### Facilities in Colorado

**Search results for facilities:**  
 • Facilities of type: Hospital, Basic Alternative Care Site, Advanced Alternative Care Site, DoD Facility, VA Facility

Availability Report as of: 11/14/2007 16:16:24

**Options**  
[View Map](#)  
[View Summary Report](#)

	Name	City	Last Update	ED	ICU	M/S	Burn	PICU	Ped	Psych	Iso	OR	Vents	Decon	Trauma
	<a href="#">Arkansas Valley Reg Med Ctr</a>	La Junta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	IV
	<a href="#">Aspen Valley Hospital District</a>	Aspen, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Avista Adventist Hospital</a>	Louisville, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	II
	<a href="#">Boulder Community Hospital</a>	Boulder, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Children's Hospital</a>	Aurora, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	I
	<a href="#">Colorado Plains Medical Ctr</a>	Fort Morgan, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Community Hospital</a>	Grand Junction, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Conejos County Hospital</a>	La Jara, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	
	<a href="#">Delta County Memorial Hospital</a>	Delta, CO	09/10/2007 03:55:05	On Divert	0	0	0	0	0	0	0	0	0	No Data	III
	<a href="#">Denver Health Medical Center</a>	Denver, CO	09/10/2007 03:55:05	Open	6	2	0	5	5	14	1	3	0	Unavailable	I
	<a href="#">East Morgan County Hospital</a>	Brush, CO	09/10/2007 03:55:05	Open	0	0	0	0	0	0	0	0	0	No Data	III

Page: 1 2 3 4

**Figure 55 - Facilities List - View Facility Details**

2. Click a facility name. The View Bed Availability page displays.
3. On the View Bed Availability Page, click View Facility Details.





## 7.2 Editing Facility Details

The Facility Details section provides key information about facilities including Trauma Level, Address, contact information, etc. Only System Administrators and users with the “Facility Data Editor” permission are able to edit details for facilities.

**United States Department of Health & Human Services**

HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'solomon.freeman'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Edit Facility Details

**Options**  
[Save Changes](#)  
[Cancel Changes](#)

Name: \* Washington Hospital Center

Trauma Level: Level I

This facility is: Active

**Active** - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category and whose status and bed availability number are reported in HAVBED.

Comment:

Contact Name: \* JAMES F CALDAS, PRES

Contact Email:

Phone & Fax Numbers \*

Type	Area	Code	Number	Extension	Description
Phone	202	877	7000		Main Contact Number <a href="#">Edit</a> <a href="#">Delete</a>

[Add a Phone/Fax](#) You must save the facility after you add or modify a phone number

Facility Type: Hospital

AHA Number: 6330120

Address: \* 110 Irving Street NW

City: \* Washington County: District of Columbia, DC

[Add City To Washington, D.C.](#)

State: \* Washington, D.C. Zip: \* 20010-2975

Latitude: \* 38.931080 Longitude: \* -77.012750

[Look up Latitude/Longitude](#)

**Affiliations**

NDMS  TRICARE

Hours of Operation:

[HHS Home](#) | [Questions?](#) | [Contact HHS](#) | [Site Feedback](#) | [Accessibility](#) | [Privacy Policy](#) | [FOIA](#) | [Disclaimers](#)

[The White House](#) | [USA.gov](#) | [Helping America's Youth](#)

Figure 56 - Edit Facility Details Page

- To edit a Facility, access a facility using one of the following methods described in the previous section - 7.1 – View Facility Details.





2. Edit the specific fields of interest.

- **Name** – Unique name for the facility.
- **Trauma Level** – Trauma Level of the facility, if applicable.
- **Facility Status** – Indicates the facility status. Options include Active, Inactive and Decommissioned.
  - Active - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category and whose status and bed availability number are reported in HAvBED.
  - Inactive - an institution or patient care site that does not provide acute patient care, but which could be made an active site through the addition of appropriate personnel, supplies and equipment. Inactive facility status and bed availability are not reported in HAvBED.
  - Decommissioned - an institution or patient care site that is no longer physically available and which cannot be made active for the delivery of patient care. Decommissioned facility status and bed availability are not reported in HAvBED.
- **Contact Name\Contact Email** – Contact for the facility.
- **Facility Type** – Indicates the type of facility.
- **AHA Number** – Indicates the AHA identification number for hospitals (only) listed in the American Hospital Association survey database.
  - Hospital Association survey database.
- **Address** – Indicates the facility of the address.  
*NOTE: The mapping features relies on an accurate address provided in this field and uses Zip Code first to map the facility. If the address is inaccurate (especially Zip Code), the facility will not appear in the appropriate latitude and longitude on the map.*
- **Latitude/Longitude** – The latitude and longitude fields should be populated or entered during facility creation. However, if you update the address you will need to update the Latitude and Longitude. If you want to update the latitude and longitude based on the address, click the Lookup Latitude and Longitude link. For more information on updating Latitude and Longitude, refer to Section 7.3.1.
- **Affiliations** – Indicates the facility's NDMS or TRICARE affiliation.
- **Hours of Operation** – Indicates the hours during which the facility is open.

### 7.2.1 Editing Phone and Fax Numbers:

Phone / fax numbers are added, deleted and modified individually. To edit phone and fax numbers:

1. Click "Add a Phone/Fax" or "Edit" in the "Phone and Fax Numbers" box, as appropriate
2. Once you have made your additions/changes, click "Update".
3. Once all edits on the "Edit Facilities Details" page have been made, click "Save Changes."





## 7.2.2 Updating AHA Survey Bed Count Numbers

If you edit facility details AND you have the ability to update bed counts, you will be able to edit AHA Survey Bed Counts.

**NOTE: AHA Survey Bed Counts will not change very frequently.**

**To Update AHA Survey Bed Counts:**

1. Access the Edit Bed Availability Page (Figure 57)

**United States Department of Health & Human Services**

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'solomon.freeman'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Edit Bed Counts for Denver Health Medical Center

777 Bannock Street  
Denver, CO 80204-4507

Facility Last Updated: 09/10/2007 06:55:05  
Availability As Of: 07/24/2008 15:49:03

**Options**  
[Save Changes](#)  
[Cancel](#)

**Available Beds**  
[Show 24 & 72 hour forecast counts](#)

Bed Category	Current	AHA Survey	Trauma Level: I	Remarks
Adult ICU	0	52		
Medical/Surgical	0	194		
Burn	0	0		
Pediatric ICU	0	2		
Pediatrics	0	15		
Psychiatric	0	44		
Airborne Infection Isolation	0	34		
Operating Rooms	0	12		

**Resources**  
Emergency Department Status:   
Mass Decontamination Status:   
Ventilators Available:

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Version 1.0

Figure 57 - Update AHA Survey Counts

From the Home page:

- Select View/Update Bed Availability.
- If your permissions are for only one hospital, you will be taken directly to that facility's summary page. If you have permissions for more than one hospital. Use the Geography Tree to select the desired facility to update the AHA bed counts.





- c. Click Edit Bed Availability in the Options menu on right side of the page. The Edit Bed Availability page displays.

#### **From the Facility Details page**

- a. Select View Bed Availability.
  - b. Select Edit Bed Availability. The Edit Bed Availability page displays for the selected facility. ()
2. Click in the appropriate bed category field for the AHA Survey bed count you want to update.
  3. Enter the bed count value.
  4. Click "Save Changes".

### **7.3 Creating a New Facility**

One of the features of HAvBED is the ability to create a new facility at any time. The most likely scenario is a mass casualty event that requires the use of a public building, facility of convenience, tent or other structure as an alternate care site to provide medical care for patients. Once such a facility is created in HAvBED, this facility will automatically appear in all HAvBED views and reports. System Administrators as well as users with the "Facility Creator" permission can define such a facility by clicking on the "Create Facility" link from the Main Display.

**NOTE: Administrators can create any type of facility whereas Facility Creators can create alternate care sites only.**

1. Click the "Create New Facility" link on the Home page or select "Create New Facility" from the "Administration" menu toolbar provided at the top of each page. This will take you to a form for entry of data for the new facility.



It is recommended that you use the navigation links within the window and avoid using the browser's back button

- Regions
- States
  - Alabama
  - Alaska
  - Arizona
  - Arkansas
  - California
  - Colorado
  - Connecticut
  - Delaware
  - Florida
  - Georgia
  - Hawaii
  - Idaho
  - Illinois
  - Indiana
  - Iowa
  - Kansas
  - Kentucky
  - Louisiana
  - Maine
  - Maryland

### Create New Facility

Options  
[Save New Facility](#)  
[Cancel](#)

Name:\*

Trauma Level:

This facility is: Active

**Active** - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category and whose status and bed availability number are reported in HAvBED.

Comment:

Contact Name:\*

Contact Email:\*

Phone & Fax Numbers\*

No phone numbers provided.

[Add a Phone/Fax](#)

You must save the facility after you add or modify a phone number

Facility Type: Hospital

AHA Number:

Address:\*

City:\*[Select a State] County:[Select a State]

[Create New City](#)

State:\* Zip:\*

Latitude:\* Longitude:\*

[Look up Latitude/Longitude](#)

#### Affiliations

NDMS  TRICARE

Hours of Operation:

Figure 58 - Create New Facility

- Complete as many fields as possible. At a minimum, you must complete the required fields (as indicated by a red asterisk (\*)). For more information on the fields on this screen refer to Section 7.2 – Editing Facility Details. For more information on populating latitude and longitude, refer to the next section (7.3.1)
- When creating a new facility, it is important to accurately define the status of the facility (Active, Inactive, and Decommissioned). Definitions of the three valid values for Facility Status are:
  - Active** - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category and whose status and bed availability number are reported in HAvBED.





- b. **Inactive** - an institution or patient care site that does not provide acute patient care, but which could be made an active site through the addition of appropriate personnel, supplies and equipment. Inactive facility status and bed availability are not reported in HAVBED.
  - c. **Decommissioned** - an institution or patient care site that is no longer physically available and which cannot be made active for the delivery of patient care. Decommissioned facility status and bed availability are not reported in HAVBED.
4. After entering all information for the facility you are adding, click “Save New Facility” in the Options Menu in the upper right hand corner of the page. This will save the new facility information and the facility will immediately added and available for use in the geographic list on the left side of each page.

### 7.3.1 Populating Latitude and Longitude

It is necessary to populate the required latitude and longitude fields for HAVBED to properly map the facility. If you do not have the latitude and longitude values readily available, click on the “Look up Latitude/Longitude” link after entering the other address information. This link uses Google Maps to look up these values based on the entered address. These values can be directly entered from Google’s map window into the HAVBED Latitude and Longitude fields by clicking “OK” on the popup window.

Phone & Fax Numbers\*  
[No phone numbers provided.]  
[Add a Phone/Fax](#) You must save the facility after you add or modify a phone number.

Facility Type: Hospital

Address: \*

City: \* Montgomery  
[Add City To Alabama](#)

State: \* Alabama

Latitude: \* 32.375409 Longitude: \* -86.299602

[Look up Latitude/Longitude](#)

**Windows Internet Explorer**

Google maps has determined the latitude/longitude for the address as indicated in the map display. Do you want to update the Latitude and Longitude for this facility to these values?

OK Cancel

Montgomery, AL, USA  
Latitude: 32.375409  
Longitude: -86.299602

Montgomery

**Affiliations**

NDMS  TRICARE

Figure 59 - Lookup Latitude and Longitude (Google Maps)

**NOTE:** If the facility does not display in the appropriate location on the map, verify the address and zip code.



## 7.4 Modifying My Profile (Including Password)

All users can maintain their own account information and password through the “My Profile” option.

1. Select the “My Profile” option from the top menu toolbar or Home page option.

The screenshot shows the HAVBED Home Page interface. At the top, there is a navigation menu with options: Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. A dropdown menu is open under 'Administration', with 'My Profile' highlighted. A red arrow points from the 'My Profile' link in the 'Administration' section to the 'My Profile' option in the dropdown menu. The page also features a 'HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS' logo in the top right corner. The main content area is titled 'HAVBED Home Page' and contains several sections: 'Update Bed Availability' with a 'View/Edit Bed Availability' link; 'Reports And Maps' with 'Summary Report' and 'Display Map' links; 'Administration' with 'Facility Details' and 'My Profile' links; and 'What Can I Do?' with a 'You have permission to:' section. A red arrow points to the 'My Profile' link in the 'Administration' section with the text 'Change your own account profile information'. The footer includes links for HHS Home, Questions?, Contact HHS, Site Feedback, Accessibility, Privacy Policy, FOIA, and Disclaimers, along with the U.S. Department of Health & Human Services address and the version number 0.99.

Figure 60 - Modifying My Profile







2. Click the appropriate link in the "Options" box for the desired action.

To change a password, select "Change Password". To change your address, phone number, etc., click "Edit My Profile"

**United States Department of Health & Human Services**

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'BED.DISPLAY'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### My Profile

Options  
[Edit My Profile](#)  
[Change Password](#)

Change your password or any profile information

UserName: BED.DISPLAY  
First Name: Bed Last Name: Display  
Email: solomon.freeman@hhs.gov  
Address:

Phone & Fax Numbers:

Type	AreaCode	Number	Extension	Description
Phone	202	6917825		

**You have permission to:**  
View facility bed counts in the **Region IV** region  
View and edit facility bed counts and resources in the **Region I** region

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Version 0.99

Figure 61 - My Profile Options





To change your password:

- a. Verify your current password
- b. Enter your new password twice.

**NOTE: Passwords must be at least seven characters long and contain at least one character that is not a letter or a number (#, !, \*, are three examples). Also, Passwords are case sensitive**  
**Example Password: XYZ123!**

- c. Click "Update Password". When your new password is successfully saved, you will be returned to the My Profile page.

**NOTE: a warning will be displayed if the password fields do not match when resetting the password. Be sure the password is entered correctly in both fields. Also, passwords must be at least 7 characters long and contain at least 1 non-alphanumeric character.**



United States Department of  
**Health & Human Services**



Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'BED.DISPLAY'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Change Password for Bed Display

Options  
[Update Password](#)  
[Cancel](#)

Current Password:

**Password**

To change the user's password, type the new password on both of these fields. The user's password will remain unchanged if no values are set in these fields.

New Password:

New Password must match Confirm Password

Confirm Password:

Confirm Password must match New Password

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Figure 62 – My Profile – Change Password





To update your profile (phone number, etc.):

- Click the "Edit My Profile" link.
- Select the tab that contains the information you want to update. You will NOT be able to update your HAvBED permissions. If you desire to change to your permissions, you must contact the System Administrator using the Help menu at the top and then selecting "Contact Us".
- Once you have completed your updates, click "Save Changes" in the Options Menu at the top right and you will be taken back to the My Profile page.

United States Department of Health & Human Services

HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'BED.DISPLAY'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Edit My Profile

**Options**  
[Save Changes](#)  
[Cancel](#)

UserName: BED.DISPLAY

First Name: \*  Last Name: \*

Email Address: \*

Street Address:

City:  (dropdown)

State:  (dropdown) Zip:

Phone & Fax Numbers:

Type	Area Code Number	Extension	Description
Phone	202	691-7825	<a href="#">Edit</a> <a href="#">Delete</a>

[Add a Phone/Fax](#) You must save your profile after you add or modify a phone number

**You have permission to:**

- View facility bed counts in the **Region IV** region
- View and edit facility bed counts and resources in the **Region I** region

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Version 0.99

Figure 63 - Edit My Profile Page





## 8. Getting Help for HAVBED

### 8.1 Help Menus - Explain This Page & Glossary

Users can get more information about and assistance for HAVBED in the Help menu toolbar at the top of the page.

The screenshot shows the HAVBED Home Page interface. At the top left is the United States Department of Health & Human Services logo. To the right is a logo for 'HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS'. A navigation toolbar contains links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. A red arrow points to the 'Help' link, which has a dropdown menu with three options: 'Contact Us', 'Explain This Page', and 'HAVBED Glossary'. Below the toolbar, the page is divided into several sections: 'Update Bed Availability' with a 'View/Edit Bed Availability' link; 'Reports And Maps' with 'Summary Report' and 'Display Map' links; 'Administration' with 'Facility Details' and 'My Profile' links; and 'What Can I Do?' which lists permissions for Region IV and Region I. At the bottom, there are footer links for HHS Home, Questions?, Contact HHS, Site Feedback, Accessibility, Privacy Policy, FOIA, Disclaimers, The White House, USA.gov, and Helping America's Youth, along with the address and version number (0.99).

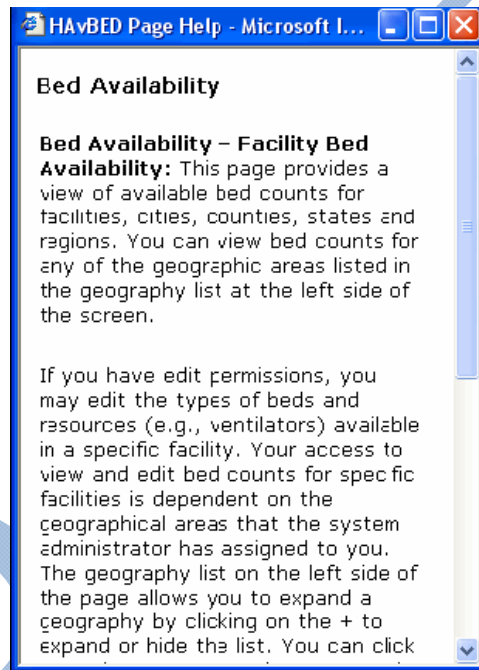
Figure 64 - HAVBED Home Page - Help Menu Options





Three items are available in the Help menu:

- **Contact Us** – Provides information for users to contact System Administrators with questions, issues, feedback, comments, etc.
- **Explain This Page** – Provides a context-sensitive explanation of the current page that you are viewing. This information will open in a new window to avoid navigation away from what you are working on in HAxBED.



**Figure 65 - Explain This Page - Help Page for Bed View/Edit Bed Availability**

- **HAxBED Glossary** - Defines terms that are used throughout all pages of the HAxBED site, including bed count definitions, emergency department status, bed categories and resources.



## 8.2 System Contact Information

Administrators are responsible for maintaining HAvBED system information, including administrator contact information (phone and email), user account contact information (phone and email) for users that require account assistance, and HAvBED version information.

The screenshot shows the top of the HAvBED system interface. On the left is the HHS logo. In the center is the text "United States Department of Health & Human Services". To the right is a logo for "HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS" featuring a blue 'H' with a yellow star and icons of a hospital, ambulance, and helicopter. Below the HHS logo is a navigation menu with links: Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. To the right of the menu, it says "You are logged in as 'BED.DISPLAY'". Below the menu is a note: "It is recommended that you use the navigation links within the window and avoid using the browser's back button".

### Contact Us

If you need a password reset, or you have been locked out of HAvBED, call: 202-619-7800 or send an email to: [HAvBEDHelpDesk@hhs.gov](mailto:HAvBEDHelpDesk@hhs.gov)  
For new account requests please download the [New Account Request Form](#) and fax it to: 202-619-7870

[Return to HAvBED Login](#)

Solomon Freeman is the HAvBED System Administrator.  
You may contact the administrator at: 202-619-7825

You are using version 0.99 of HAvBED.

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Version 0.99

Figure 66 – System Contact Information





## 9. Tables

### 9.1 HA $\nu$ BED Roles/Permissions Matrix

Role	Role Description	Update Bed Availability	Update Facility Contact / Location	Add New Facility – Any Type	Add Alternate Care Site Facility	Retrieve / View Bed Availability & Summaries	Add/ Change User Info
Bed Data Display	Can only display bed availability & summaries for specified geographies					X	
Bed Data Entry	Can update bed counts for specified geographies	X				X	
National Data Display	Can only display bed availability & summaries for any geography.					X	
Facility Details Editor	Can edit contact and location information for an existing facility within specified geographies.		X			X	
Facility Creator	Can add new facilities and edit contact and location information only for those facilities.		X		X	X	
Web Service User	Automated data feed to update bed counts.	X					

**NOTE:** The Web Service User role is used for system-to-system communication and is reserved for systems that are providing automatic feeds of bed count information into the HA $\nu$ BED application. The Web Service Role and specific instructions for pushing data automatically to the HA $\nu$ BED are not discussed in this document. For more information, please refer to the HA $\nu$ BED Web Service Guide. HA $\nu$ BED System Administrators assign roles for each user based on the user's needs and then match each role to a HA $\nu$ BED geography.





## 9.2 Facility Type Definitions

<b>Hospital</b>	Civilian facilities that routinely provide inpatient medical care.
<b>Basic Alternate Care Site</b>	A non-traditional location for limited, basic health care comparable to hospital inpatient ward care that has been specifically created to deal with a specific event or disaster.
<b>Advanced Alternate Care Site</b>	Same as “Basic Alternate Care Site”, but as a result of advanced staffing, equipment, and infrastructure, a more robust level of care is able to be provided.
<b>DoD Facility</b>	A hospital owned and operated by the military.
<b>VA Facility</b>	A hospital owned and operated by the Veteran’s Administration
<b>Clinic</b>	A location where routine ambulatory healthcare is provided.
<b>Federal Medical Station</b>	A pre-packaged alternate care site developed by the Department of Health and Human Services that can be transported and established in a structure of convenience
<b>Hospital Vessel</b>	Vessels of the US Navy that are specifically utilized for the provision of healthcare
<b>Mental Health Institution</b>	A facility dedicated to the inpatient treatment of mental illness.
<b>Nursing Home</b>	An extended care facility usually with the capability to provide basic level healthcare
<b>Quarantine Station</b>	A non-traditional location that has been designated to hold individuals who require a period of quarantine
<b>Shelter</b>	A traditional or non-traditional facility which has been designated to provide food and shelter

*NOTE: The terms “Alternate Care Site” and “Alternate Care Facility” refer to the same type of facility and are used interchangeably throughout the HAoBED application and supporting HAoBED documentation.*







### 9.3 HAvBED Geography Definitions

<b>Facility:</b>	An individual institution that is used in most cases as a medical facility. This may be a permanent or temporary facility. Types of facilities include: hospital, basic alternate care site, advanced alternate care site, clinic, federal medical station, nursing Home / extended care site, DoD facility, hospital vessel (e.g., ships), quarantine station, shelter, and mental health institution.
<b>City:</b>	An <a href="#">urban area</a> , <a href="#">town</a> , <a href="#">village</a> , borough or <a href="#">hamlet</a> that has within its' borders a hospital or other medical facility.
<b>Metropolitan (Metro) Area:</b>	A large population center consisting of a large metropolis and its adjacent zone of influence or support, or of more than one closely adjoining neighboring cities and their zone of influence or support. One or more large cities may serve as its hub or hubs, and the metropolitan area is normally named after either the largest or most important city within it. Metropolitan areas may be defined by a HAvBED administrator and may consist of any combination of cities and counties, usually geographically contiguous. Several metropolitan areas have been defined as a part of initial development.
<b>County:</b>	A sub-unit of regional self-government within a sovereign jurisdiction, such as a state.
<b>State:</b>	The 50 states within the United States of America as well as Washington, D.C, Puerto Rico and the Virgin Islands.
<b>Region:</b>	There are three categories of regions: FEMA/ NDMS/ PHS Federal Regions, CDC Federal Regions, and East / West.
<b>FEMA/ NDMS/ PHS Federal Regions:</b>	<p>Region I: MA, ME, NH, CT, RI, VT (Massachusetts, Maine, New Hampshire, Rhode Island, Vermont, Connecticut)</p> <p>Region II: NY, NJ, (New Jersey, New York)</p> <p>Region III: DC, DE, MD, PA, VA, WV (Washington DC, Delaware, Maryland, Pennsylvania, Virginia, West Virginia)</p> <p>Region IV: AL, FL, GA, KY, MS, NC, SC, TN (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)</p> <p>Region V: IL, IN, MN, WI, MI, OH (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin)</p> <p>Region VI: AR, LA, OK, NM, TX (Arkansas, Louisiana, New Mexico, Oklahoma and Texas)</p> <p>Region VII: IA, KS, MO, NE (Iowa, Kansas, Missouri, Nebraska)</p> <p>Region VIII: CO, MT, UT, WY, ND, SD (Colorado, Montana, Utah, Wyoming, North Dakota, South Dakota)</p> <p>Region IX: AZ, CA, HI, NV (Arizona, California, Hawaii and Nevada)</p> <p>Region X: AK, WA, OR, ID (Alaska, Idaho, Oregon, Washington)</p>
<b>CDC Federal Regions:</b>	<p>New England: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</p> <p>Mid-Atlantic: New Jersey, New York, Pennsylvania</p> <p>East North Central: Wisconsin, Michigan, Illinois, Indiana, Ohio</p> <p>West North Central: Minnesota, North Dakota, South Dakota, Iowa, Missouri, Nebraska,</p>





	<p>Kansas</p> <p>South Atlantic: Florida, Georgia, North Carolina, South Carolina, Virginia, West Virginia, Maryland, Delaware, District of Columbia</p> <p>East South Central: Tennessee, Alabama, Mississippi, Kentucky</p> <p>West South Central: Texas, Louisiana, Oklahoma, Arkansas</p> <p>Mountain: Montana, Idaho, Wyoming, Colorado, Utah, Nevada, Arizona, New Mexico</p> <p>Pacific: Washington, Oregon, California, Alaska, Hawaii</p>
<b>East/ West Regions:</b>	<p>East: All states east of the Mississippi River: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky, Tennessee, Alabama, Mississippi, Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia, Maryland, Delaware, New Jersey, New York, Pennsylvania, New Hampshire, Rhode Island, Massachusetts, Vermont, Maine, Connecticut, District of Columbia</p> <p>West: All states west of the Mississippi River: Minnesota, Iowa, Missouri, Arkansas, Louisiana, Texas, Oklahoma, Kansas, Nebraska, South Dakota, North Dakota, Montana, Idaho, Wyoming, Colorado, New Mexico, Arizona, Utah, Nevada, Washington, Oregon, California, Alaska, Hawaii</p>
<b>National:</b>	The entire 50 states that comprise the United States of America and Washington, D.C, Puerto Rico and the Virgin Islands.

## 9.4 Bed Category Definitions

<b>Adult Intensive Care (ICU)</b>	Beds that can support critically ill/injured patients, including ventilator support
<b>Medical/Surgical</b>	Also thought of as “Ward” beds
<b>Burn</b>	Thought of as Burn ICU beds either approved by the American Burn Association or self-designated. (These beds are NOT to be included in other ICU bed counts.)
<b>Pediatric ICU</b>	As for Adult ICU, but for patients 17 years and younger
<b>Pediatrics</b>	“Ward Medical/Surgical” beds for patients 17 and younger
<b>Psychiatric</b>	“Ward” beds on a closed/locked psychiatric unit or ward beds where a patient will be attended by a sitter.
<b>Negative Pressure/Isolation</b>	Beds provided with negative airflow, providing respiratory isolation. NOTE: This value may represent available beds included in the counts of other bed categories.
<b>Operating Rooms:</b>	An operating room that is equipped and staffed and could be made available for patient care in a short period of time





## 9.5 Medical Resource Field Descriptions

Medical Resource Field	Description	Options
<b>Emergency Department Status/Facility Status (*)</b>	Provides information about whether or not the facility or facility's Emergency Department is accepting new patients. Only Hospitals will have Emergency Department Status. All other facilities will have a Facility Status.	<ul style="list-style-type: none"> <li>• No Data Provided</li> <li>• Open</li> <li>• On Divert</li> </ul>
<b>Mass Decontamination Status (*)</b>	Provides information about the facility's Mass Decontamination status.	<ul style="list-style-type: none"> <li>• No Data Provided</li> <li>• Available</li> <li>• Unavailable</li> </ul>
<b>Ventilators Available</b>	Provides the number of ventilators available at the facility.	<ul style="list-style-type: none"> <li>• Any number</li> </ul>

(\*) Not included in State Aggregate Data Reporting

## 9.6 Administrative Functions

Administrative Function	Roles with Access
<b>Facility Details</b>	Some non-administrative users with Facility Details Editor Role and System Administrators
<b>Create New Facilities</b>	Some non-administrative users with Facility Creator Role and System Administrators
<b>Manage Users</b>	System Administrators Only
<b>My Profile</b>	All users will have the ability to update his or her own contact information and password.
<b>Define Metro Areas</b>	System Administrators Only
<b>Edit System Information</b>	System Administrators Only
<b>Notify Facilities</b>	System Administrators Only

