

Introduction to the **Bed Configuration Module**

Welcome to your **Bed Configuration Module!**

This tool is designed to help program administrators capture (1) where your program has bed capacity, and (2) how bed assignments usually operate.

Because your program's physical layout and related processes will be represented online, we call this a “**digital twin.**”

By the end of this guide, your program will be able to access other tools such as the **Bed Assignment and Capacity Overview Module**, which use the digital twin to assist staff with automatic bed assignment recommendations, updated bed availability, and tracking of arriving and departing children.

First, make a list of the general types of spaces that your program has. We will call these **layer categories**.

Different programs can have different layer categories depending on how they are organized. Below are a few examples – please customize your categories to fit your program’s unique needs. Do not include beds here, as they will be added at the very end.

Example 1

Building
Floor
Suite
Room

Example 2

Cottage
Apartment
Bedroom

Example 3

Pod
Unit

Try to keep this list short and simple so long as it still makes sense.

For example, if the program “Casa de Ejemplos” is a campus with a main house and several small cottages, we can use a “building” layer category to describe them all more efficiently.

Next, list the specific spaces your program has for each layer category. We will call these **layers**.

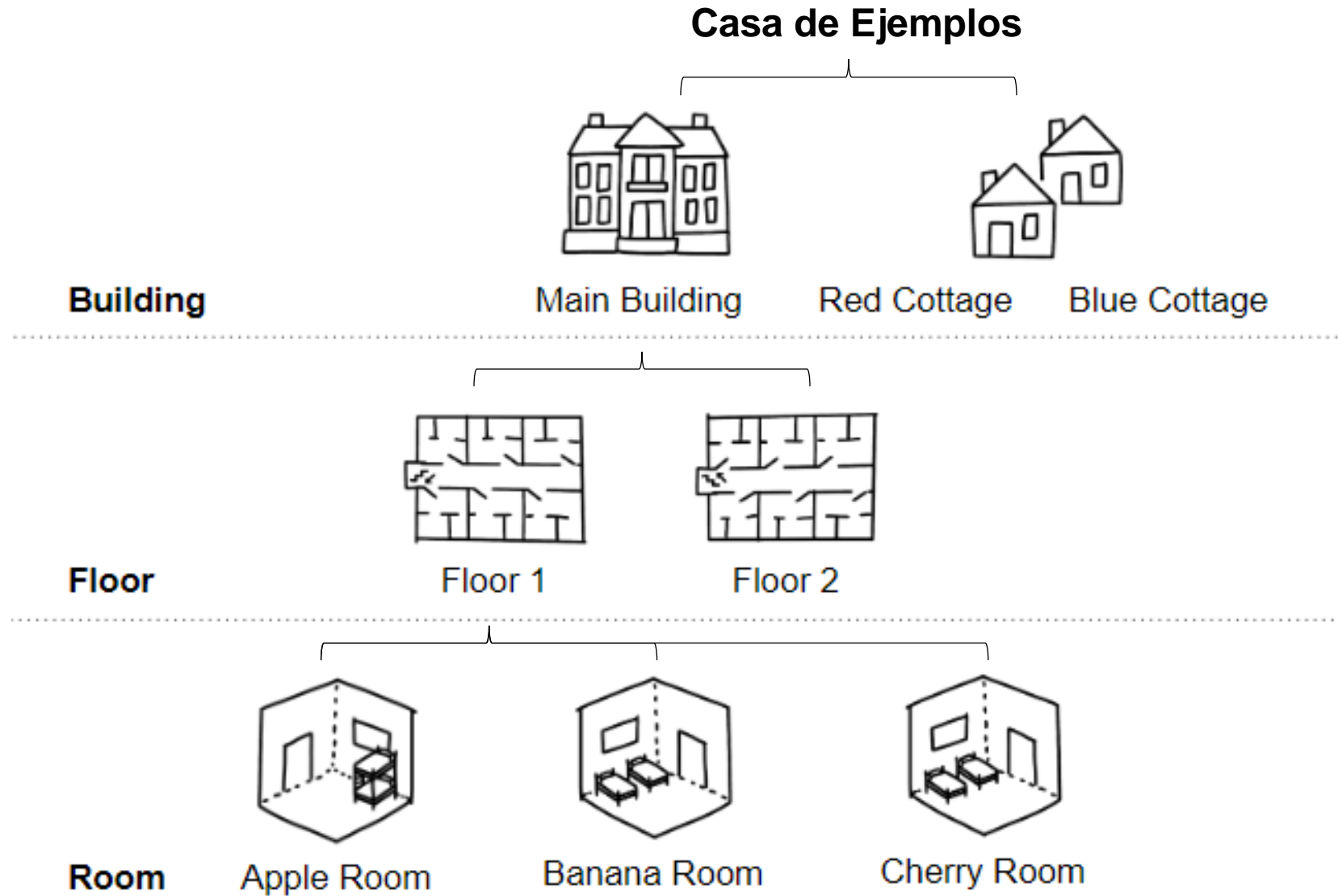
If your space has a unique names or any special rules, it is probably a layer. Layers can be all sorts of things, like “Main House” or “Floor 1” or “Apple Room.”

In the table below, you can see some layers and the layer categories they belong to for an example program called “Casa de Ejemplos.”

Layer Category	Layer Names
Building	Main House, Red Cottage, Blue Cottage
Floor	Floor 1, Floor 2
Room	Apple Room, Banana Room, Cherry Room

Layers can be created and named in bulk using the tool.

We can represent these layers in a drawing like this...



Or like this, which you'll see on the **digital twin** section.

Here, layers and layer categories have been assembled in a nested tree diagram.

- ▼ □ Casa de Ejemplos
 - ▼ □ Main House
 - ▼ □ Floor 1
 - ▼ □ Apple Room
 - > □ Bed 1A
 - > □ Bed 2A
 - > □ Banana Room
 - > □ Cherry Room
 - > □ Floor 2
 - > □ Red Cottage
 - > □ Blue Cottage

Exploring an example digital twin:

Here we are seeing some layers for the “building” layer category.

- ∨ □ Casa de Ejemplos
 - > □ Main House
 - > □ Red Cottage
 - > □ Blue Cottage

Exploring an example digital twin:

Now we are seeing some layers for the “floor” layer category.

- ∨ □ Casa de Ejemplos
 - ∨ □ Main House
 - > □ Floor 1
 - > □ Floor 2
 - > □ Red Cottage
 - > □ Blue Cottage

Exploring an example digital twin:

Now we are seeing some layers for the “room” layer category.

▼ □ Casa de Ejemplos

▼ □ Main House

▼ □ Floor 1

> □ Apple Room

> □ Banana Room

> □ Cherry Room

> □ Floor 2

> □ Red Cottage

> □ Blue Cottage

Next, add **beds** to the digital twin.

Typically, beds are grouped under the last and most specific layer category (e.g. room.)

Example 1

Building
Floor
Suite
Room
Bed

Example 2

Cottage
Apartment
Bedroom
Bed

Example 3

Pod
Unit
Bed

Within that layer category, multiple beds can be assigned to multiple layers. Beds can also be created and named in bulk using the tool.

Layer Name

Bed Names

Apple Room	Bed 1A, Bed 2A
Banana Room	Bed 1B, Bed 2B, Bed 3B
Cherry Room	Bed 1C, Bed 2D

Exploring an example digital twin:

Now we are seeing the beds assigned to the “Apple Room” layer.

- ▼ □ Casa de Ejemplos
 - ▼ □ Main House
 - ▼ □ Floor 1
 - ▼ □ Apple Room
 - > □ Bed 1A
 - > □ Bed 2A
 - > □ Banana Room
 - > □ Cherry Room
 - > □ Floor 2
 - > □ Red Cottage
 - > □ Blue Cottage

Finally, we can assign **rules** to these beds and layers.

We recommend that you set up your program's unique rules of operations only as they are used in common practice, as these rules will be used to generate recommendations for bed assignments. If an exception needs to be made, it can be justified in a separate module.

If a layer is given a rule, the rule also applies to everything nested underneath that layer. For example, if the first floor has a rule that only allows teenagers, then any bedrooms and beds on that floor will only allow boys by default.

In the table below, you can see some rules and the layers and beds they are assigned to in an example program called "Casa de Ejemplos."

Layer or Bed Name	Rules
Main Building	Sex – Female
Red Cottage, Blue Cottage	Sex – Female, Parent – Infant, Parent – Toddler
Floor 1	Ages 13-17
Apple Room	Preferred Isolation

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For additional assistance, please use the Help button in the bottom left-hand corner of the **Bed Configuration Module.**