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Inventory of Behavioral Health Services (I-BHS) Online State User Manual 4.7

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1 Introduction

1.1 Purpose and Scope

This document is intended for use by state personnel who work with the Inventory of Behavioral Health Services (I-BHS). It provides instructions for using the I-BHS Online application to update the I-BHS.

1.1.1 Inventory of Behavioral Health Services (I-BHS)

The I-BHS is an electronic national inventory of behavioral health facilities maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA) in cooperation with the states. It contains all substance abuse and mental health facilities known to SAMHSA, including facilities that have been approved by their state's behavioral health agency as well as facilities that are not state approved. The I-BHS contains basic information about each facility such as name, location address, mailing address, telephone number, director name, and general services offered. Keeping the I-BHS current is of critical importance to the Behavioral Health Services Information System (BHSIS) programs.

Information about new facilities, closed facilities, and changes in facility data is provided primarily by state behavioral health agencies, but it also comes from individual facilities and the National Survey of Substance Abuse Treatment Services (N-SSATS) and the National Mental Health Services Survey (N-MHSS).The I-BHS Project Team have comprehensive access to the I-BHS Online application and the authority to approve changes made to the I-BHS database.

1.1.2 I-BHS Online Application

The I-BHS Online application is an Internet-based application that provides access to the I-BHS to allow state behavioral health agency staff to review and update facility information. It allows authorized state users to add new facilities and view and modify the information for existing I-BHS facilities in their state.

1.2 Behavioral Health Services Information System (BHSIS)

The Behavioral Health Services Information System comprises four components: I-BHS, the Treatment Episode Data Set (TEDS), N-SSATS, and N-MHSS. Complete information about all BHSIS components, including the latest versions of all manuals and other materials, is available on the BHSIS Resource Center at https://bhsisresourcecenter.smdi.com/

1.2.1 I-BHS

I-BHS is one of four BHSIS components and is described above.

1.2.2 TEDS

TEDS is a compilation of data on substance abuse and mental health treatment events (admissions and discharges) that are routinely collected by states in monitoring their individual substance abuse treatment systems and mental health programs. It primarily includes information about clients admitted to programs that receive public funds.

1.2.3 N-SSATS

N-SSATS is an annual survey of all eligible substance abuse treatment facilities included in the I-BHS. The survey collects information from public and private substance abuse treatment facilities about the facilities' organizational characteristics, services provided, and client counts. Data are collected at the facility level.

Facilities that respond to N-SSATS and are approved or licensed by the state are included in the *National Directory of Drug and Alcohol Abuse Treatment Facilities* and on the web-based version of the National Directory, called the Behavioral Health Treatment Services Locator at https://findtreatment.samhsa.gov.

1.2.4 N-MHSS

N-MHSS is a survey of all eligible mental health treatment facilities included in the I-BHS. The survey collects information from public and private mental health treatment facilities about the facilities' organizational characteristics and services provided. Data are collected at the facility level.

Facilities that respond to N-MHSS appear in the *National Directory of Mental Health Treatment Facilities* and on the web-based version of the National Directory, called the Behavioral Health Treatment Services Locator at https://findtreatment.samhsa.gov.

1.3 Document Overview

Section 2 explains how state users can obtain user IDs and passwords and access the I-BHS Online application.

Section 3 provides an overview of all functionality available to state users and describes the features and functions on the Facility Groups page. All facilities and key information can be accessed through this page.

Section 4 provides detailed instructions on how to perform tasks using the I-BHS Online application. It provides details and descriptions of the tasks that were highlighted in Section 3.

2 Using I-BHS Online

All users require a valid user ID and password to access the I-BHS Online application.

2.1 User ID and Password

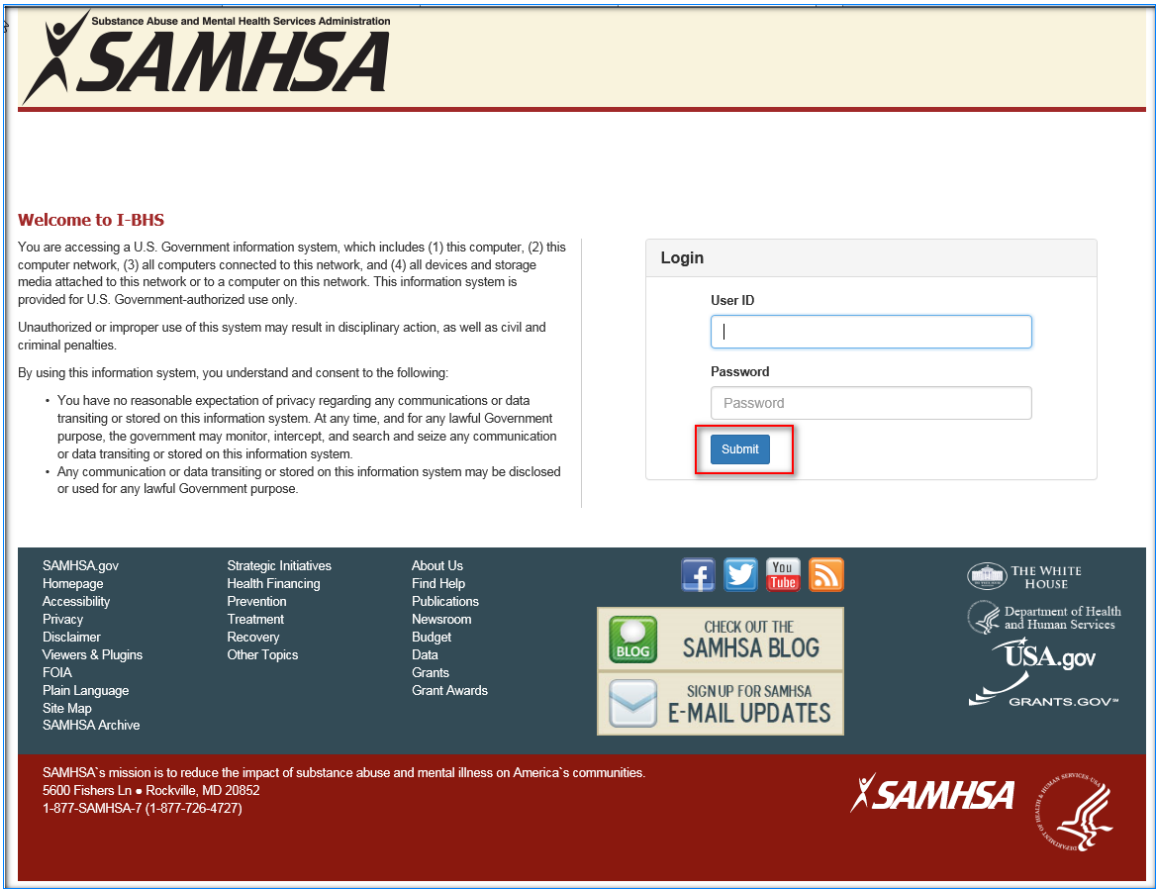
Contact the I-BHS Project Office to have an account activated:

- Telephone: 1-888-301-1143
- Email: ibhs_help@smdi.com

The I-BHS Project Team will provide a user ID and password that gives the appropriate level of access to authorized state personnel. There are three types of user IDs because some state personnel manage data for substance abuse facilities only, some manage data for mental health facilities only, and some manage data for both substance abuse and mental health facilities.

2.2 Getting Started

There are two ways to access the I-BHS Online application. It can be accessed by typing https://dasis3.samhsa.gov/ibhs on your web browser or through the BHSIS Resource Center at https://bhsisresourcecenter.smdi.com, click I-BHS on the BHSIS Program Materials panel of the Home Page and from the I-BHS page, click I-BHS Online.

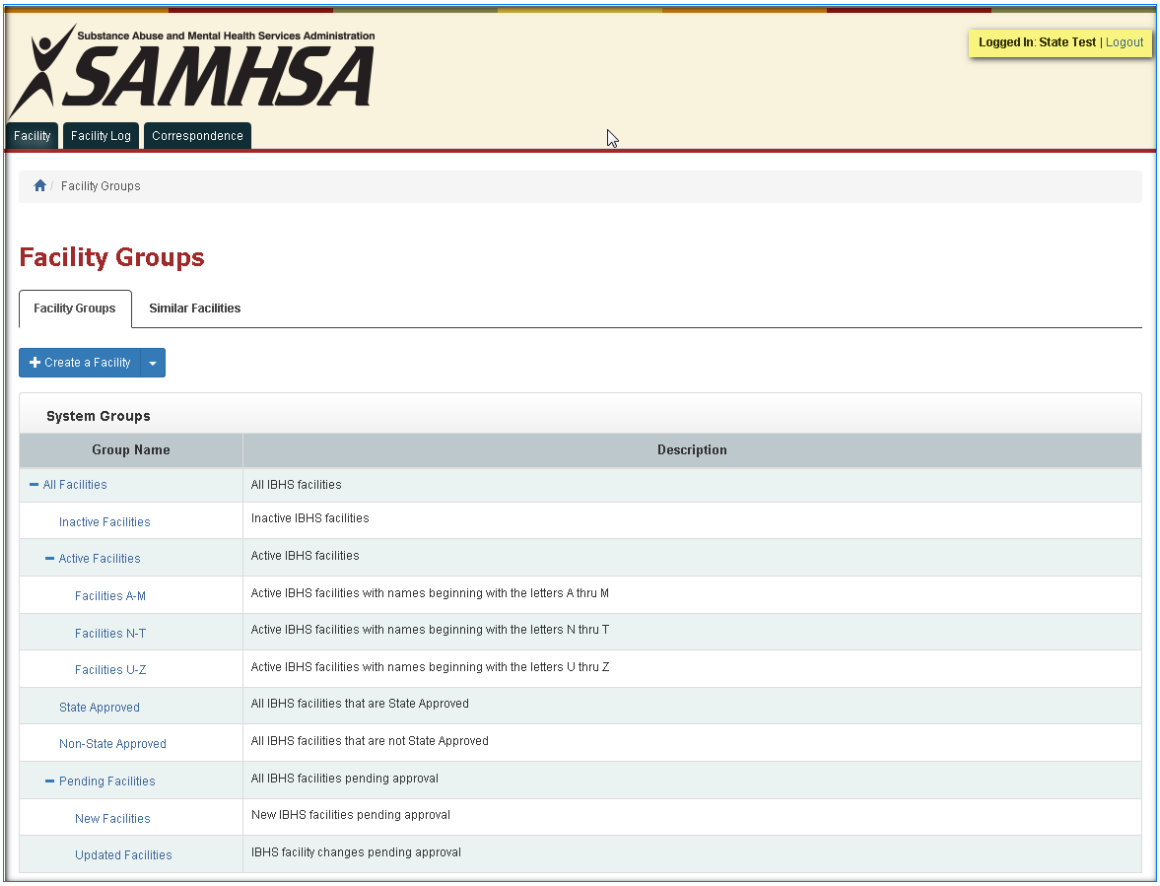


To open the application:

1. Enter the user ID and password; and
2. Click on the Submit button.

The Facility Groups page will be displayed. The user ID and the Logout link are in the upper right corner. This page provides the core features of the application. Other features that state users might have access to are on the Facility Log and Correspondence pages.

> Note: ONLY features that the user has permission to access will be displayed, so a user might not see all of the tabs that are displayed in the images and described in this manual.


Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout
Facility
Facility Log
Correspondence
Facility Groups
Facility Groups
Facility Groups
Similar Facilities
Create a Facility
System Groups
Group Name
Description
All Facilities
All IBHS facilities
Inactive Facilities
Inactive IBHS facilities
Active Facilities
Active IBHS facilities
Facilities A-M
Active IBHS facilities with names beginning with the letters A thru M
Facilities N-T
Active IBHS facilities with names beginning with the letters N thru T
Facilities U-Z
Active IBHS facilities with names beginning with the letters U thru Z
State Approved
All IBHS facilities that are State Approved
Non-State Approved
All IBHS facilities that are not State Approved
Pending Facilities
All IBHS facilities pending approval
New Facilities
New IBHS facilities pending approval
Updated Facilities
IBHS facility changes pending approval

3 Understanding the I-BHS Facility Groups Page

State users have access to all of their respective state's facilities in the I-BHS, including state-approved and non-approved facilities.

Functionality available through the I-BHS Online Application is **not** identical for all state users. When access is granted, the I-BHS Project Team will determine which features will be available to each state user and assign permissions accordingly. All possible functionality available to a state user is identified in the list below.

For the state associated with the user ID, state users can

- Review all facilities;
- Create new facilities for approval;
- Clone existing facilities for approval;
- Edit all facilities for approval;
- Delete pending facility changes;
- Perform sorts and simple queries;
- Produce complex queries to search facilities;
- Output simple results from queries to different formats;
- Produce customizable reports from query results;
- View historical changes within the facility record;
- View historical changes to all facilities in a central location;
- Directly communicate with other state and I-BHS Team Members within the facility record;
- View communication about all facilities in a central location; and
- Write and read comments within the facility record.

After logging in to the I-BHS Online application, users will see the Facility Groups page.

All facilities in the I-BHS database and the staging area are displayed in lists that can be accessed through the Facility Groups page. The facilities displayed will be for the particular state determined by the state user's user ID. The state user can choose to look at all facilities or facilities that have been logically organized into smaller, more manageable subsets.

The categories on the Facility Groups page are:

- All active and inactive I-BHS facilities;
- All active I-BHS facilities;
- All inactive I-BHS facilities;
- All active I-BHS facilities with facility names beginning with A-M;
- All active I-BHS facilities with facility names beginning with N-T;
- All active I-BHS facilities with facility names beginning with U-Z;
- All I-BHS facilities that are state approved;
- All I-BHS facilities that are not state approved;
- All facilities with changes pending approval; and
- All new facilities pending approval.

3.1 Facilities Lists

The Facilities List that will be displayed depends upon which category is selected on the Facility Groups page.

Throughout this document, all lists of facilities are referred to as the Facilities List.

The Facilities List is displayed when a category is selected by clicking on the group name. The format and functionality of all the Facilities Lists pages are identical except for the pages with the Updated Facilities List and the New Facilities List.

3.1.1 All Facilities Lists

The information identifying the facility is displayed in six columns on the Facilities List:

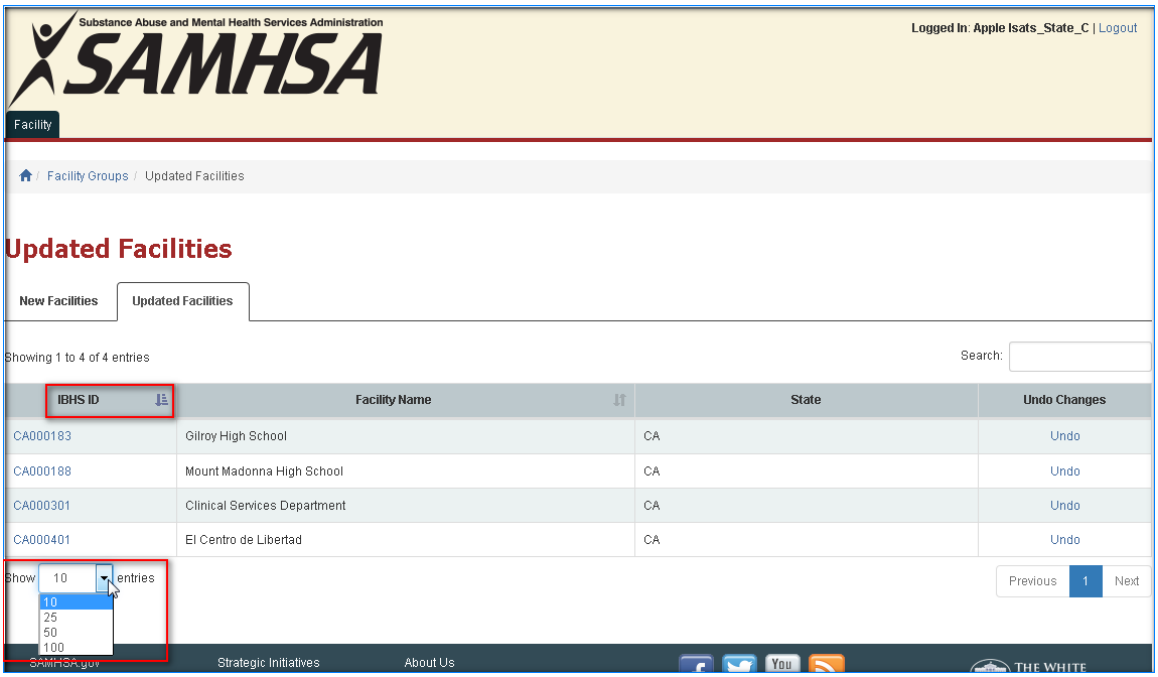
- I-BHS ID;
- State ID;
- Facility Name;
- Type;
- Location Address; and
- Status.

Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by any of these fields. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.



3.1.2 New Facilities List

The information identifying the updated facility is displayed in three columns on the Facilities List:

- I-BHS ID;
- Facility Name; and
- State.

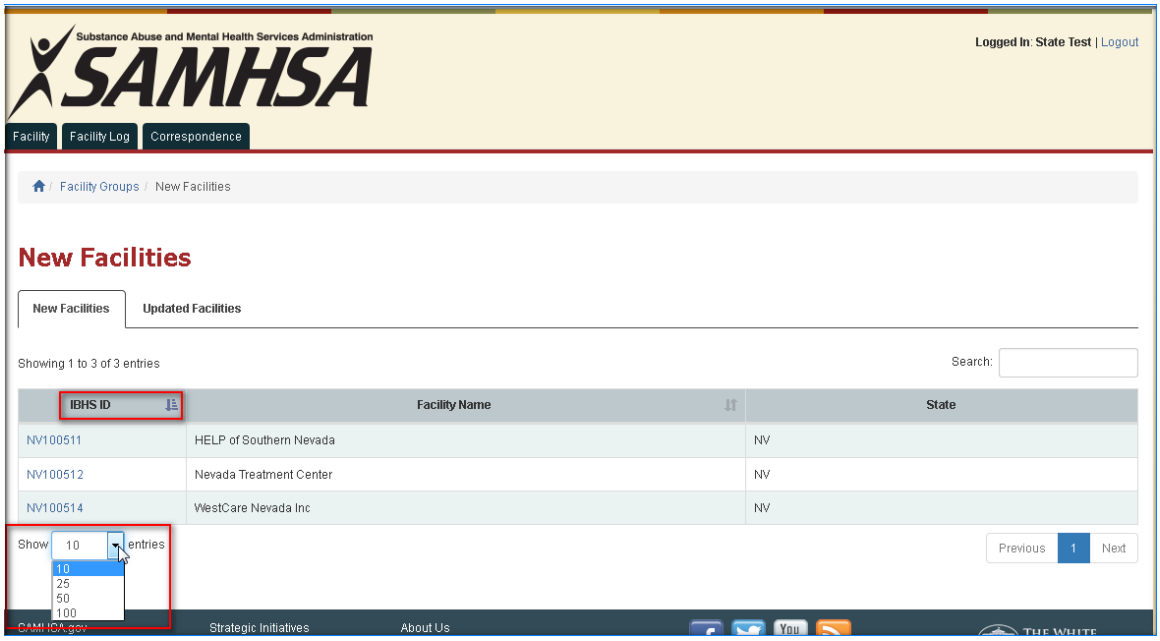
Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by I-BHS ID or Facility Name. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing

stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.



3.1.3 Updated Facilities List

The information identifying the updated facility is displayed in three columns on the Facilities List:

- I-BHS ID;
- Facility Name; and
- State.

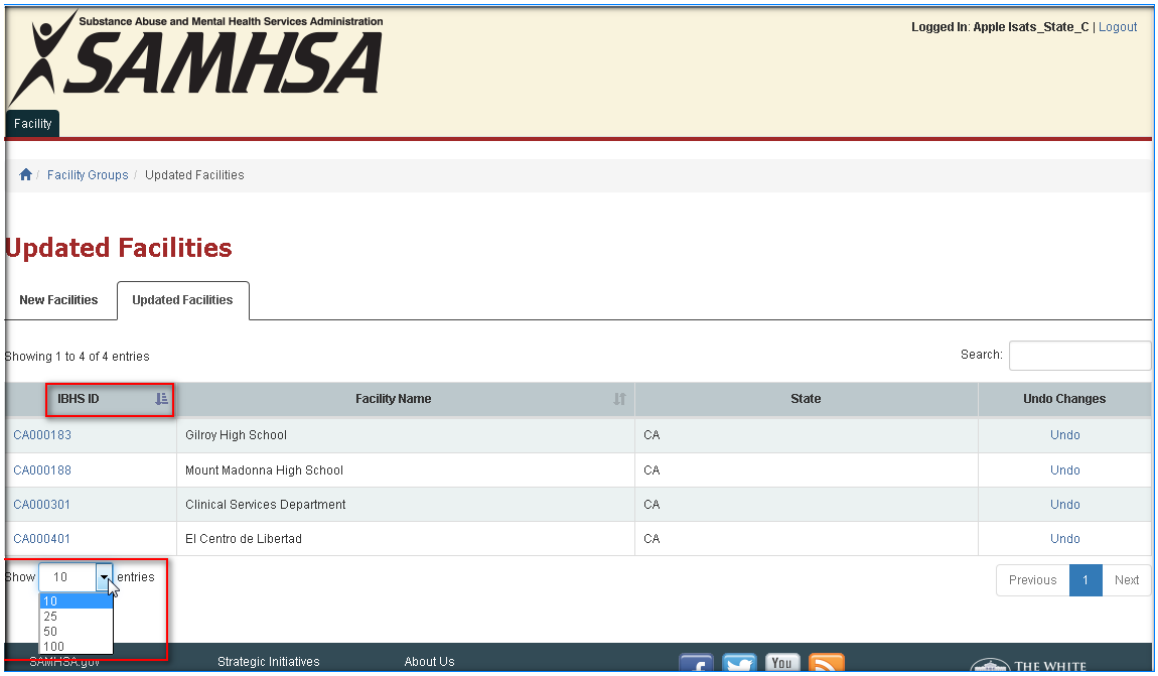
A fourth column—Undo Changes—enables state users to delete changes.

Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by I-BHS ID or Facility Name. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.



3.2 Search Fields

There is a search function on all of the Facilities Lists. (The search function on the New Facilities List and the Updated Facilities List is simpler than the search function described here—see section 3.2.7.) Facility information can be found by entering a value and searching one of the fields in the Criteria drop-down list (All, I-BHS ID, State ID, Facility Name, Type, Location Address, or Status).

Searching can be performed on only one field at a time unless All is selected; the other fields are mutually exclusive. If All is selected, the specified value will be searched for in all of the fields in a single search.

- Full or partial searches can be performed.
- The search phrase entered in the Value field is not case sensitive.

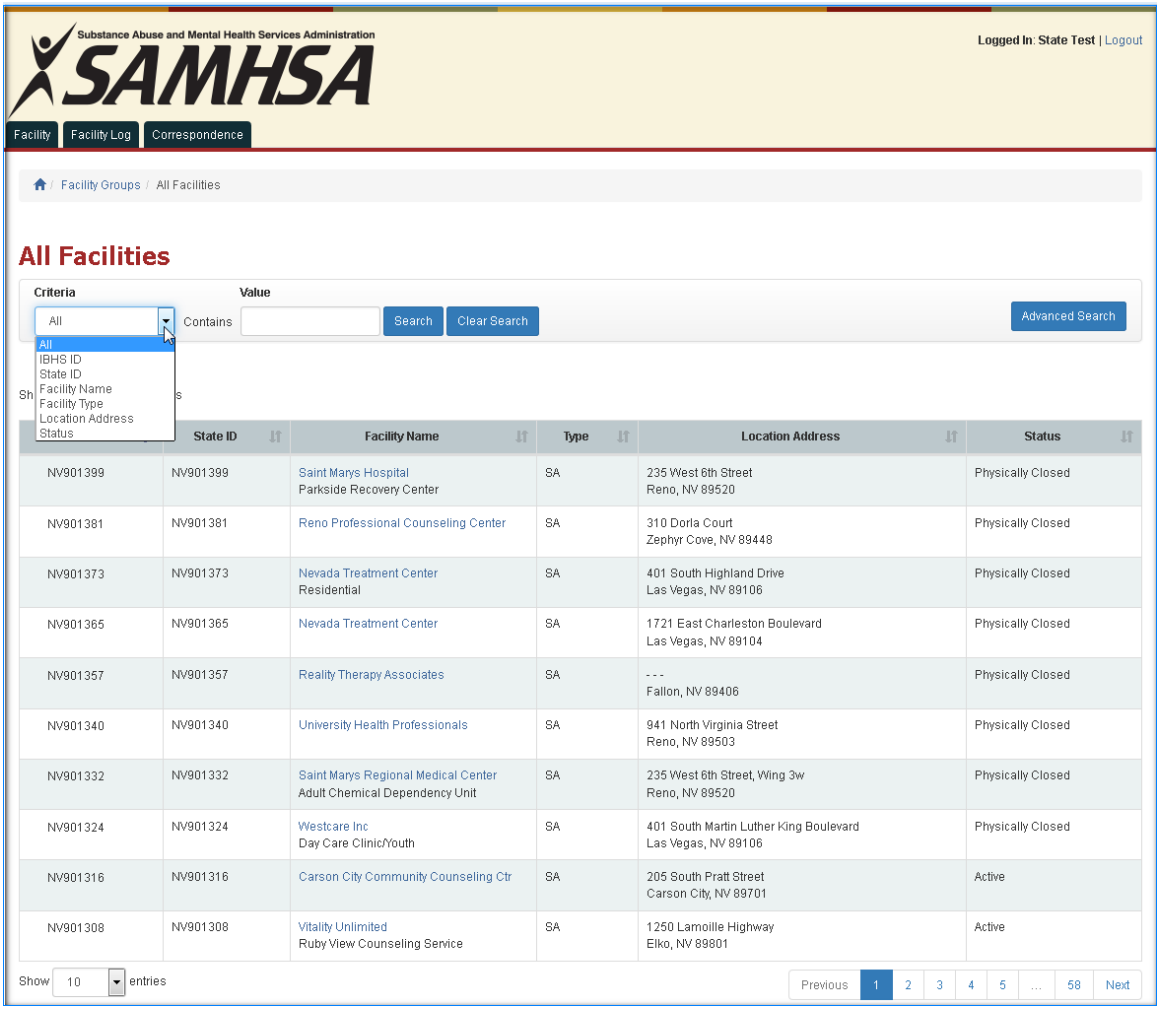
All search results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search fields and above the Facilities List.
- The search results can be sorted for further refinement.
- Clicking on the Clear Search button will reset the page and redisplay the original Facilities List.

- Resetting between searches is not necessary because the previous searches do not affect subsequent searches.

To perform a search:

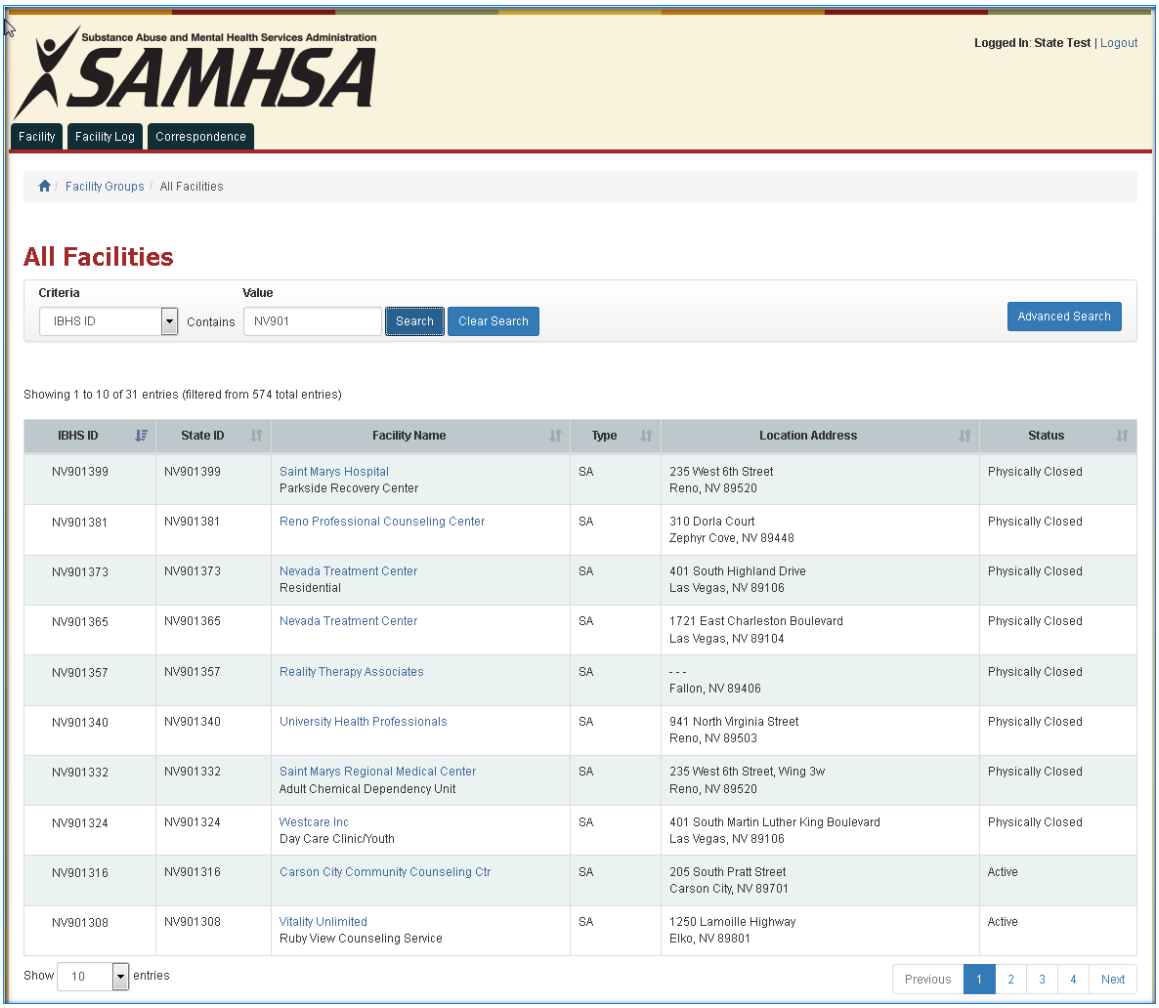
1. Select the Search field from the Criteria drop-down menu.
2. Type or select the value (dependent on Criteria).
3. Click on the Search button.



3.2.1 Search by I-BHS ID

The I-BHS ID field can contain a maximum of 8 characters.

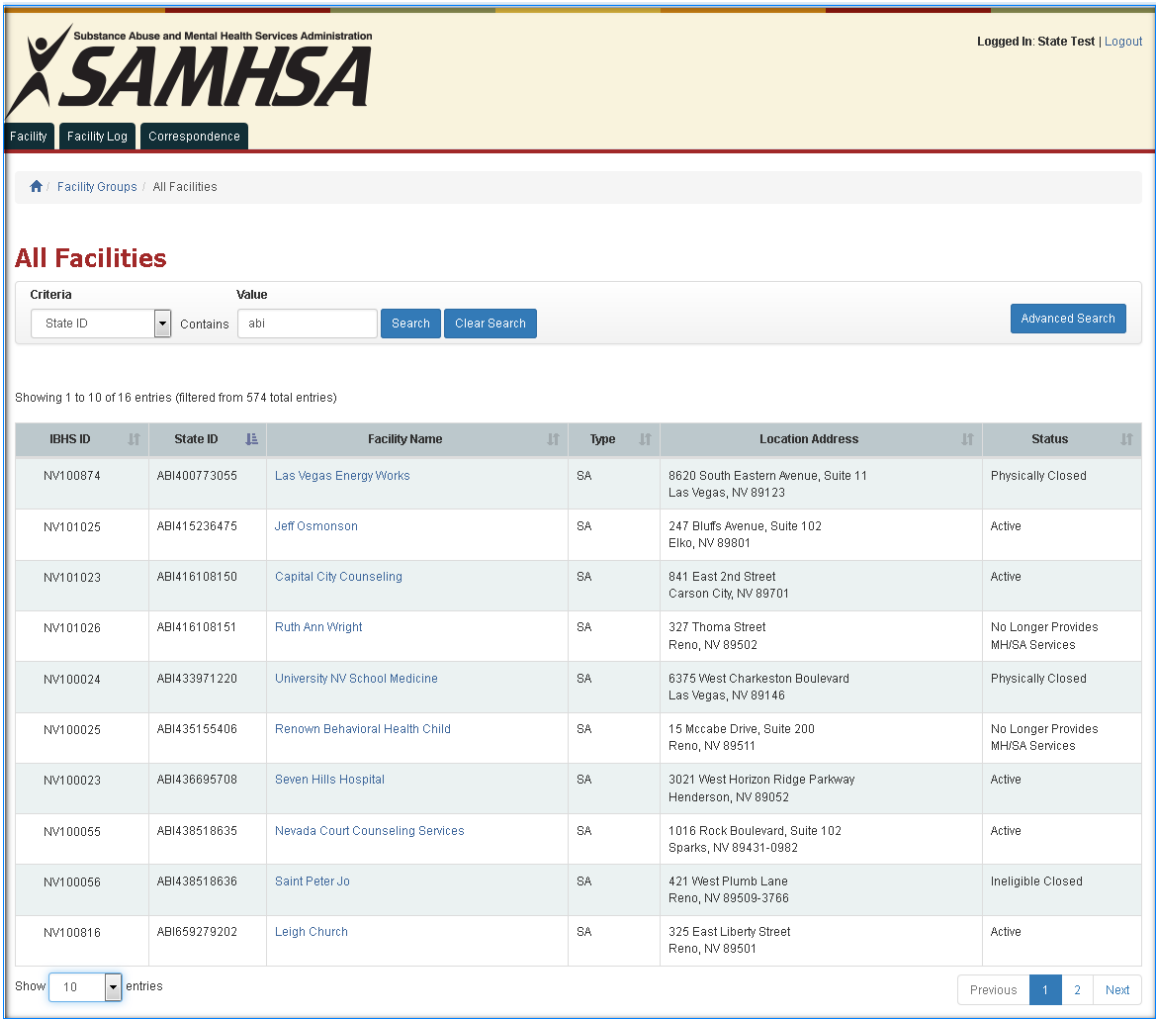
1. Select I-BHS ID from the Criteria drop-down menu.
2. Type all or part of the I-BHS ID in the Value field.
3. Click on the Search button.



3.2.2 Search by State ID

The State ID field can contain a maximum of 15 characters.

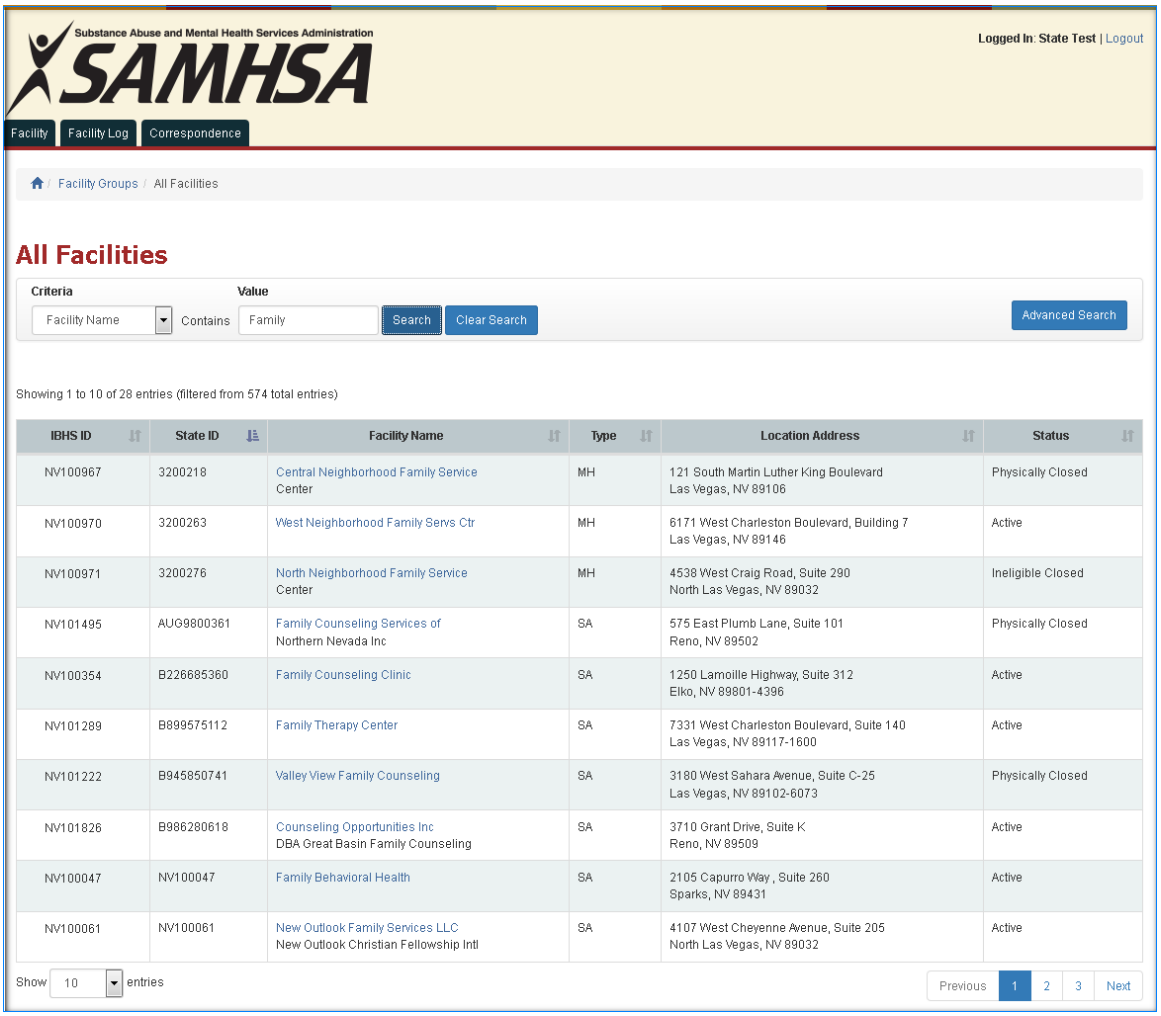
1. Select State ID from the Criteria drop-down menu.
2. Type all or part of the State ID in the Value field.
3. Click on the Search button.



3.2.3 Search by Facility Name

The Facility Name field can contain a maximum of 38 characters.

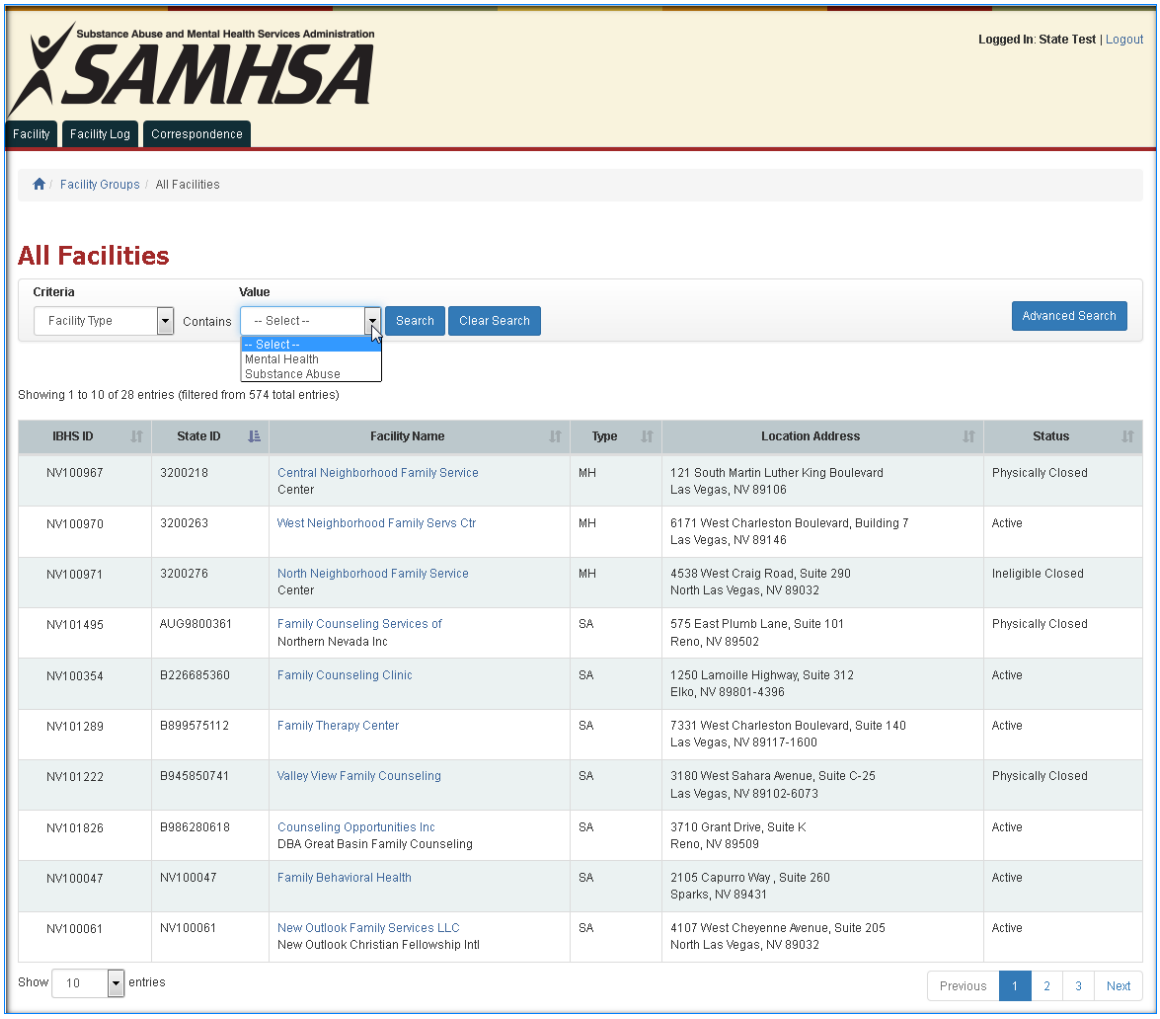
1. Select Facility Name from the Criteria drop-down menu.
2. Type all or part of the Facility Name in the Value field.
3. Click on the Search button.



3.2.4 Search by Facility Type

The Facility Type field can be either Substance Abuse or Mental Health. The Value input field will change to a drop-down menu containing those two entries.

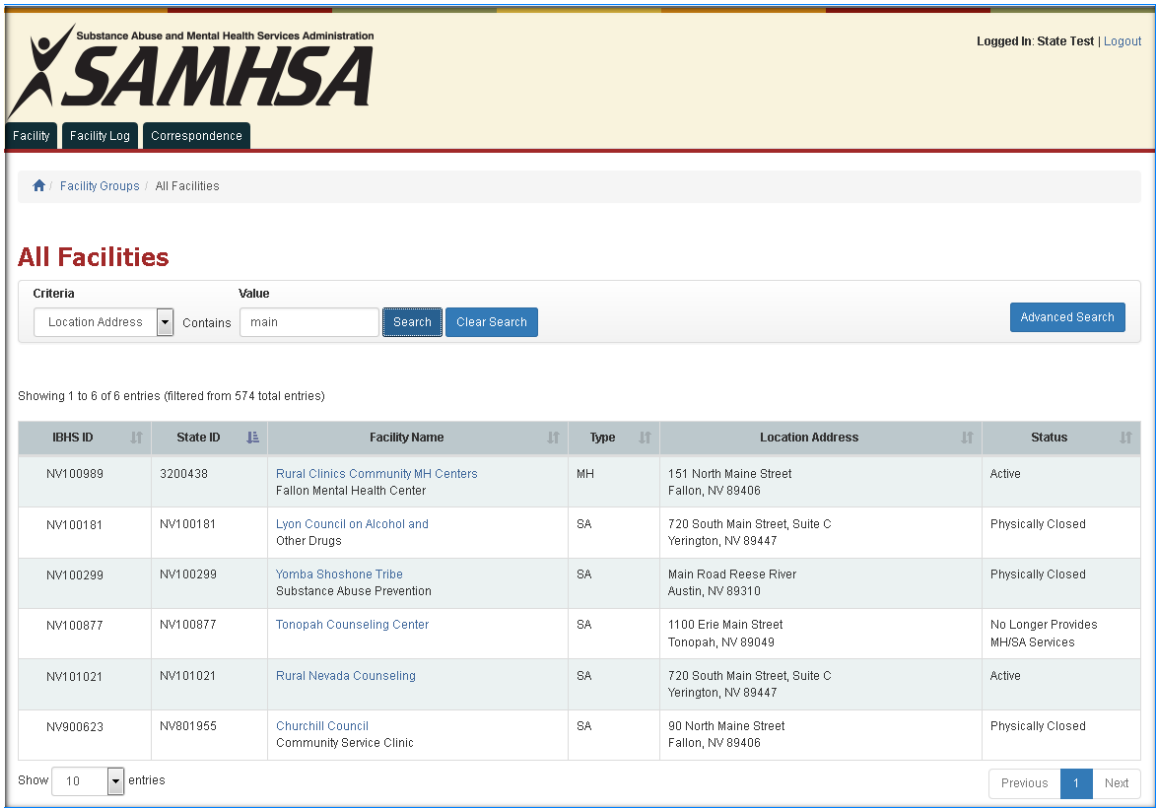
1. Select Facility Type from the Criteria drop-down menu.
2. Select Substance Abuse or Mental Health from the Value drop-down menu.
3. Click on the Search button.



3.2.5 Search by Location Address

The Location Address includes street address, city, and zip code. A search can be performed on any of these parts of an address.

1. Select Location Address from the Criteria drop-down menu.
2. Type all or part of the Location Address in the Value field.
3. Click on the Search button.



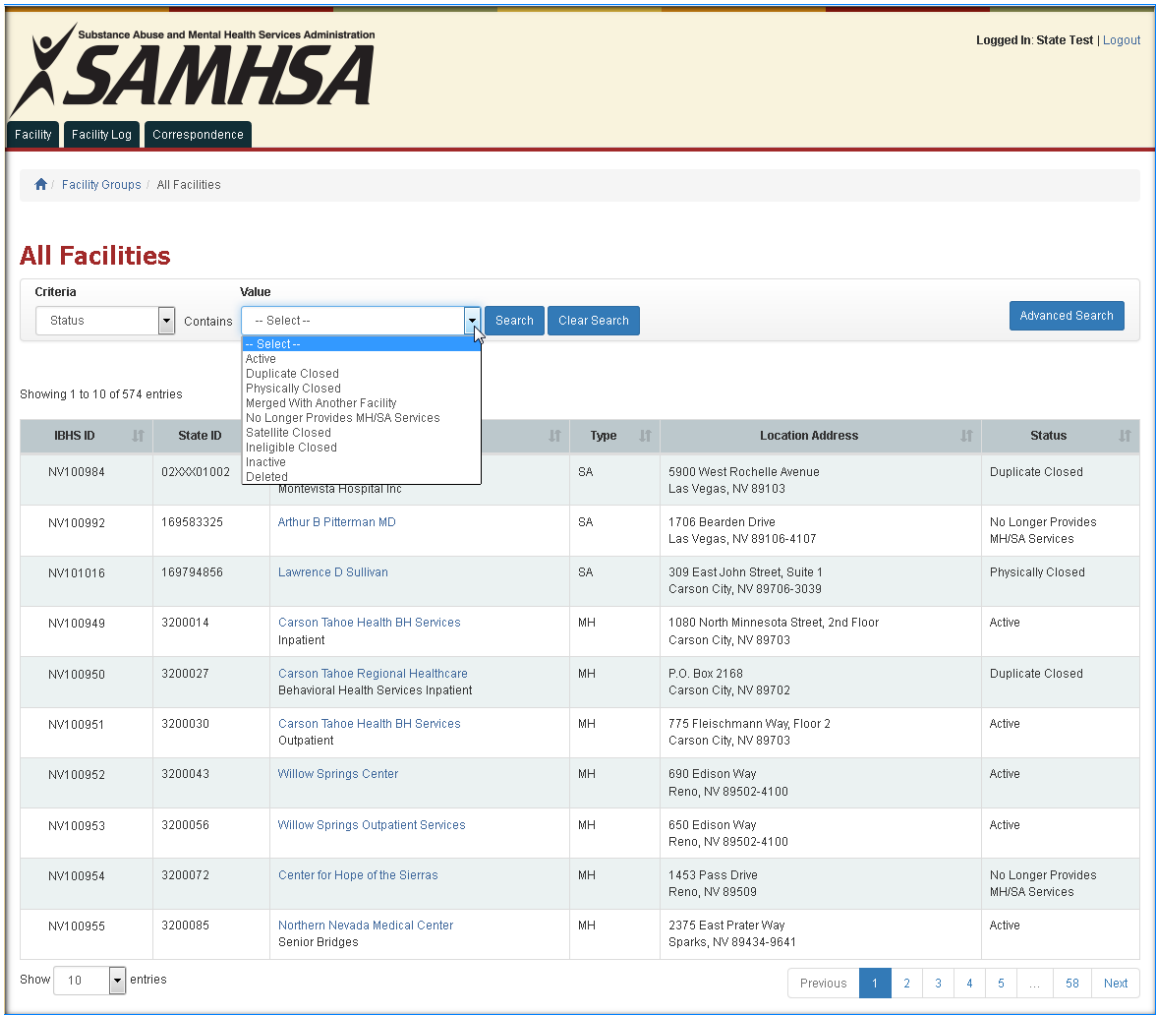
3.2.6 Search by Status

When Status is chosen from the Criteria drop-down menu, the Value input field will change to a drop-down menu with nine entries that represent the different statuses of the facilities in the I-BHS database. Basically, facilities are either active or not active, but the system uses eight different statuses to specify why a facility is not active. The statuses are described in Table 1 below.

Table 1 – Facility Status

STATUS	DESCRIPTION
Active	Facility is in operation and active
Duplicate Closed	Facility is closed because it is a duplicate of another active facility in the I-BHS
Physically Closed	Facility is closed because it is no longer is in business
Merged with Another Facility	Facility is closed because it merged with another active facility in the I-BHS
No Longer Provides MH/SA Services	Facility is still in business, but it does not provide substance abuse or mental health services
Satellite Closed	Facility is closed because it is a satellite office only
Ineligible Closed	Facility is closed because it is ineligible for the I-BHS
Inactive	Facility is closed but the reason is unknown
Deleted	Facility has been deleted

1. Select Status from the Criteria drop-down menu.
2. Select a Status from the Value drop-down menu.
3. Click on the Search button.

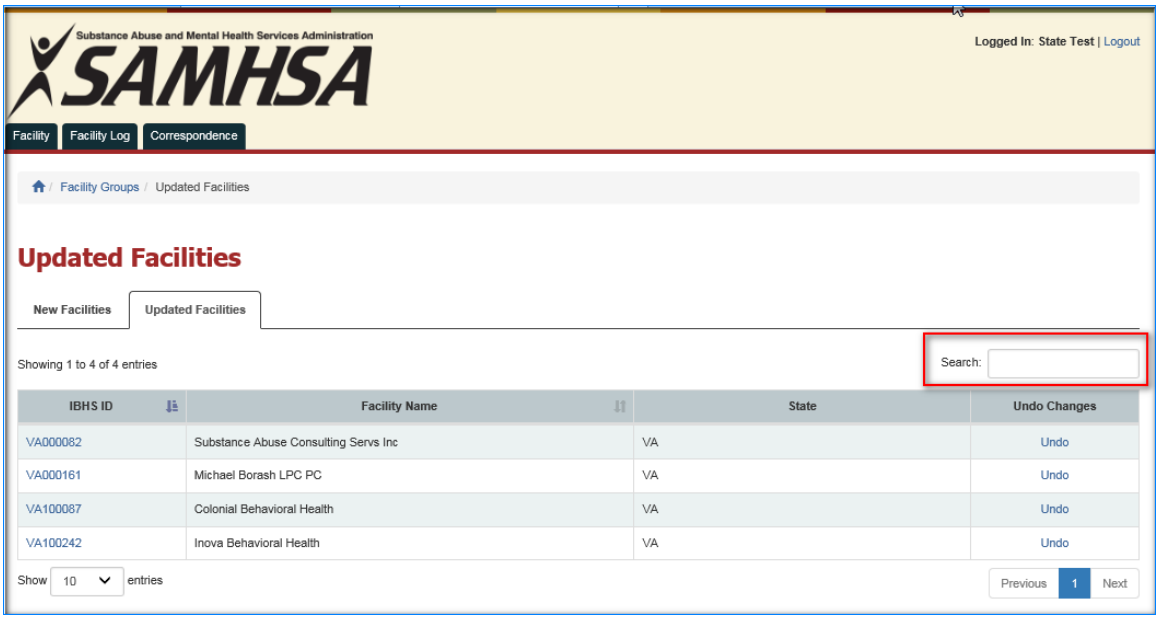

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout
Facility
Facility Log
Correspondence
Facility Groups / All Facilities
All Facilities
Criteria
Value
Status
Contains
-- Select --
Search
Clear Search
Advanced Search
-- Select --
Active
Duplicate Closed
Physically Closed
Merged With Another Facility
No Longer Provides MH/SA Services
Satellite Closed
Ineligible Closed
Inactive
Deleted
Showing 1 to 10 of 574 entries
IBHS ID
State ID
Type
Location Address
Status
NV100984
02XXX01002
Montevista Hospital Inc
SA
5900 West Rochelle Avenue
Las Vegas, NV 89103
Duplicate Closed
NV100992
169583325
Arthur B Pitterman MD
SA
1706 Bearden Drive
Las Vegas, NV 89106-4107
No Longer Provides MH/SA Services
NV101016
169794856
Lawrence D Sullivan
SA
309 East John Street, Suite 1
Carson City, NV 89706-3039
Physically Closed
NV100949
3200014
Carson Tahoe Health BH Services
Inpatient
MH
1080 North Minnesota Street, 2nd Floor
Carson City, NV 89703
Active
NV100950
3200027
Carson Tahoe Regional Healthcare
Behavioral Health Services Inpatient
MH
P.O. Box 2168
Carson City, NV 89702
Duplicate Closed
NV100951
3200030
Carson Tahoe Health BH Services
Outpatient
MH
775 Fleischmann Way, Floor 2
Carson City, NV 89703
Active
NV100952
3200043
Willow Springs Center
MH
690 Edison Way
Reno, NV 89502-4100
Active
NV100953
3200056
Willow Springs Outpatient Services
MH
650 Edison Way
Reno, NV 89502-4100
Active
NV100954
3200072
Center for Hope of the Sierras
MH
1453 Pass Drive
Reno, NV 89509
No Longer Provides MH/SA Services
NV100955
3200085
Northern Nevada Medical Center
Senior Bridges
MH
2375 East Prater Way
Sparks, NV 89434-9641
Active
Show 10 entries
Previous
1
2
3
4
5
...
58
Next

3.2.7 New Facilities and Updated Facilities Search

On the New Facilities List and the Updated Facilities List, facility information can be found by searching on the I-BHS ID and Facility Name. (A search can be performed on the state, but that is irrelevant because state users can view facilities for only a single state.)

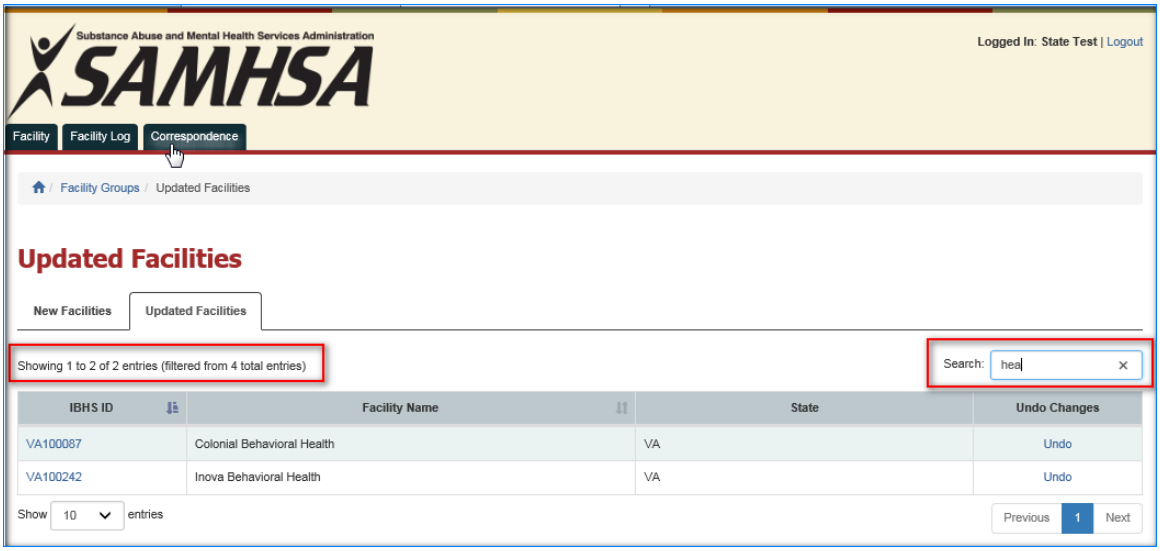
Searching is simple and rudimentary.

- The search phrase is typed into a search field above the list to the right of the page.
- Full or partial searches can be performed.
- The search phrase is not case sensitive.



Results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search field and above the Facilities List to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original Facility List.
- Resetting between searches is not necessary because the previous searches do not affect subsequent searches.


Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout
Facility
Facility Log
Correspondence
Facility Groups / Updated Facilities
Updated Facilities
New Facilities
Updated Facilities
Showing 1 to 2 of 2 entries (filtered from 4 total entries)
Search: hea
IBHS ID
Facility Name
State
Undo Changes
VA100087
Colonial Behavioral Health
VA
Undo
VA100242
Inova Behavioral Health
VA
Undo
Show 10 entries
Previous
1
Next

4 Using the I-BHS Online Application

The I-BHS Online application allows state users to create new I-BHS facilities, copy new and existing I-BHS facilities, and modify existing I-BHS facilities. The application provides consolidated lists of all new facilities and changes to facilities that are awaiting approval by I-BHS Team Members. All of the facilities can be modified while approval is pending. State users can delete pending changes for any facility.

The I-BHS online application provides state users the ability to

- View all I-BHS facilities for their respective state;
- Perform simple and complex searches for I-BHS facility information;
- Produce reports from the complex queries;
- View previous facility changes for a particular facility and to view previous facility changes for all facilities;
- Communicate with other users about specific facilities and read all previous communications about all facilities;
- Read and write comments about a particular facility.

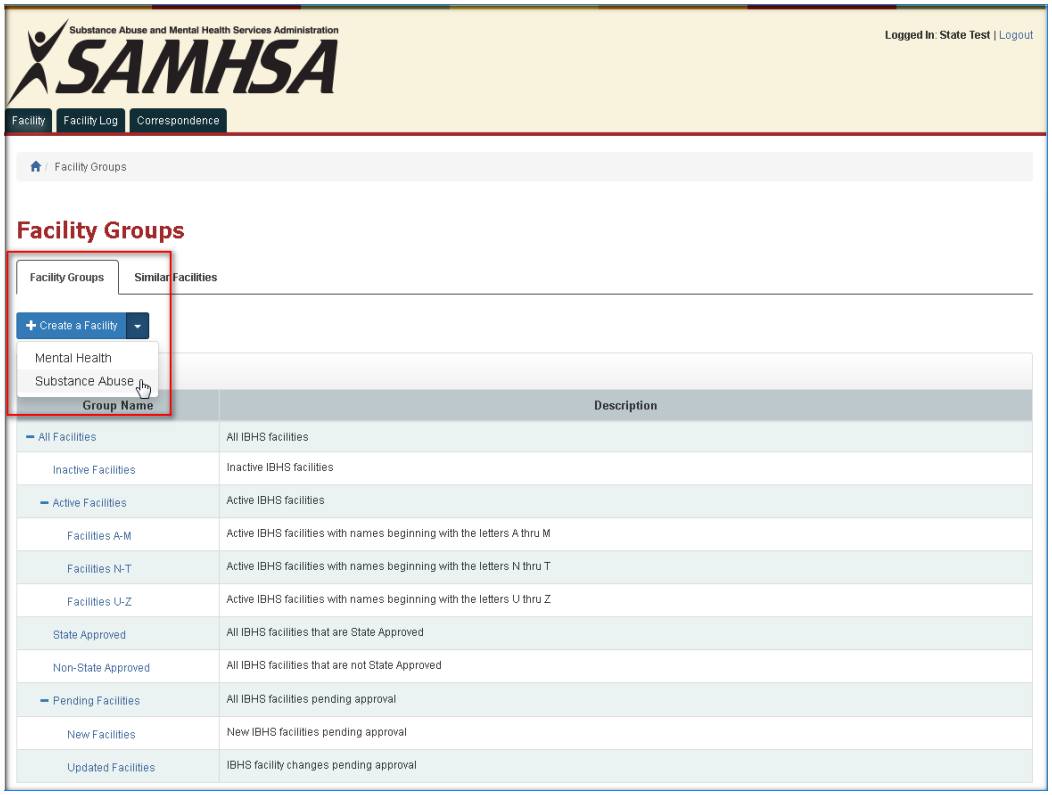
Detailed instructions for performing these tasks are provided below.

4.1 Create a New I-BHS Facility

A new I-BHS facility can be created, saved, submitted for review, and modified while it is still pending approval.

1. Select Mental Health or Substance Abuse from the Create a Facility drop-down menu on the Facility Groups page.

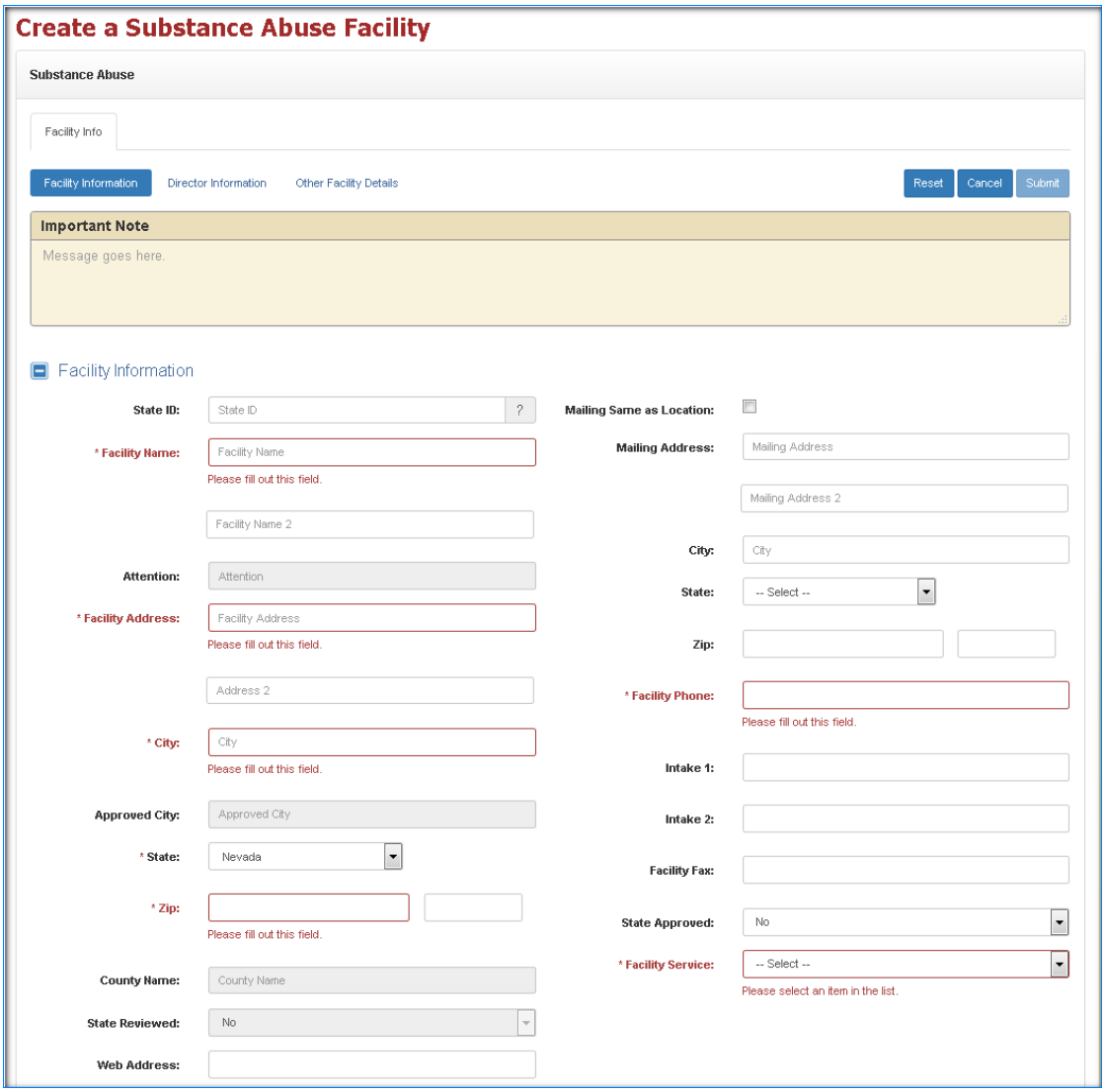
   Note: State users in states that manage data for both substance abuse and mental health facilities will be the only ones with the option to select “Mental Health” or “Substance Abuse” from the Create a Facility drop-down list. In states that manage only mental health facilities there will only be the option to select Mental Health, and in states that manage only substance abuse facilities there will only be the option to select Substance Abuse, but state users must still make that selection.



Depending on the option chosen, the Create Substance Abuse Facility page or Create Mental Health Facility page will be displayed.

On either page:

- The Facility Information section will be displayed;
- The Facility Information tab will be dark blue; and
- The required fields will be highlighted.



2. Enter the information into the fields.

    - Required fields: Facility Name, Facility Address, City, Zip, Facility Phone, and Facility Service.
    - Fields filled in by the application: Approved City, State, and County Name.
    - Automatically assigned: I-BHS ID

The Submit button becomes enabled when data have been entered into all of the required fields.

The input fields and Facility Service entries, for both Substance Abuse and Mental Health facilities, on the Facility Information page are listed and described in Table 2.

Table 2 – Facility Information Page Fields

INPUT FIELD	TYPE	REQ	DESCRIPTION
State ID	Text Field		Defaults to the I-BHS ID and may be changed
Facility Name	Text Field	Yes	Line 1 should include the corporate or highest level name of the facility Line 2 should include a unit or program name that uniquely identifies the facility
Attention	Text Field		Person to whom mail should be addressed (Read Only; Determined by I-BHS Team Members
Facility Address	Text Field	Yes	Street address for facility where services are provided; Address can be 1 to 38 characters. Do not enter a P.O. box number
City	Text Field	Yes	City in which facility is located
Approved City	Text Field		Filled in by application; might not match entered City (Read Only)
State	Drop-down List		Filled in by application (Read Only)
Zip	Text Field	Yes	Zip code for facility's location
County Name	Text Field		Filled in by application (Read Only)
State Reviewed	Checkbox		Identifies whether or not the facility been reviewed by the State (Read Only. Determined by I-BHS Team Members
Web Address	Text Field		URL of website home page for this facility.
Mailing Same as Location	Checkbox		Check if the mailing address is identical to the location address
Mailing Address	Text Field		Street address for facility's mailing address; can be a P.O. box number
City	Text Field		City for facility's mailing address; can be in a different state
State	Drop-down List		State for facility's mailing address; can be a different state.
Zip	Text Field		Zip code for facility's mailing address
Facility Phone	Text Field	Yes	Telephone number for facility providing services
Intake 1	Text Field		Receiving phone number for the facility
Intake 2	Text		Receiving phone number for the facility
Facility Fax	Text Field		Fax number for facility providing services
State Approved	Drop Down List		Identifies whether or not the facility has been approved for inclusion by the Single State Agency. Default: checked yes.

INPUT FIELD	TYPE	REQ	DESCRIPTION	
Facility Service	Drop-down List	Yes	Type Facility	Service
			Substance Abuse	Administrative Services Only: Facility provides administrative services only.
			Substance Abuse	Treatment/Detoxification Services: Facility provides services that focus on initiating and maintaining an individual's recovery from substance abuse and the management of acute intoxication and withdrawal
			Substance Abuse	Non treatment Halfway House
			Substance Abuse	Other Non-treatment Services: Facility provides ONLY services such as intake, assessment, referral, sobering-up stations, and collateral services
			Mental Health	Mental Health Services Treatment: Facility provides services that focus on treating mental health issues
			Mental Health	Non-Treatment (Intake, Assessment, referral, etc.): Facility provides services such as intake, assessment, referral, and collateral services
			Mental Health	Administrative Only: Facility provides administrative services only

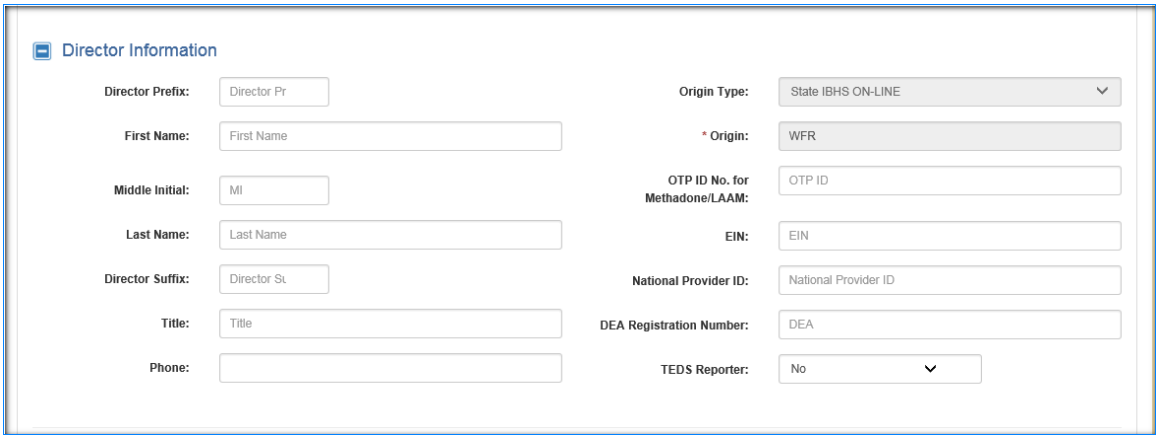
Note: If the Mailing Same as Location checkbox has been checked and the facility address is modified after checking this box, it is important to adhere to the following sequence of steps when making corrections.

First, remove the checkmark from the Mailing Same as Location checkbox.
Second, enter the correct facility address.
Third, click on the Mailing Same as Location checkbox.

This will ensure both addresses are identical.

3. Click on the Director Information tab next to the Facility Information tab.

The Director Information section will be displayed.



4. Enter the director information and other details.

The input fields are described in Table 3.

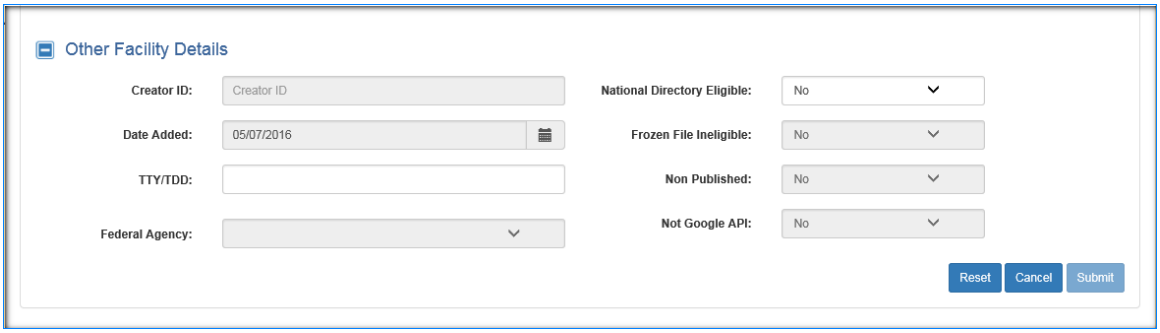
Table 3 - Director Information and Other Details

INPUT FIELD	TYPE	DESCRIPTION
Director Prefix	Text Field	Self-explanatory (e.g., Dr., Ms.)
Director First Name	Text Field	Self-explanatory
Director MI	Text Field	Self-explanatory
Director Last Name	Text Field	Self-explanatory
Director Suffix	Text Field	Self-explanatory (e.g., Jr., Sr.)
Director Title	Text Field	Self-explanatory (e.g., "Director")
Director Phone	Text Field	Should be entered even if identical to facility phone
Origin Type	Drop-down List	A list providing Origin types (Read Only. State I-BHS Online is the default. Modified by I-BHS Team Members.)
Origin	Text Field	Identifies the source where facility information originated (Read Only. WFR is the default and is the code for State I-BHS Online. Modified by I-BHS Team Members.)
OTP ID Number for Methadone/Buprenorphine	Text Field	Substance Abuse facility: Number issued if facility is an opioid treatment program that uses drugs such as methadone or buprenorphine in the treatment of narcotic addiction and is assigned by CSAT. Mental Health facility: n/a
EIN	Text Field	Substance Abuse facility: Employer Identification Number Mental Health facility: n/a
National Provider ID	Text Field	Assigned by HHS to health care providers

INPUT FIELD	TYPE	DESCRIPTION
DEA Registration Number	Text Field	Substance Abuse facility: Drug Enforcement Agency registration number. Nine digit number. Format is 2 characters, A-Z, followed by 7 numbers, 0-9: aannnnnnn Mental Health facility: n/a
TEDS Reporter	Drop-down List	Identifies whether or not this facility reports client admissions and discharges to the Treatment Episode Data Set (TEDS).

5. Click on the Other Facility Details tab next to the Director Information tab.

The Other Facility Details section will be displayed.



6. Enter the other facility details into the fields.

The input fields on the Other Facility Details section are described in Table 4.

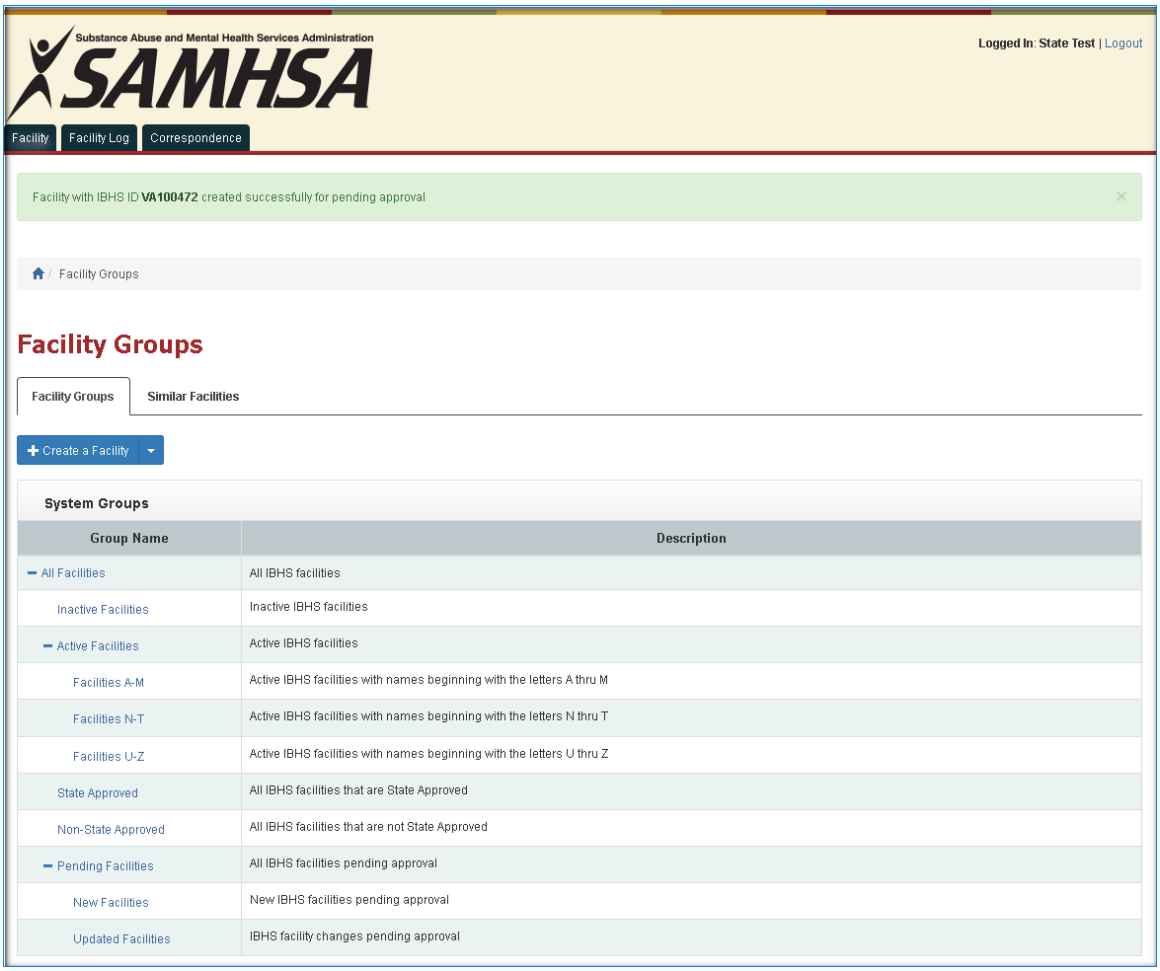
Table 4 - Other Facility Details Page Fields

INPUT FIELD	TYPE	DESCRIPTION
Creator ID	Text Field	The user ID of the state user that created the Facility record. (Read Only. Determined by the application.)
Date Added	Date Field	The date that the facility record was added to the I-BHS. Defaults to today's date. (Read Only. Determined by the application.)
TTY/TDD	Text Field	Phone number for Telecommunications Device for Deaf
Federal Agency	Drop-down List	Identifies the federal agency that operates the facility instead of the state. (Read Only. Determined by the federal user.)
National Directory Eligible	Drop-down List	Identifies whether or not the facility is eligible to be in the National Directory. Defaults to Yes if State Approved = Yes; otherwise, defaults to No.

INPUT FIELD	TYPE	DESCRIPTION
Frozen File Ineligible	Drop-down List	Identifies whether or not this facility should be included in files to be sent for surveying. Defaults to No. (Read Only. Determined by I-BHS Team Members.)
Non Published	Drop-down List	Identifies whether or not information about this facility can be published. Defaults to No. (Read Only. Determined by the I-BHS Team Members.)
Not Google API	Drop-down List	Identifies whether or not information about this facility is in Google API. Defaults to No. (Read Only. Determined by the I-BHS Team Members.)

7. Click on the Submit button to save the information.

A confirmations message will display on the top of the Facility Groups page. The confirmation message will identify the new I-BHS ID and confirm that the facility was successfully created and is pending approval.



The new, approval-pending facility will be found on the Facilities List on the New Facilities page. It will remain on that list until approved by an I-BHS Team Member.

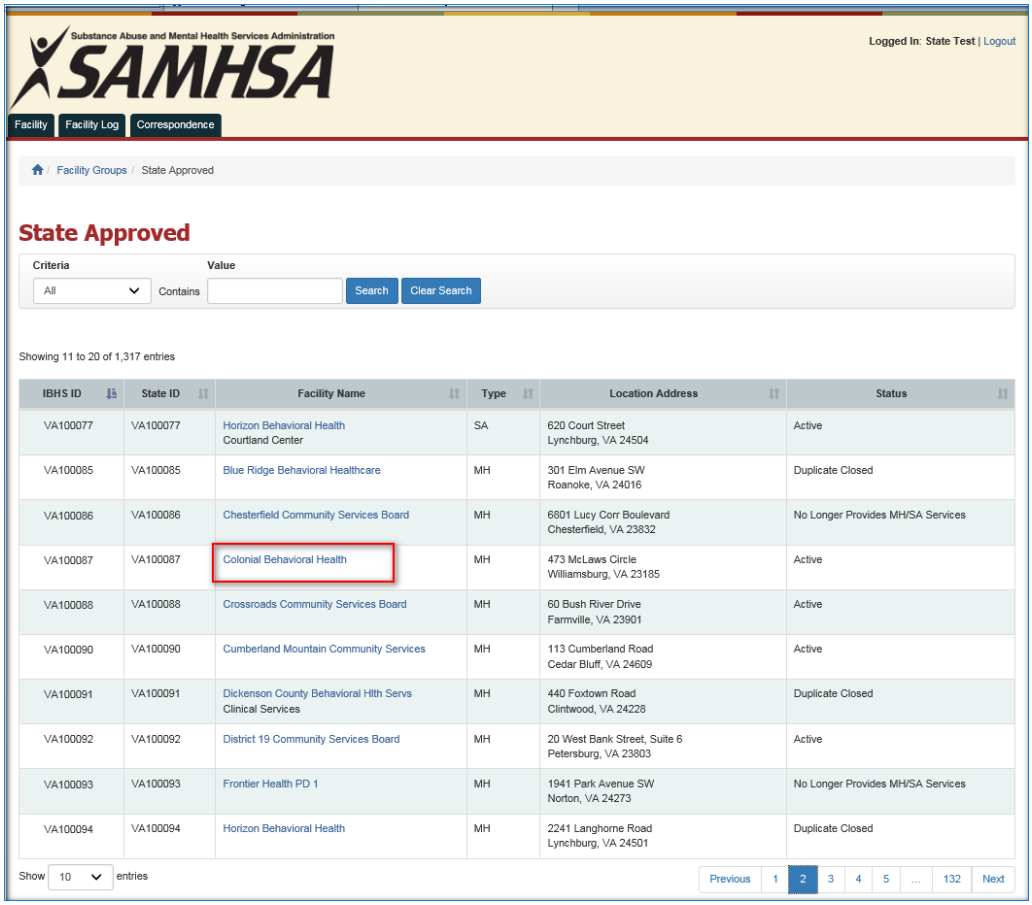
After the I-BHS Project Team reviews and accepts the new facility, it will be found on the All, Active, or Inactive Facilities Lists depending upon its status.

4.2 Edit an I-BHS Facility

The functionality available to the state user when requesting to modify facility information is *almost* identical to that which is available when requesting to add a new facility. Facilities can be modified from any Facility List accessed from the Facility Groups page; However, the method of modifying a facility is slightly different for the Pending Facilities Lists than on any of the Active, Inactive, State Approved, Non State Approved, or Updated Facilities Lists.

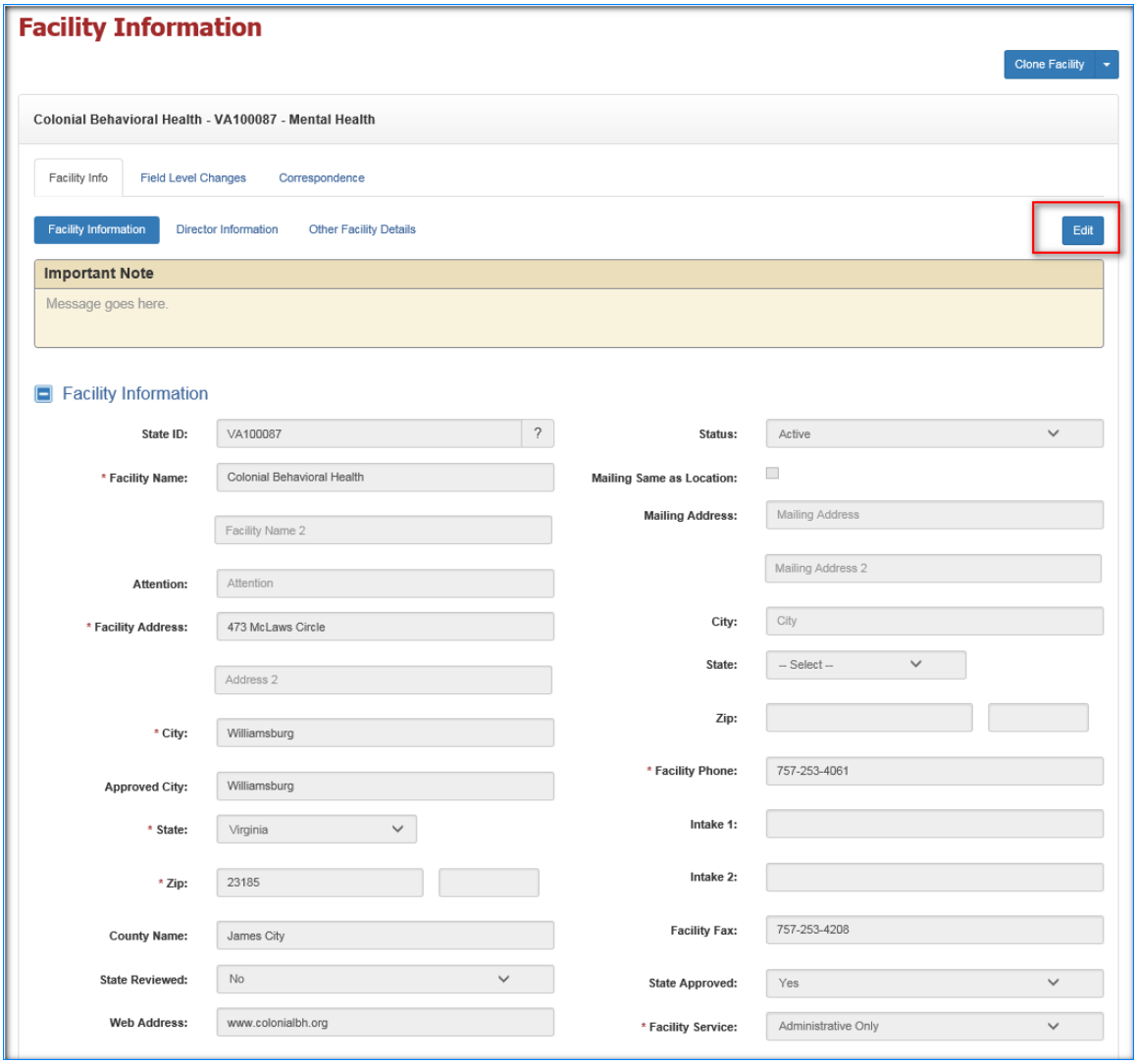
4.2.1 Modifying from the Active, Inactive, State Approved, Non-State Approved, or Updated Facilities List

1. Click on any of the Active, Inactive, State Approved, or Non-State Approved links on the Facility Groups page.
2. Select a Facility Name from the Facilities List.

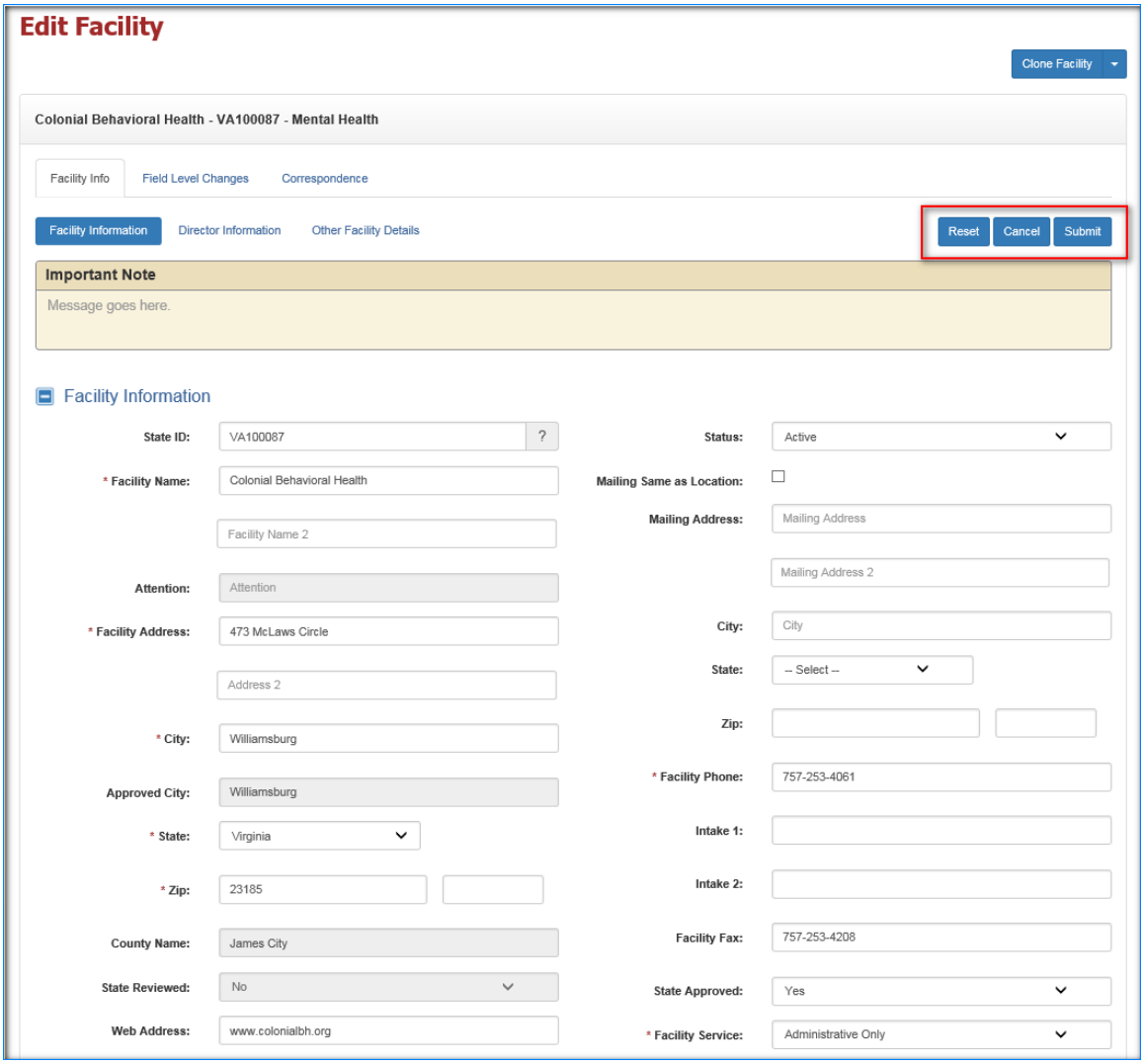


The Facility Information page for that facility will be displayed. All of the fields will be read only.

3. Click on the Edit button.

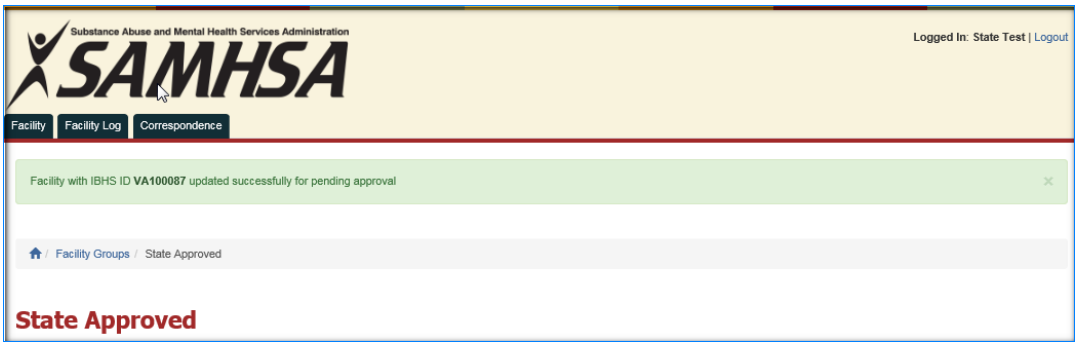


The Facility Information page label will change to Edit Facility. The state user will be able to write to all of the fields for which modification permission has been granted. The fields that can be modified only by the I-BHS Project Team will remain read only for the state user. Three buttons will be available: Reset, Cancel, and Submit.

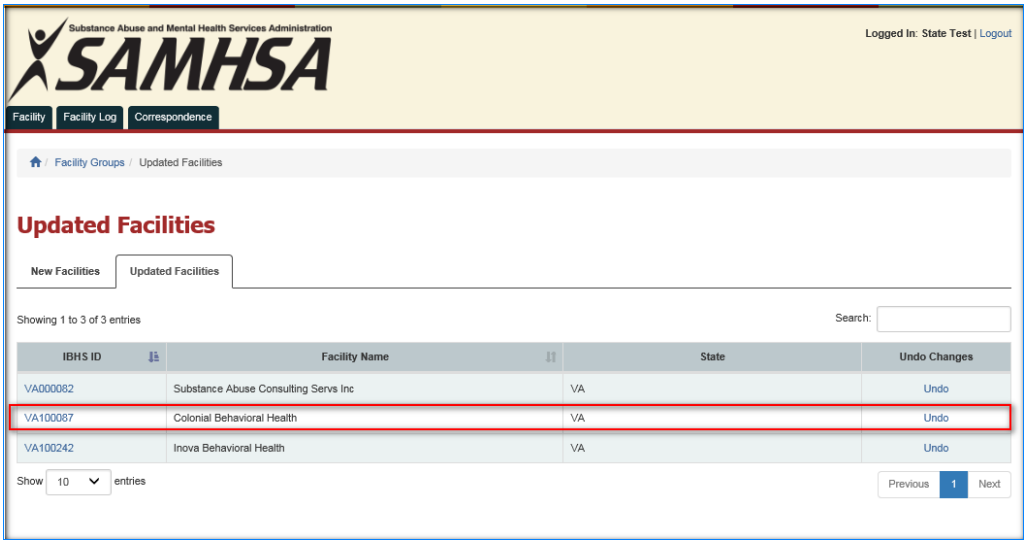


4. Make the necessary changes to the facility information.
5. Click on the Submit button.

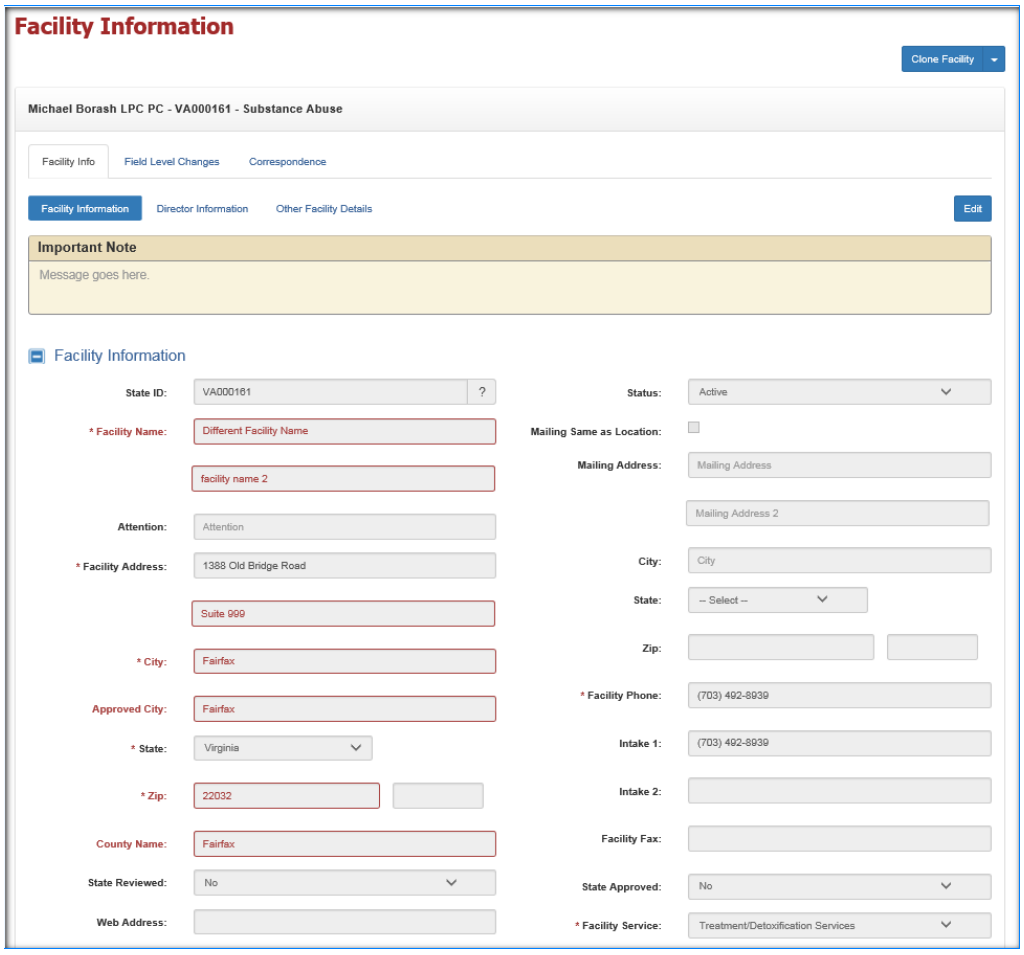
The Facility List will redisplay with a confirmation message identifying the I-BHS ID for the facility that was modified and is pending approval displayed at the top of the Facility List.



An entry will be added to the Updated Facilities List.



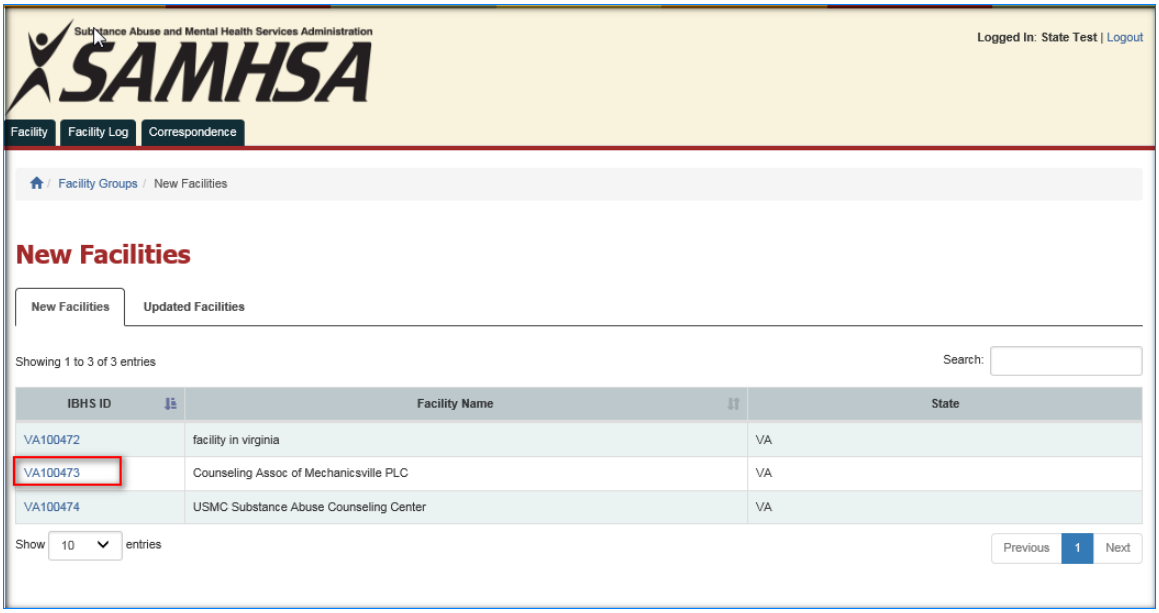
6. Click on the I-BHS ID on the Updated Facilities List.



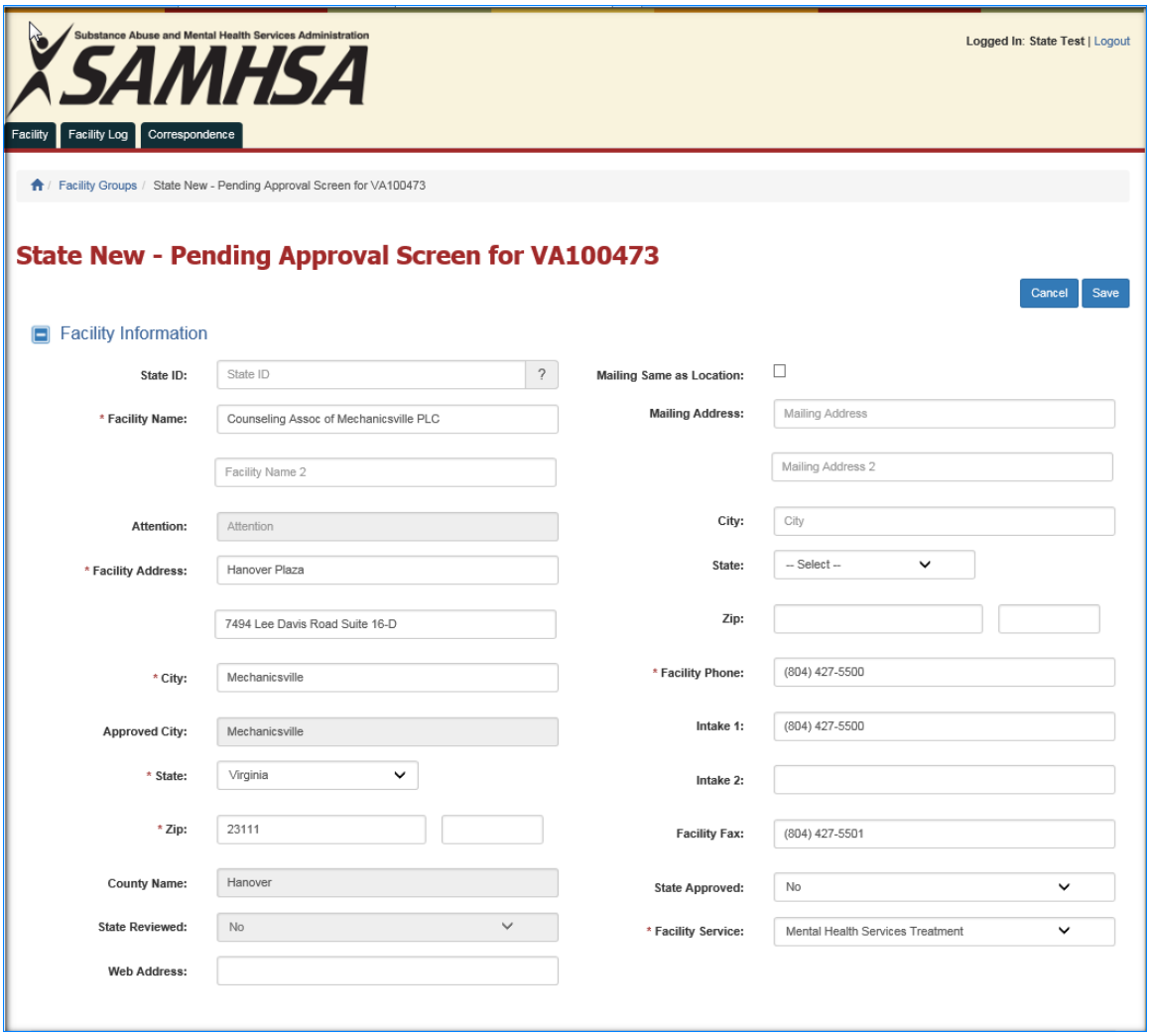
The changes will be highlighted in red.

4.2.2 Modifying from the New Facilities List

1. Click on the link for the New Facilities List on the Facilities Group page.
2. Select an I-BHS ID from the Facilities List.

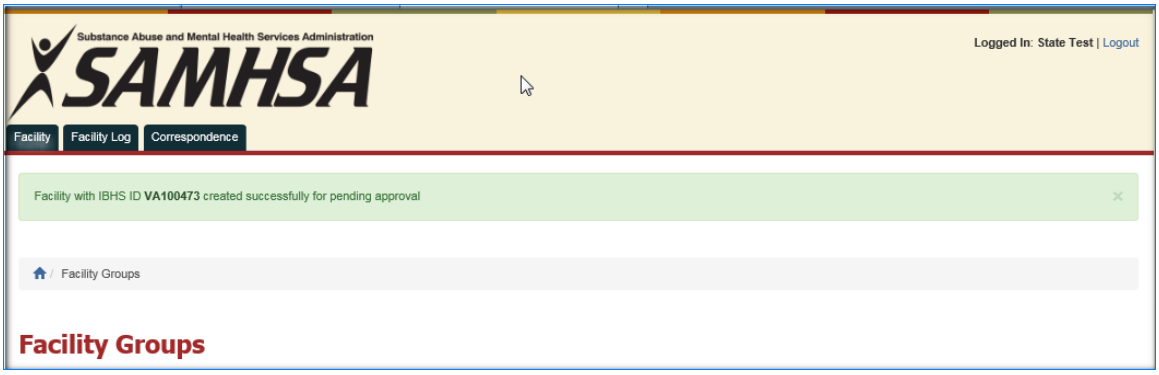


The State New Pending Approval Screen will be displayed. It is not necessary to click an edit button to modify the fields. The state user can modify all fields for which permission was granted. The fields that only the I-BHS Project Team can modify will be read only. Two buttons are available: Cancel and Save.



3. Make the necessary changes to the facility information.
4. Click on the Save button.

The Facility Groups page will redisplay with a confirmation message identifying the I-BHS ID for the facility that was modified at the top of the page. The message will state that the facility has been created for pending approval because a new, approval-pending facility was modified.



The entry will remain on the New Facilities List.

4.3 Clone an I-BHS Facility

A new facility entry can be created by copying a facility that exists in the I-BHS. Most of the fields will be copied. The rules for cloning a facility are the same as those when creating a new facility and can be found in Section 4.1, Create a New I-BHS Facility. The specific details about each field can be found in Table 1 in Section 4.1.

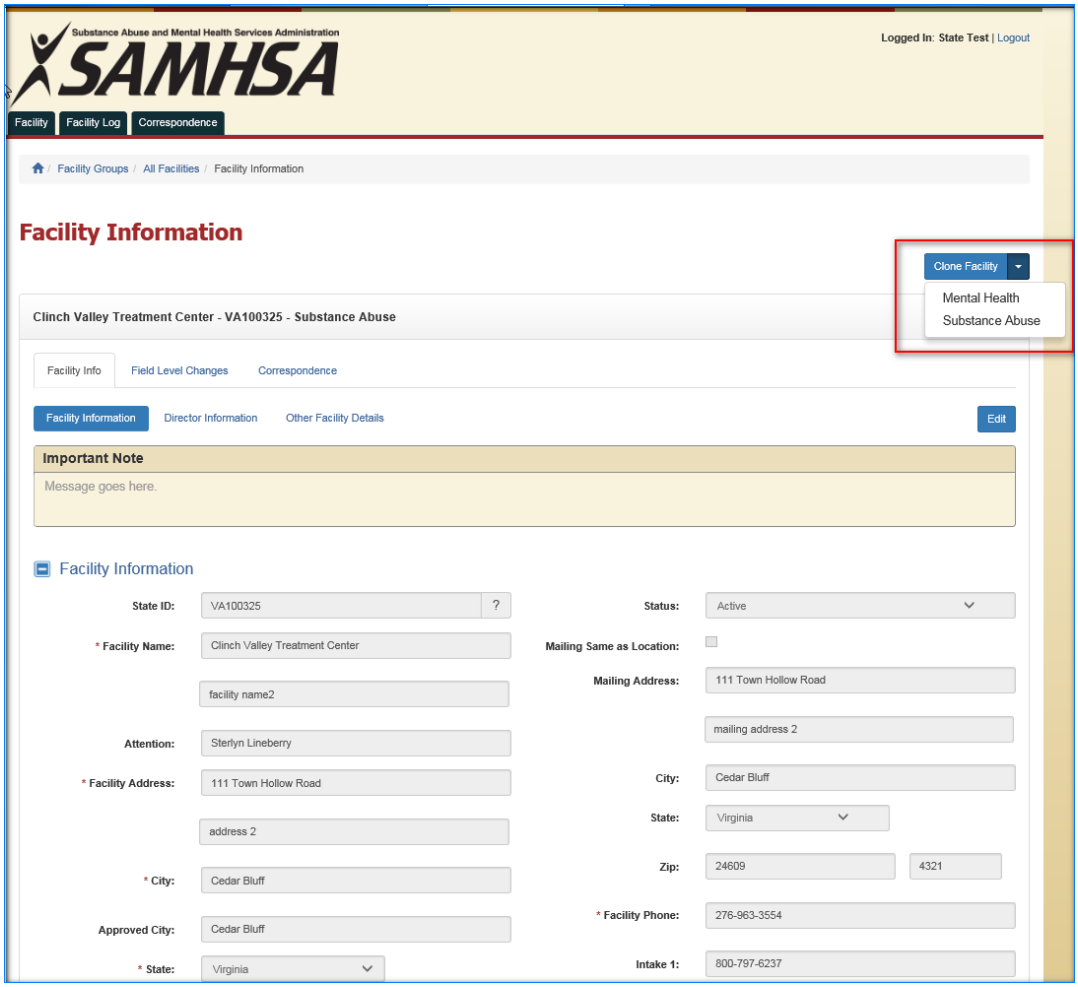
If cloning a Substance Abuse facility to another Substance Abuse facility or a Mental Health Facility to another Mental Health facility, the Facility Service will be copied. If cloning a Substance Abuse facility to a Mental Health facility or a Mental Health facility to a Substance Abuse facility, the state user will need to identify the correct Facility Service.

The facility's Status and Origin will not be copied. The Status will be set to Active by the application when it is approved. The Origin will be set to "WFR" by the application when the facility is created. A new I-BHS ID and State ID will be generated.

Any facility can be cloned by accessing it from any of the Facilities Lists except the New Facilities List. If the facility chosen for cloning has changes pending, the changes will not be copied when cloned.

> Note: If the state user modifies facility information and does not save it before cloning, the changes will be lost. The application will not prompt the user to save the changes.

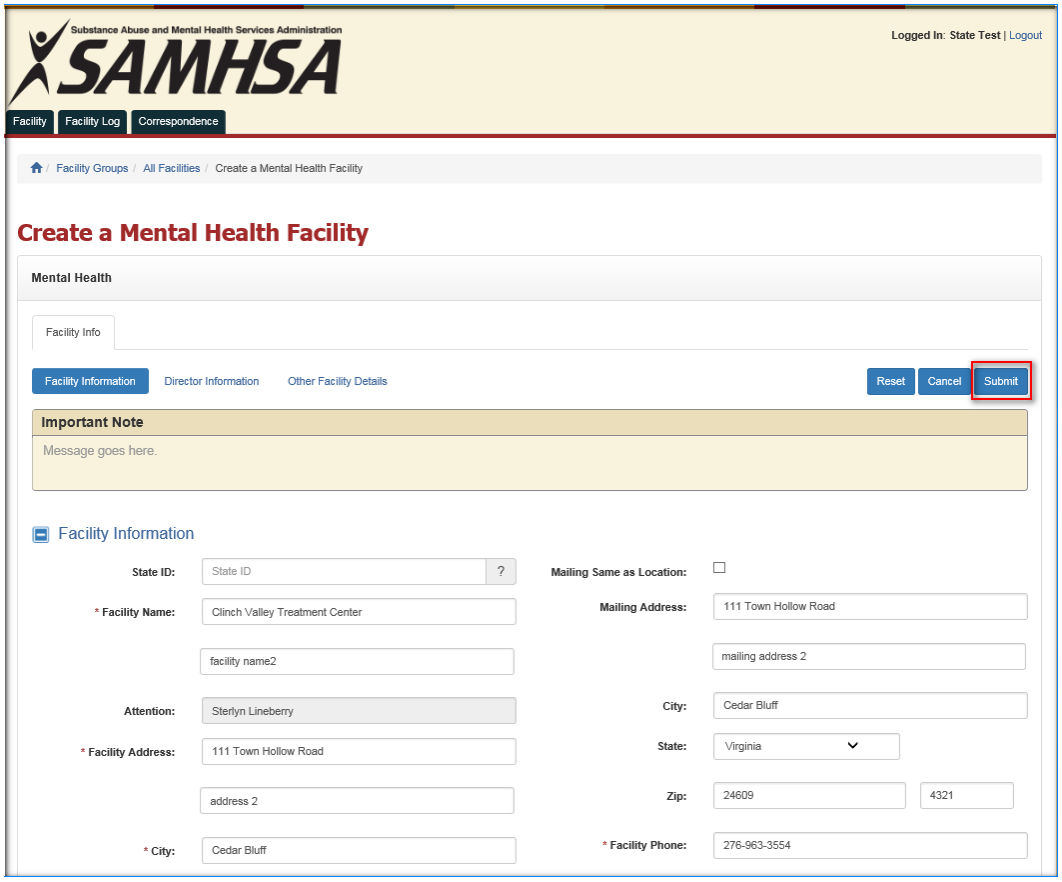
1. Edit a facility and select Mental Health or Substance Abuse from the Clone Facility drop-down list.



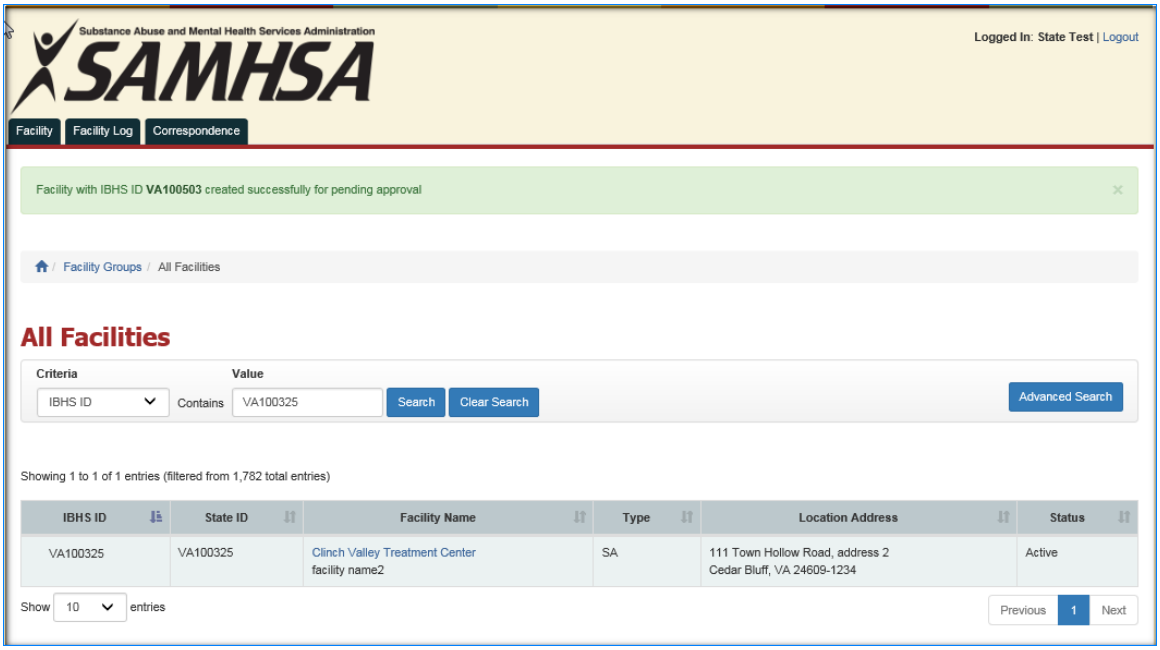
Note: State users in states that manage data for both substance abuse and mental health facilities will be the only ones with the option to select "Mental Health" or "Substance Abuse" from the Create a Facility drop-down list. In states that manage only mental health facilities there will only be the option to select Mental Health, and in states that manage only substance abuse facilities there will only be the option to select Substance Abuse, but state users must still make that selection.

The Create a Mental Health Facility page or Create a Substance Abuse Facility page will be displayed. See Section 4.3 about the fields that will have been copied and/or need to be modified.

2. Make all necessary changes to the facility information.
3. Click on the Submit button to save the information.



The Facility List from where the facility was accessed will be displayed with a confirmation message at the top of the page. The confirmation message will identify the new I-BHS ID and confirm that the facility was successfully created for pending approval.



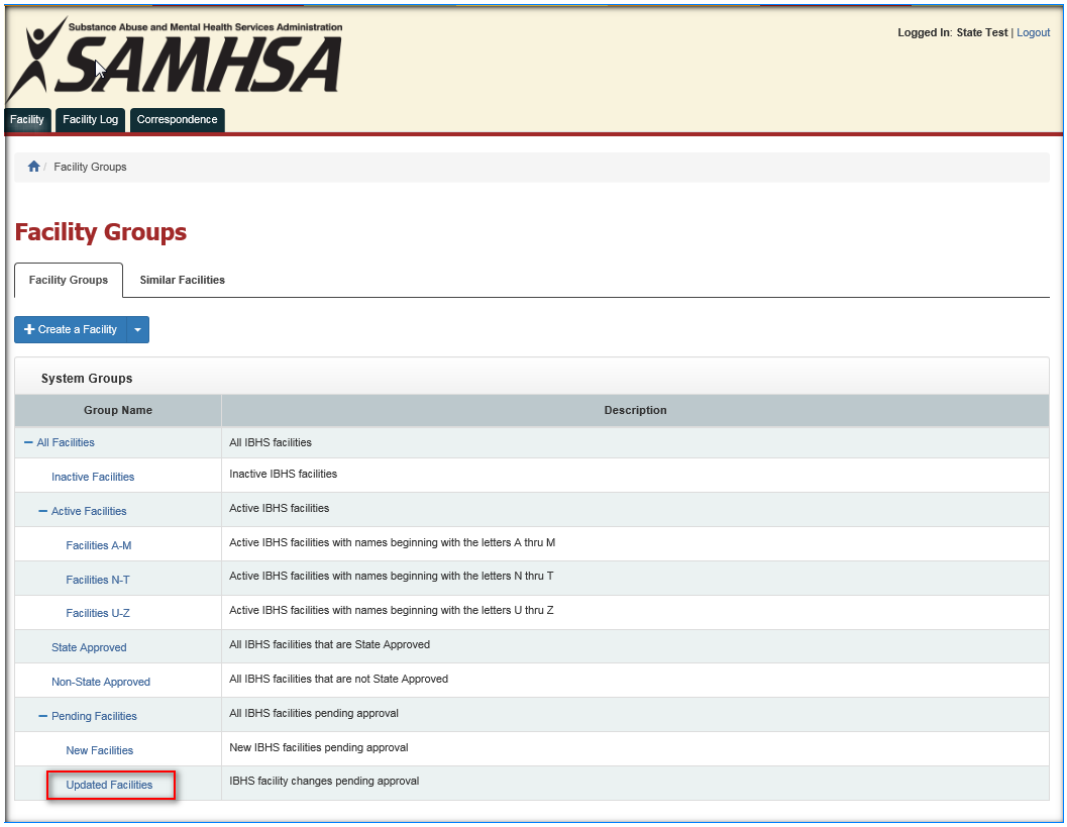
The new, approval pending facility will be found on the Facilities List on the New Facilities page. It will remain on that list until approved by an I-BHS Team Member.

After the I-BHS Project Team reviews and accepts the new facility, it will be found on the All, Active, or Inactive Facilities Lists depending upon its status.

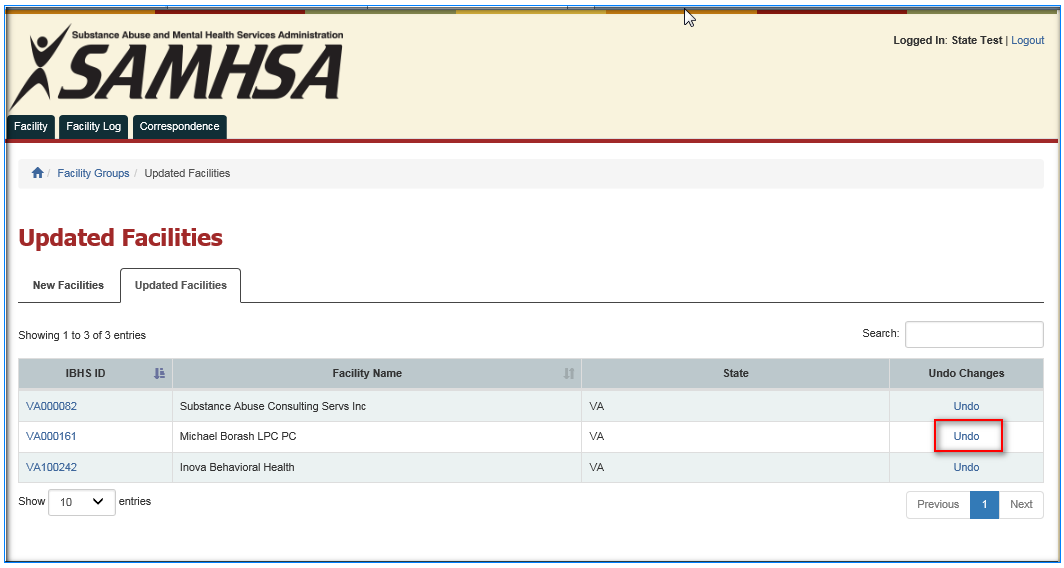
4.4 Delete Pending Facility Changes

Changes pending for a facility can be removed by following the steps outlined below.

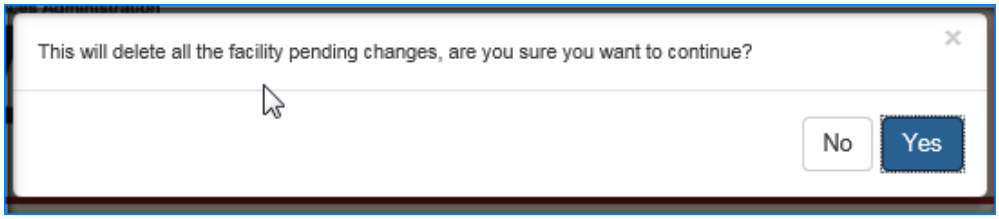
1. On the Facility Groups page, click on the Updated Facilities link.



2. Identify the facility on the Facilities List.
3. Click on the Undo link under the Undo Changes column for that facility.

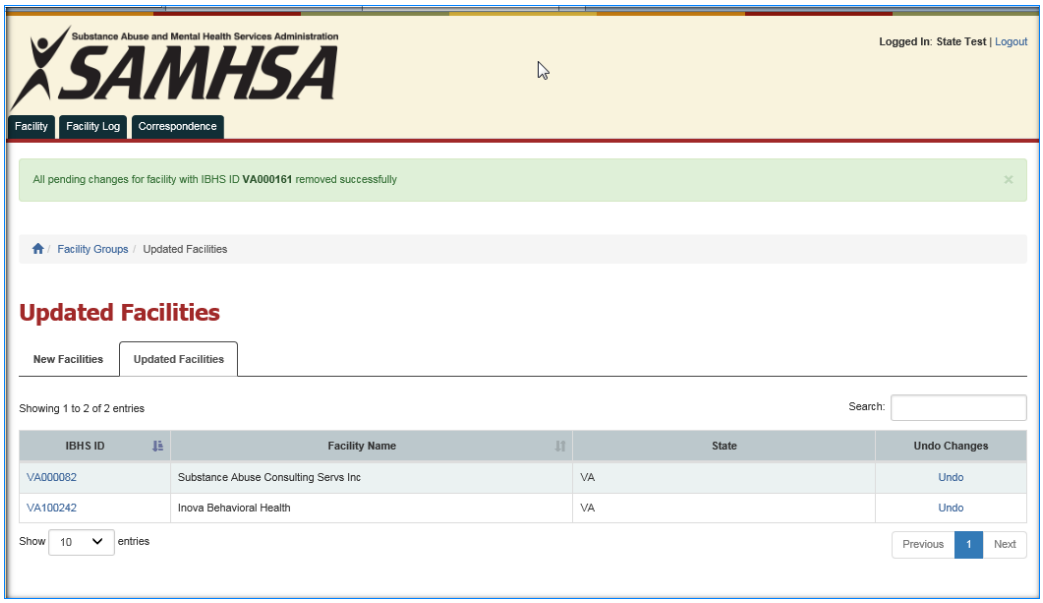


A pop-up window will display the message, “This will delete all the facility pending changes, are you sure you want to continue?” Two buttons are provided: Yes and No.



4. Click on the Yes button.

The Updated Facilities List will redisplay. A confirmation message identifying the I-BHS ID for the pending facility changes that were deleted will be displayed at the top of the page. The facility will no longer be on the list.



4.5 Produce Complex Queries with Advanced Search

Find facility information on the Active and Inactive Facilities Lists through the Advanced Search feature. Advanced Search provides state users with the flexibility to build simple or complex searches. They can search on 1 of 25 fields or they can build complex logical queries to search on any combination of the 25 fields. The search fields are dependent on each other so that the scope of the search can be very narrow and produce very specific results. Full or partial searches can be performed. The search phrase entered in the Value field is not case sensitive.

4.5.1 Features and Functionality on the Advanced Search Page

In the Search Criteria section, 25 fields can be selected from the drop-down menu on the left. When one of the 25 fields is selected, the appropriate Value field, either an input field or a drop-down menu, will be displayed. At the same

time, a drop-down menu with a list of operators appropriate for that field will be displayed between the search field and the value field.

More drop-down menus for choosing more search fields will be displayed after clicking on the Add Rule button or Add Group button.

The purpose of the Add Rule, Add Group, And, and Or buttons is to group searches on fields in a manner that is equivalent to nesting queries within parentheses in a logical statement.

- Clicking on the Add Rule button is comparable to putting the search expression (the query on that particular field) within parentheses.
- Clicking on the Add Group button is comparable to putting the search expression (the query on that particular field) in a different set of parentheses.
- The And button and the Or button determine the order, inclusiveness, and scope of the search.

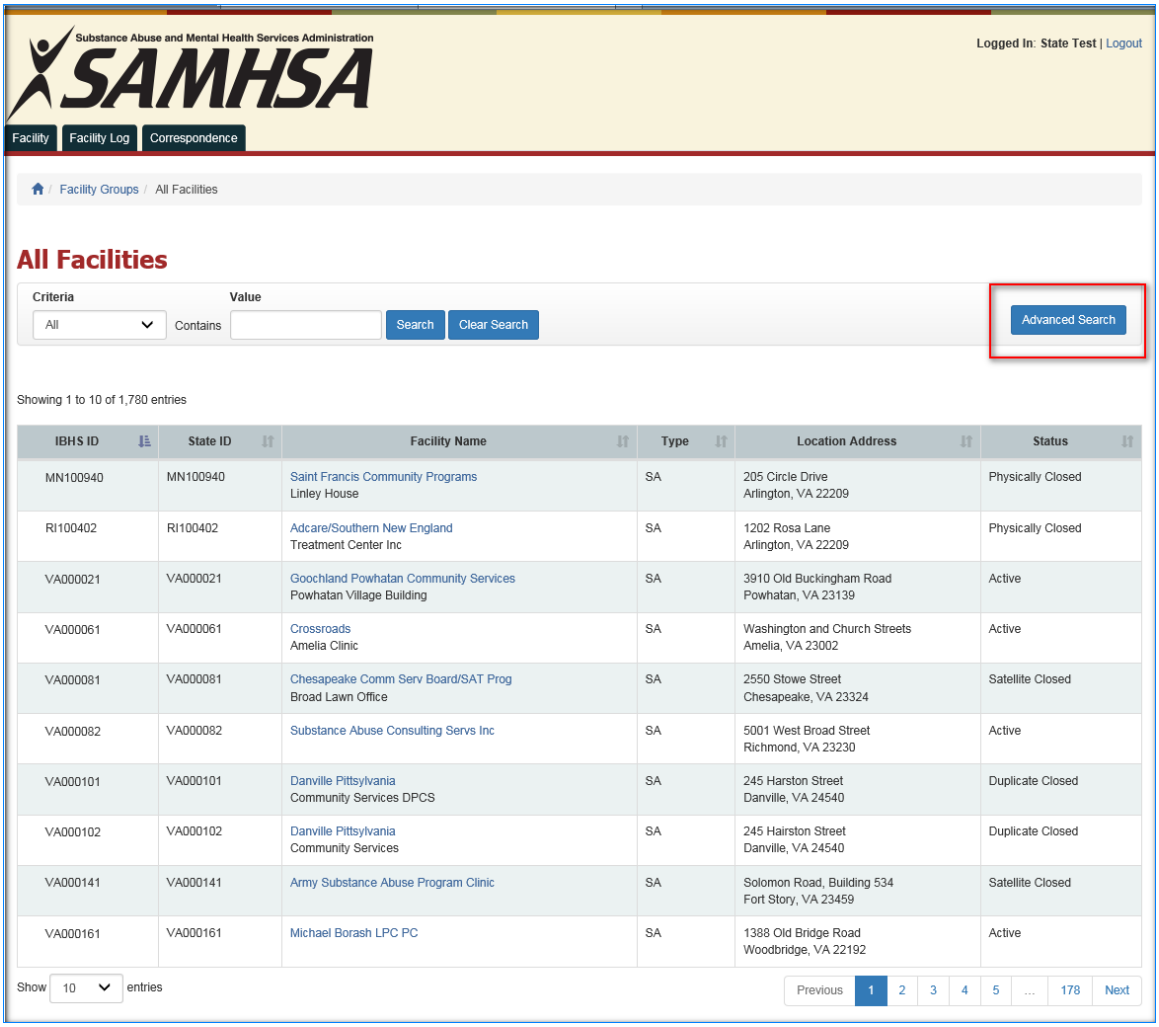
Individual search phrases can be deleted by clicking on the x button to the right of the search phrase.

Clicking on the Reset button will remove all search phrases and redisplay the default Advanced Search page. Resetting between searches is necessary.

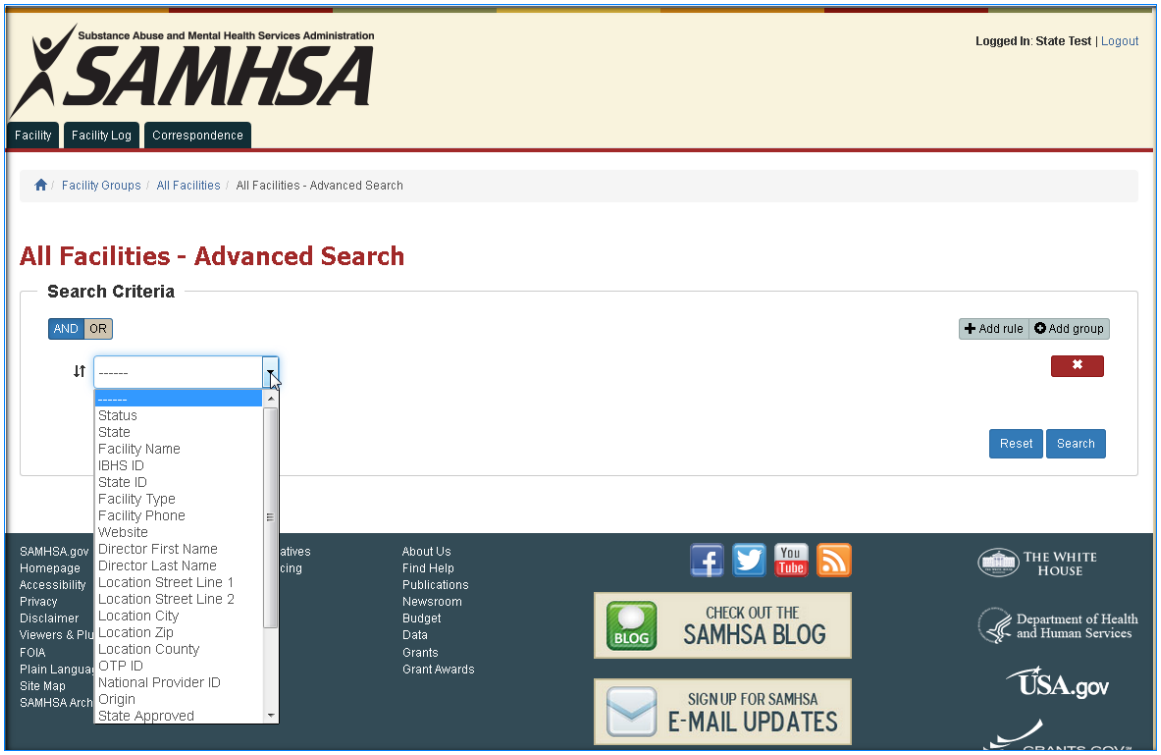
4.5.2 Building and Executing a Complex Query

The following identifies the steps required to perform a complex advanced search.

1. Click on the Advanced Search button on any Active or Inactive Facilities page.



2. Select a field from the drop-down menu in the Search Criteria section.



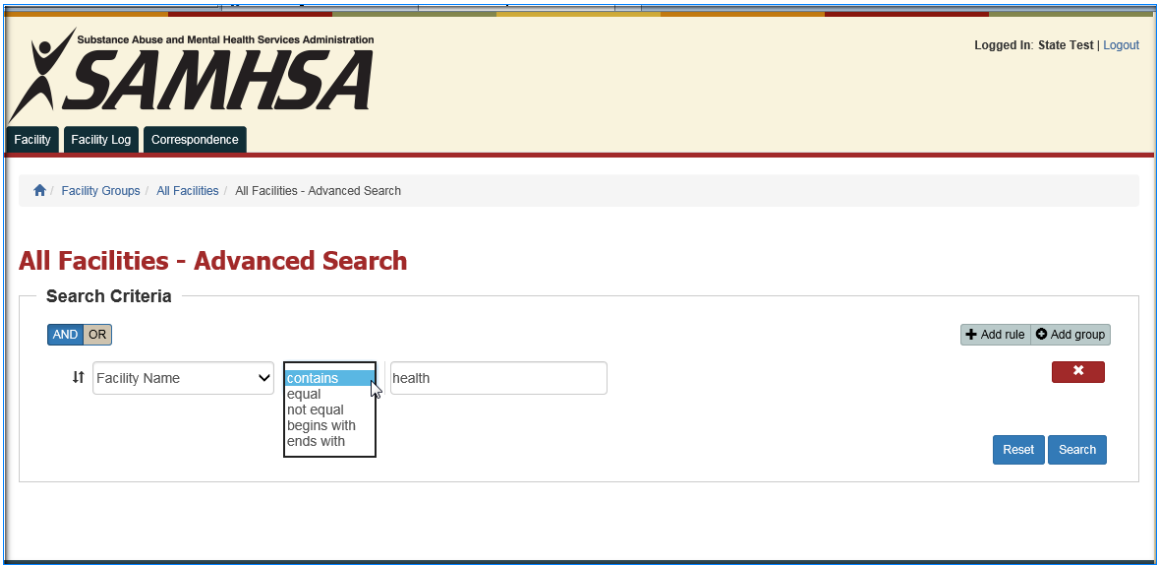
The 25 fields in the drop-down menu are described in Table 5.

Table 5 - Advanced Search Fields

INPUT FIELD	DESCRIPTION
Status	Drop-down list; status of the facility whether active or inactive and specific reason if not active
State	Drop-down list; the only entry is the state associated with User ID
Facility Name	The corporate or highest level name and the unit or program name that uniquely identifies the facility
I-BHS ID	Unique 8-character ID identifying the facility
State ID	Unique ID assigned by the state
Facility Type	Drop-down list; options are Substance Abuse or Mental Health
Facility Phone	Telephone number for facility providing services
Website	URL of home page of this facility's website
Director First Name	First name of the director
Director Last Name	Last name of the director
Location Street Line 1	Street address where services are provided, not P.O. Box number
Location Street Line 2	Second line of street address
Location City	City in which facility is located and services are provided
Location Zip	Zip code for facility location where services are provided

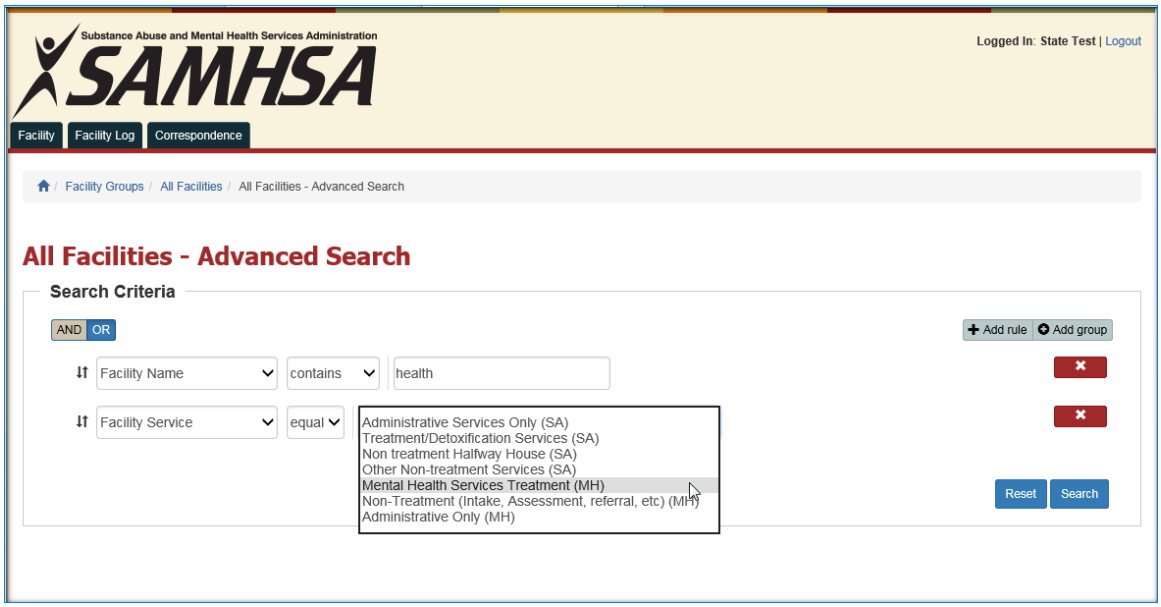
INPUT FIELD	DESCRIPTION
Location County	County in which facility is located and services are provided
OTP ID	Opioid Treatment Program ID assigned by CSAT
National Provider ID	National Provider Identification Number issued by HHS
Origin	Drop-down list; identifies the source where facility information originated
State Approved	Drop-down list; identifies whether or not the facility has been approved for inclusion by the Single State Agency
TEDS Reporter	Drop-down list; identifies whether or not the facility reports data to TEDS
National Directory Eligible	Drop-down list; identifies whether or not the facility is eligible to be in the National Directory
Facility Service	Drop-down list; services provided at the facilities—Substance Abuse and Mental Health services are identified
Federal Agency	Drop-down list identifies the federal agency that operates the facility instead of the state
Date Added	Date that the facility was added to the I-BHS
Last Updated Date	Date that the facility information was last updated

3. Select a Value from the Value drop-down menu or enter a value in the Value field.
4. Select the desired operator from the drop-down menu between the Search and Value fields.
5. Click on the And button or the Or button. The blue button will be the selected option.

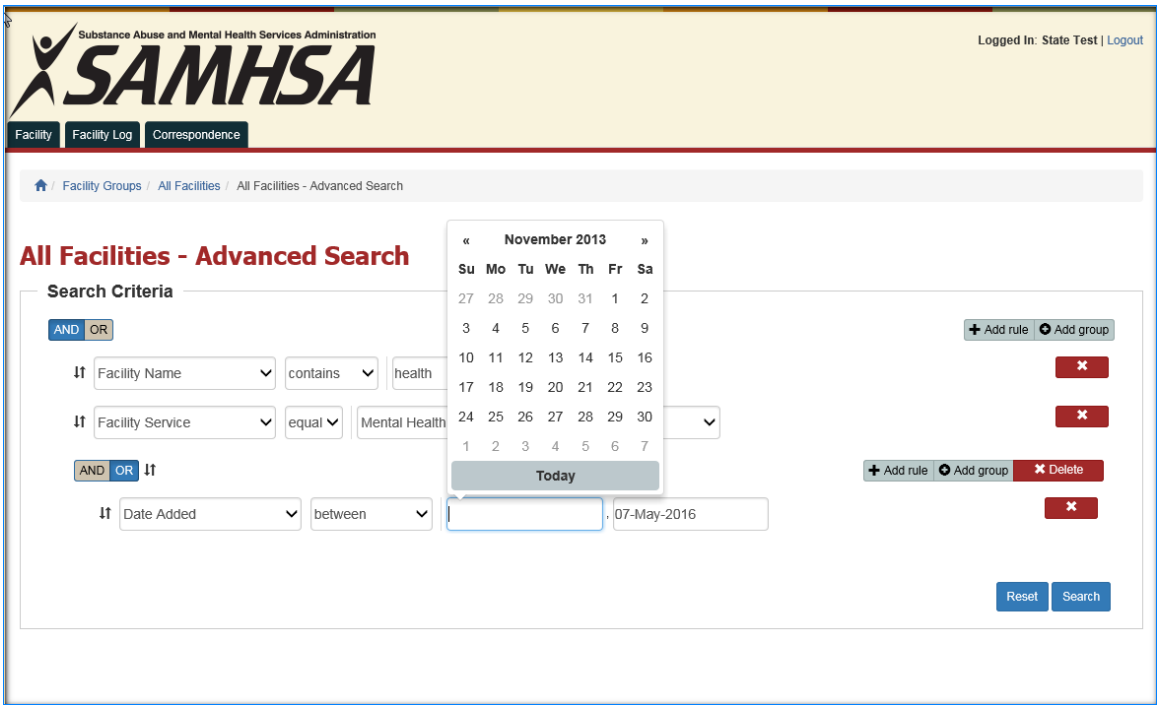


6. Click on the Add Rule button.

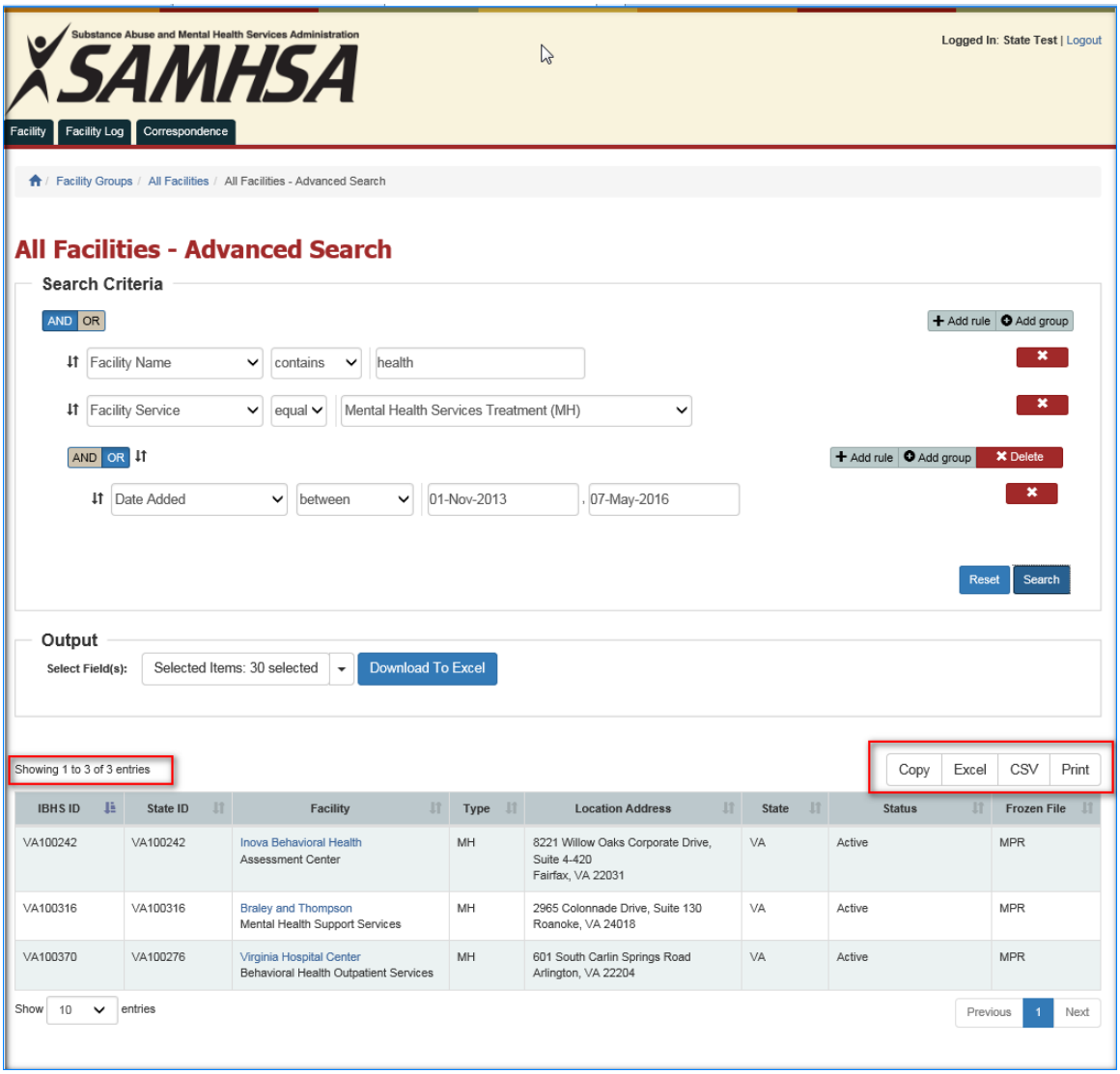
7. Select a field from the drop-down menu in the Search Criteria section.
8. Select a Value from the Value drop-down menu or enter a value in the Value field.
9. Select the desired operator from the drop-down menu between the Search and Value fields.
10. Click on the And button or the Or button. The blue button will be the selected option.



11. Click on the Add Group button.
12. Select a field from the drop-down menu in the Search Criteria section.
13. Select a Value from the Value drop-down menu or enter a value in the Value field.
14. Select the desired operator from the drop-down menu between the Search and Value fields.
15. Click on the And button or the Or button. The blue button will be the selected option.



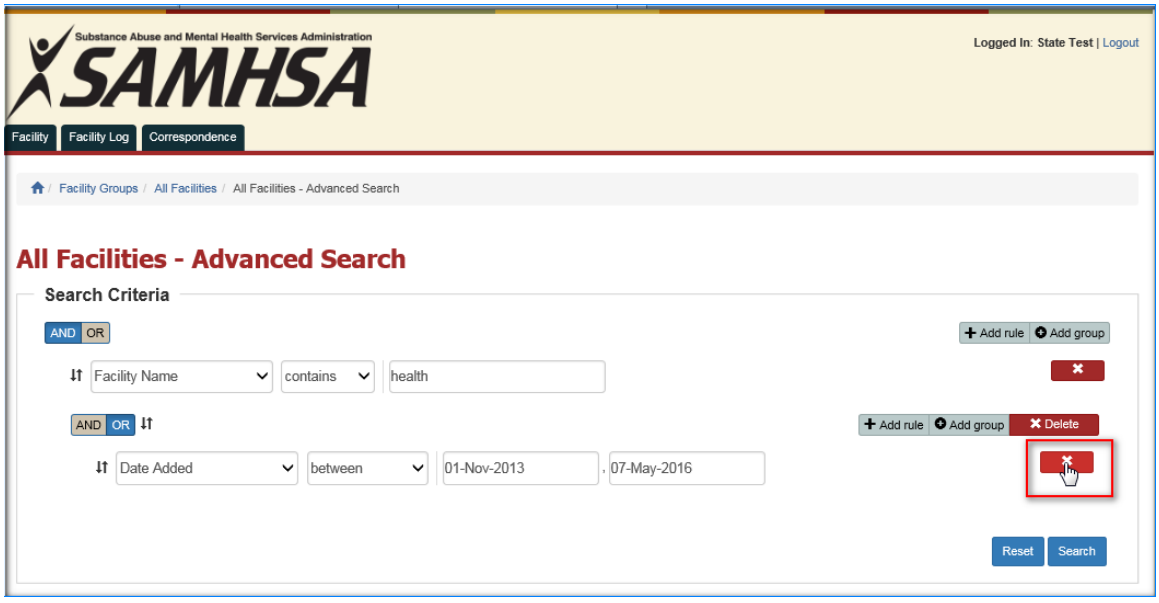
16. Click on the Search button.



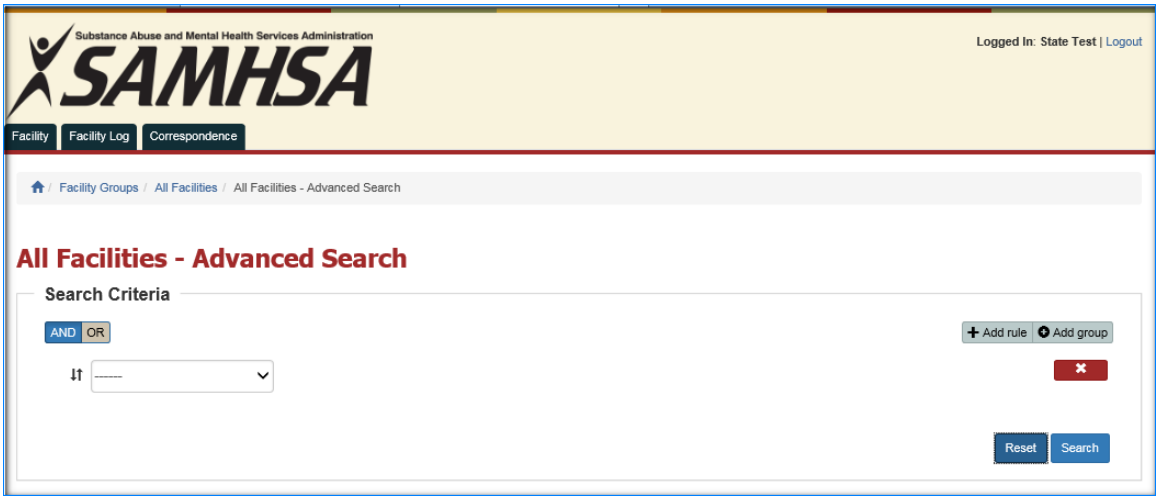
All search results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search fields and above the Facilities List.
- The search results can be sorted for further refinement.
- Four buttons—Copy, Excel, CSV, and Print—are displayed. By clicking on these buttons, the data that are displayed on the list can be copied to memory in order to be pasted to any document, transformed into an Excel or csv file, or sent to the printer.
- A Download to Excel button becomes available. It and the Select Fields drop-down menu can be used to create a custom report from the information in the facilities retrieved by the search. It is described in Section 4.6.

17. Click on the “x” to the right of a phrase to remove one of the search phrases.



18. Click on the Reset button.

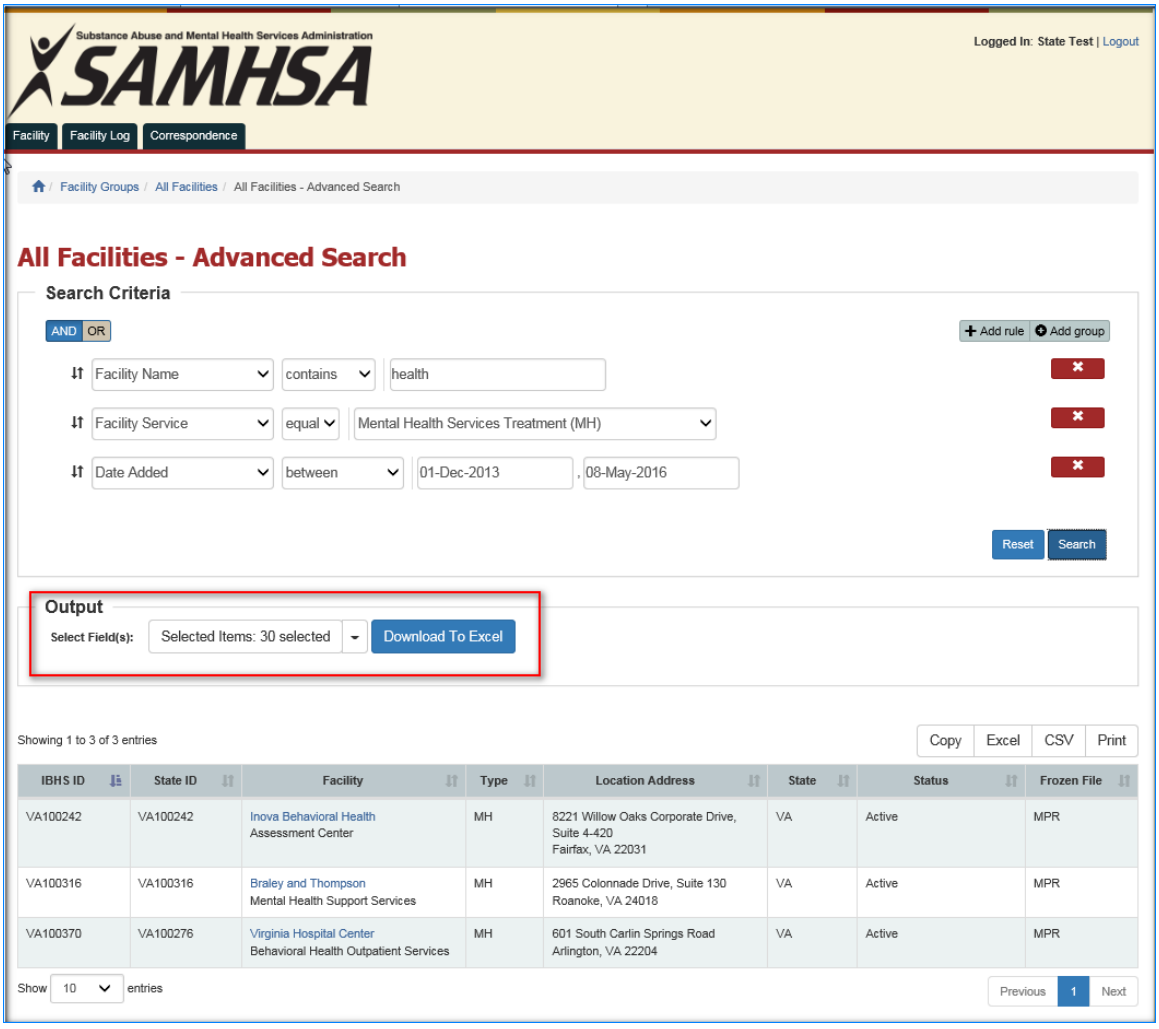


4.6 Produce a Custom Report

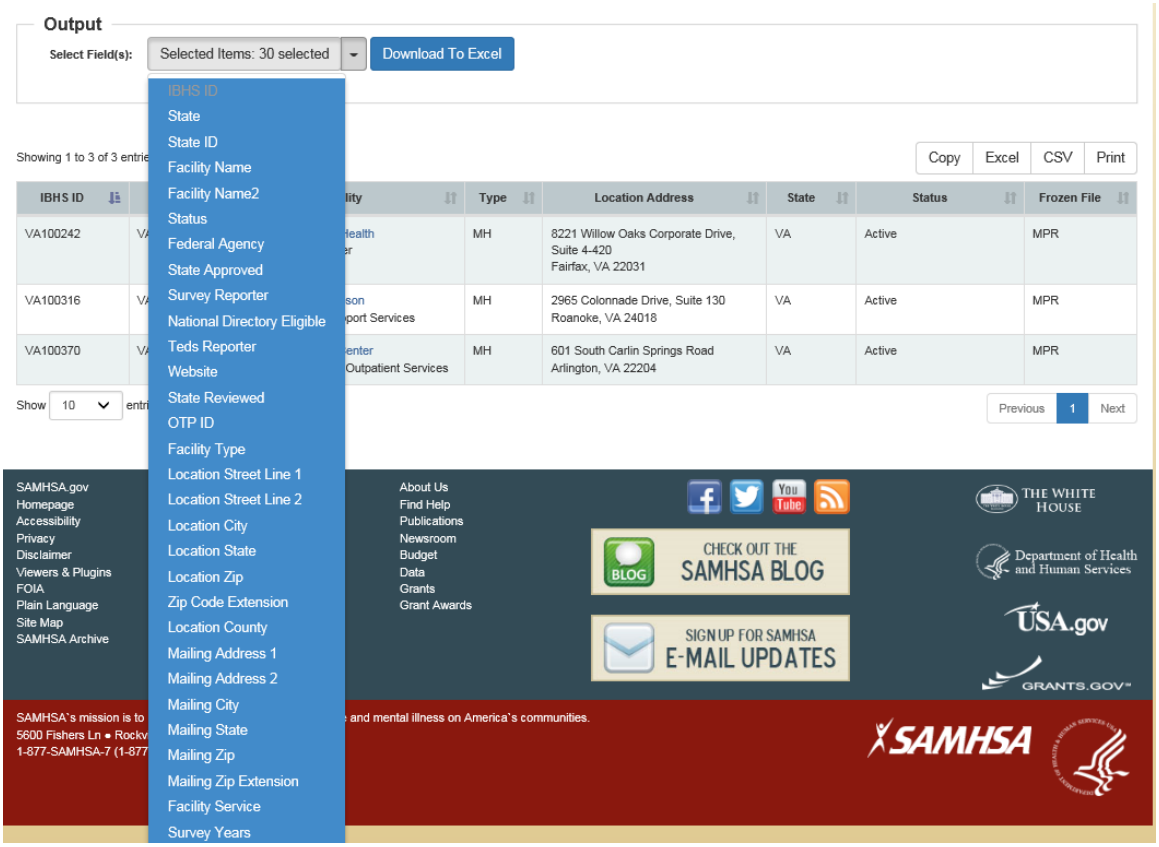
The search results from an Advanced Search are displayed in a list on the Advanced Search page. The page displays only eight fields: I-BHS ID, State ID, Facility Name, Facility Type, Location Address, State, Status, and Frozen File Eligibility. A more detailed Excel spreadsheet containing up to 30 different fields from the facility record can be produced by clicking on the Download To Excel button. The Select Field(s) drop-down menu identifies the 30 fields that can be included in the report.

The following provides the steps required to produce a custom report.

1. Perform an Advanced Search.



2. Click on the drop-down menu label. By default, all 30 fields are selected and displayed with a blue background and white lettering. The drop-down menu label will state that 30 items are selected.



The 30 fields in the drop-down menu are described in Table 6.

Table 6 - Custom Report Fields

INPUT FIELD	DESCRIPTION
I-BHS ID	Unique 8-character ID identifying the facility; cannot be deselected
State	The only entry is the state associated with User ID
State ID	Unique ID assigned by the state
Facility Name 1	The corporate or highest level name of the facility
Facility Name 2	The unit or program name that uniquely identifies the facility
Status	Status of the facility whether active or inactive and specific reason if not active
Federal Agency	Identifies the federal agency that operates the facility instead of the state
State Approved	Identifies whether or not the facility has been approved for inclusion by the Single State Agency

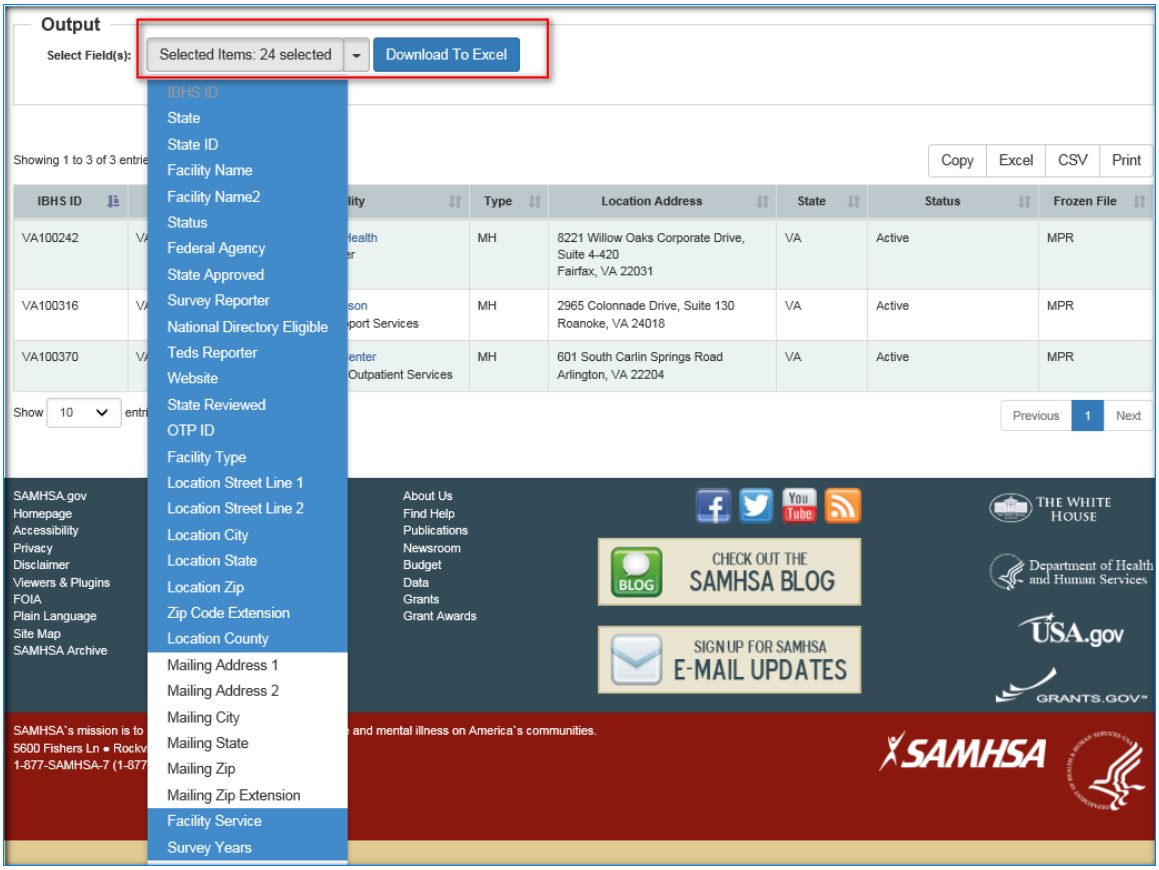
INPUT FIELD	DESCRIPTION
Survey Reporter	Identifies whether or not the facility has replied to the latest N-SSATS or N-MHSS survey
National Directory Eligible	Identifies whether or not the facility is eligible to be in the National Directory
TEDS Reporter	Identifies whether or not the facility reports data to TEDS
Website	URL of home page of this facility's website
State Reviewed	Identifies whether or not the state has reviewed this facility
OTP ID	Opioid Treatment Program ID assigned by CSAT
Facility Type	Drop-down list; options are Substance Abuse or Mental Health
Location Street Line 1	Street address where services are provided, not P.O. Box number
Location Street Line 2	Second line of street address
Location City	City in which facility is located and services are provided
Location State	State in which facility is located and services are provided
Location Zip	5-digit zip code for facility location where services are provided
Zip Code Extension	4-digit zip code extension for facility location where services are provided
Location County	County in which facility is located and services are provided
Mailing Address 1	Street address for facility's mailing address; can be a P.O. Box number
Mailing Address 2	Second line of mailing address
Mailing City	City of the facility's mailing address
Mailing State	State of the facility's mailing address
Mailing Zip	5-digit zip code for facility's mailing address
Mailing Zip Extension	4-digit zip code extension for facility's mailing address
Facility Service	Services provided at the facility
Survey Years	The last 4 years that surveys were completed

Clicking on a field de-selects it and excludes it from the report. After clicking on a field and deselecting it, that field will be displayed with a white background and black lettering.

The drop-down menu label will be dynamically updated as fields are deselected and will identify the number of fields selected.

The I-BHS ID cannot be deselected and must be included in the report.

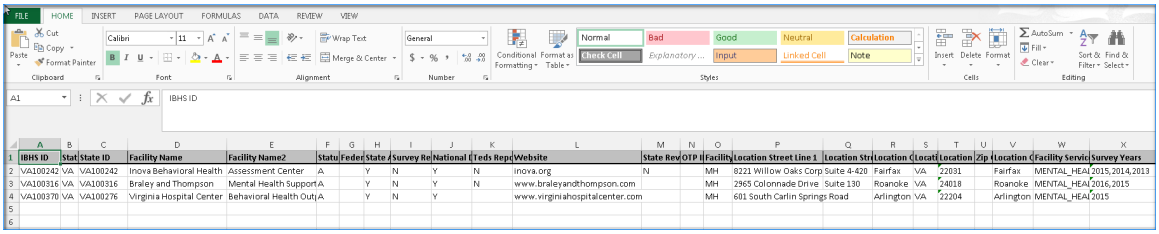
3. Deselect fields to be excluded from the report by clicking on each field in the Select Field(s) drop-down list.



4. Click on the Download To Excel button.

A system prompt, whose style, appearance, and functionality depend upon the browser being used, will ask the state user to open or save the spreadsheet.

5. Click on “Open” and proceed to use the spreadsheet.



4.7 View Previous Facility Changes

All changes to facility information, whether made by the I-BHS Project Team, state user, or through an automated process, are recorded and can be viewed by the state user.

- The facility changes for a specific I-BHS facility can be seen on the Field Level Changes page in the facility record. This page can be accessed from the Facility Information page for a particular I-BHS facility record.
- The facility changes for all facilities in the state for which the state user has access can be seen on the Facilities Field Level Changes page. This page can be accessed from the Facility Groups page.

The columns on the list that are common to both the Field Level Changes page and the Facilities Field Level Changes page are identified in Table 7.

Table 7 - Field Level Changes Columns

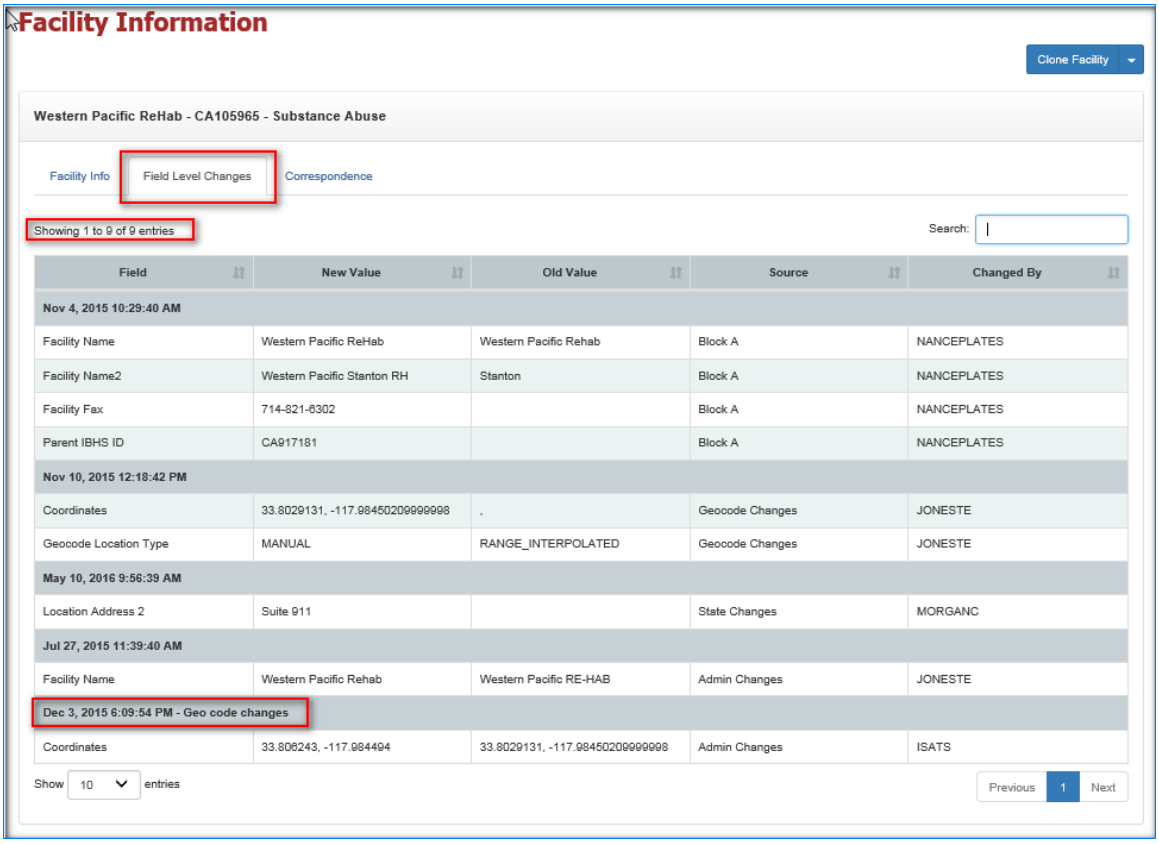
COLUMN	DESCRIPTION
Field	The field in the facility that was modified
New Value	Self-explanatory
Old Value	Self-explanatory
Source	The source of the facility change; this can be any of the following: Admin Changes, State Changes, Survey Facilities, Block A, Bulk Changes, Geocode Changes, and Updated I-BHS Online. The most commonly seen will be Admin Changes, which are those made by the I-BHS Project Team; State Changes, which will be those changes made by the state user, and Survey Facilities, which will be those changes made through an automated process.
Changed By	The User ID of the user that made the change. Note: Although state changes must be approved by the I-BHS Project Team, the User ID of the state user that initiated the change will be recorded.

4.7.1 Previous Facility Changes for a Specific Facility

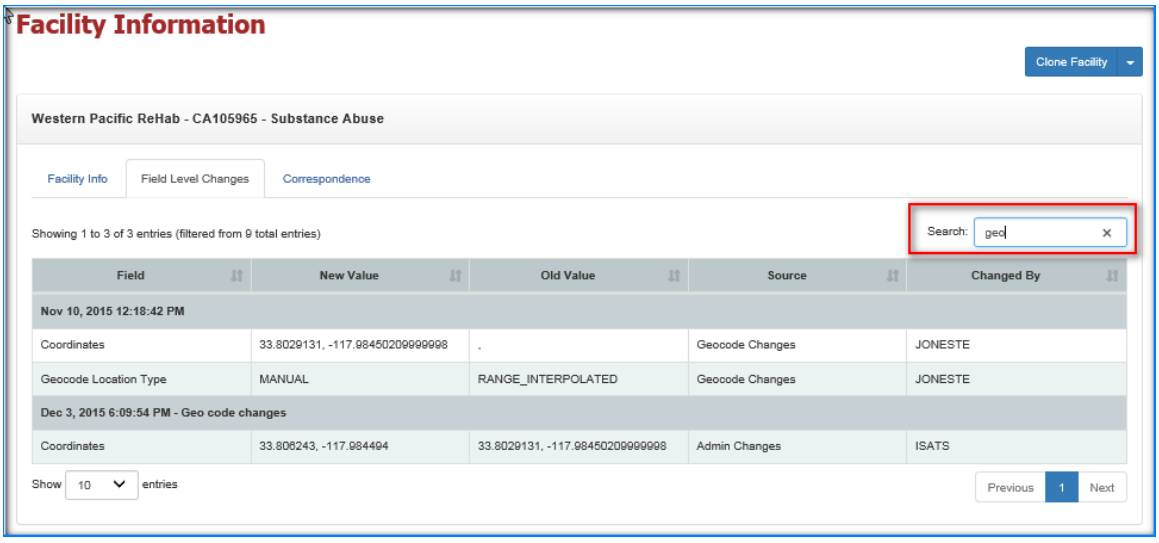
All of the changes that were made to a specific facility are displayed in the facility record under the Field Level Changes tab. The facility changes are grouped under the date on which the changes were made. The columns on the list are the five columns that are described in Table 7. Any comments about a particular change will be written to the right of the date that the facility record was changed. The number of changes made will be identified above the list to the left. All columns can be sorted. A simple search can be performed on all of the five columns by typing the search phrase into the Search field above the list on the right of the page. Full or partial searches can be performed. The search phase entered in the Value field is not case sensitive. The search fields are not mutually exclusive.

The following provides the steps required to view facility changes for a specific facility and to query the list of changes.

1. From the Facility Information page, click on the Field Level Changes tab.



2. Type a search phrase into the Search field.



Results will be displayed in the list.

- The number of changes that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.

- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

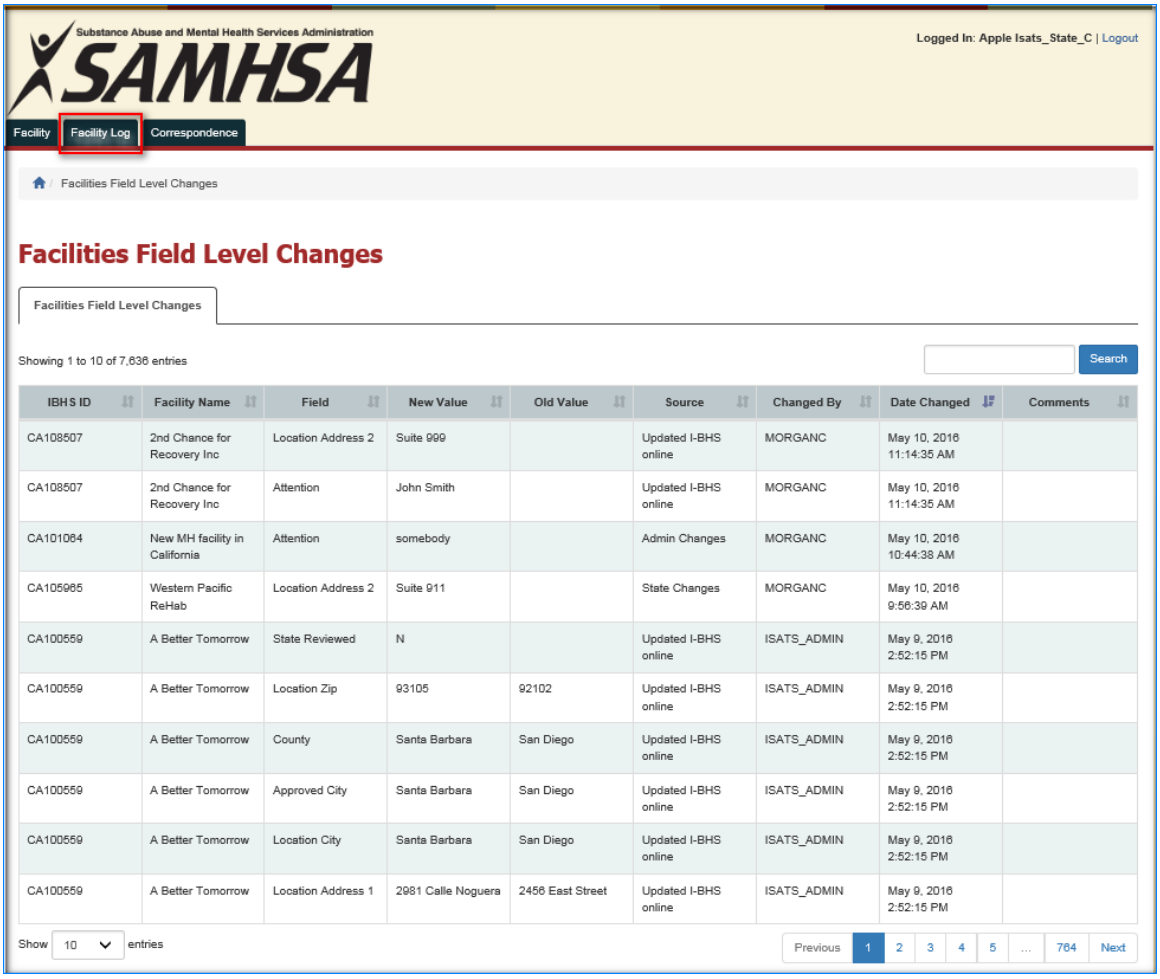
4.7.2 Previous Facility Changes for All Facilities

All changes to facility information for all facilities in the state for which the state user has access can be seen on the Facilities Field Level Changes page. This page can be accessed from the Facility Groups page. Although many fields may have been changed in one facility at a specific time, each entry on the list represents a change to a single field for a particular facility. All changes made at a specific time for a specific facility will be listed separately, but grouped together sequentially. There are nine columns in the list: the five columns described in Table 7 (Field, New Value, Old Value, Source, and Changed By), plus I-BHS ID, Facility Name, Date Changed, and Comments.

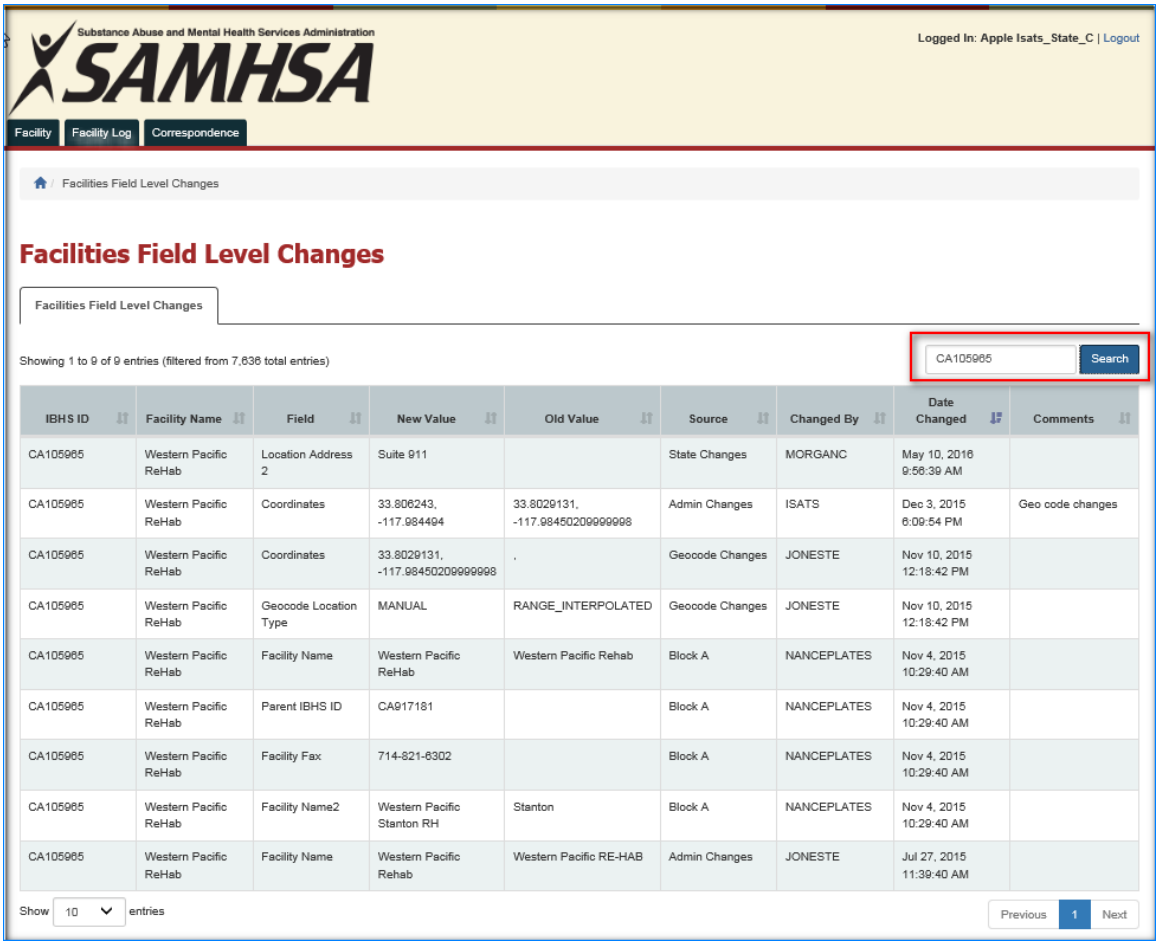
- The number of changes made will be identified above the list to the left.
- All columns can be sorted.
- A simple search can be performed on all of the nine columns by typing the search phrase into the Search field above the list on the right of the page.
- Full or partial searches can be performed.
- The search phrase is not case sensitive.
- The search fields are not mutually exclusive.

The following provides the steps required to view facility changes for all facilities and to query the list of changes.

1. From the Facility Groups page, click on the Facility Log tab.



2. Type a search phrase into the Search field.



The results will be displayed in the list.

- The number of changes that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

  Note: In this example, the user searched on CA105965, which was the same facility viewed in Section 4.7.1 in order to demonstrate the differences between the lists.

4.8 Facility Correspondence

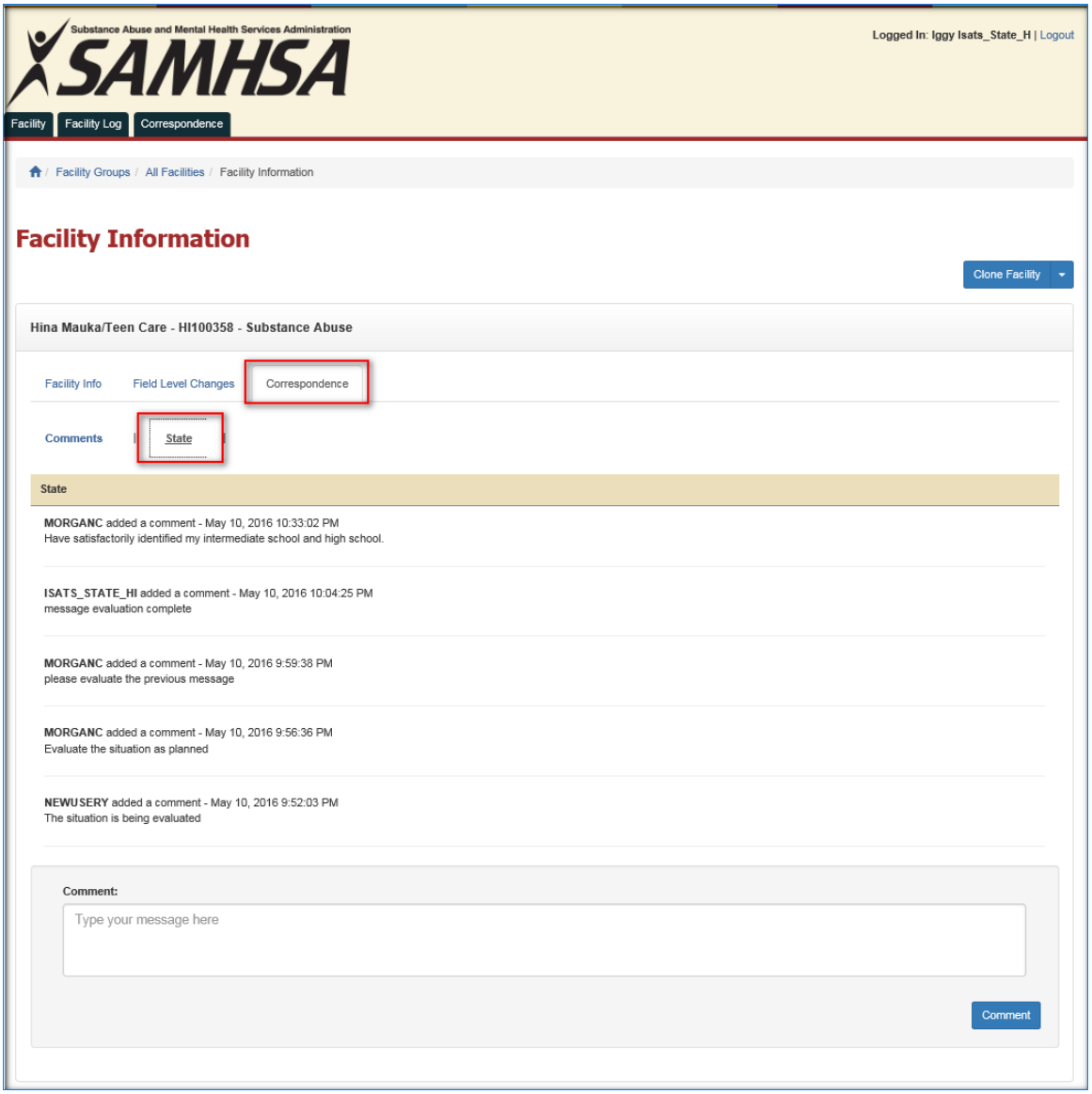
Communication between all users about facilities is accomplished through Facility Correspondence. Messages about an I-BHS facility are exchanged when accessing the facility record without using email. All communication about a

facility is stored with the facility record and displayed in chronological order. Any user that has permission to access the facility information can read and write messages. Messages cannot be written about pending new facilities. A central repository contains and displays in chronological order the most recent message for all facilities.

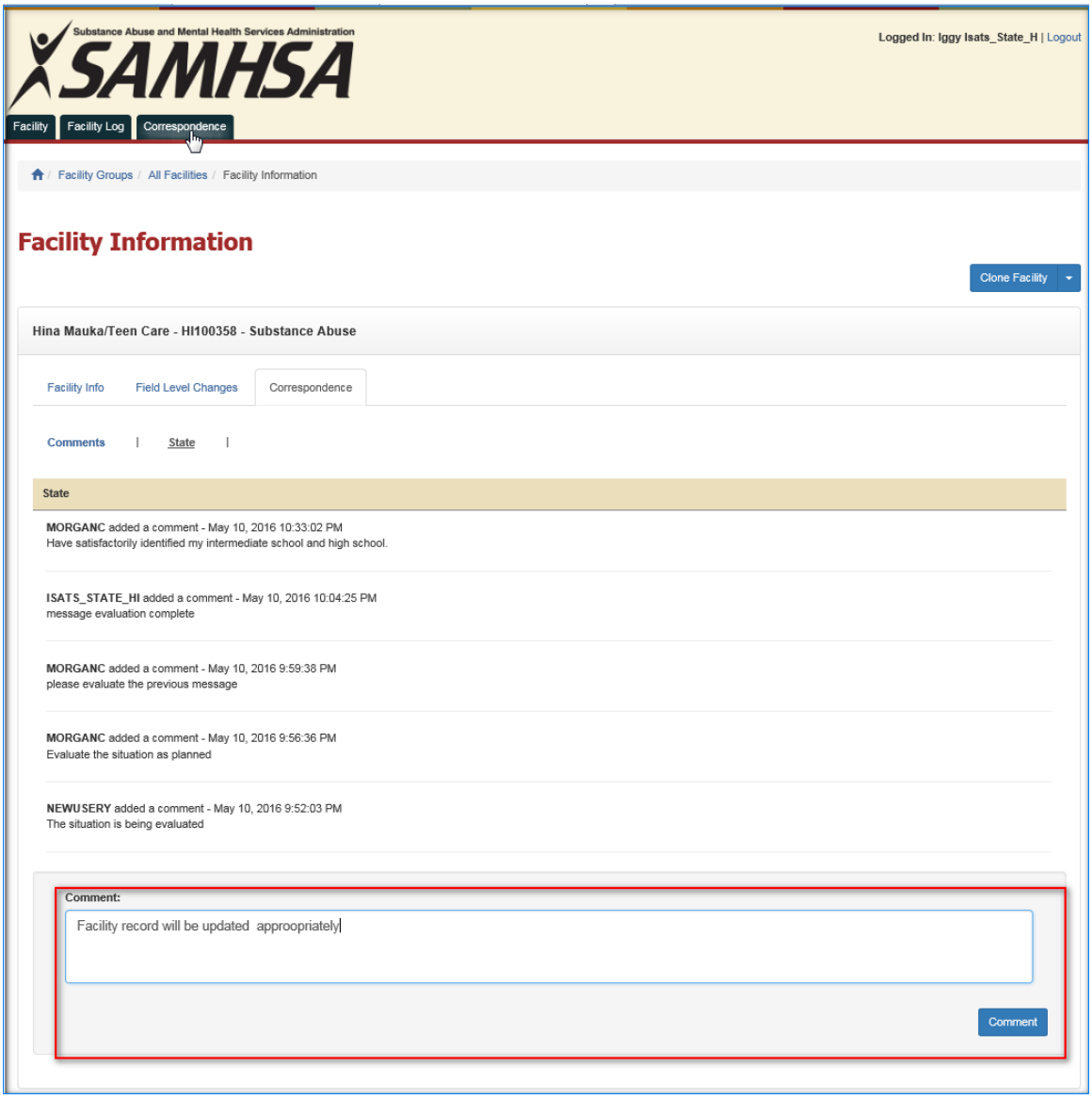
4.8.1 State Correspondence for a Facility

Messages between all users about a facility are written and read when accessing the facility record. The following identifies the steps required to communicate about an I-BHS facility.

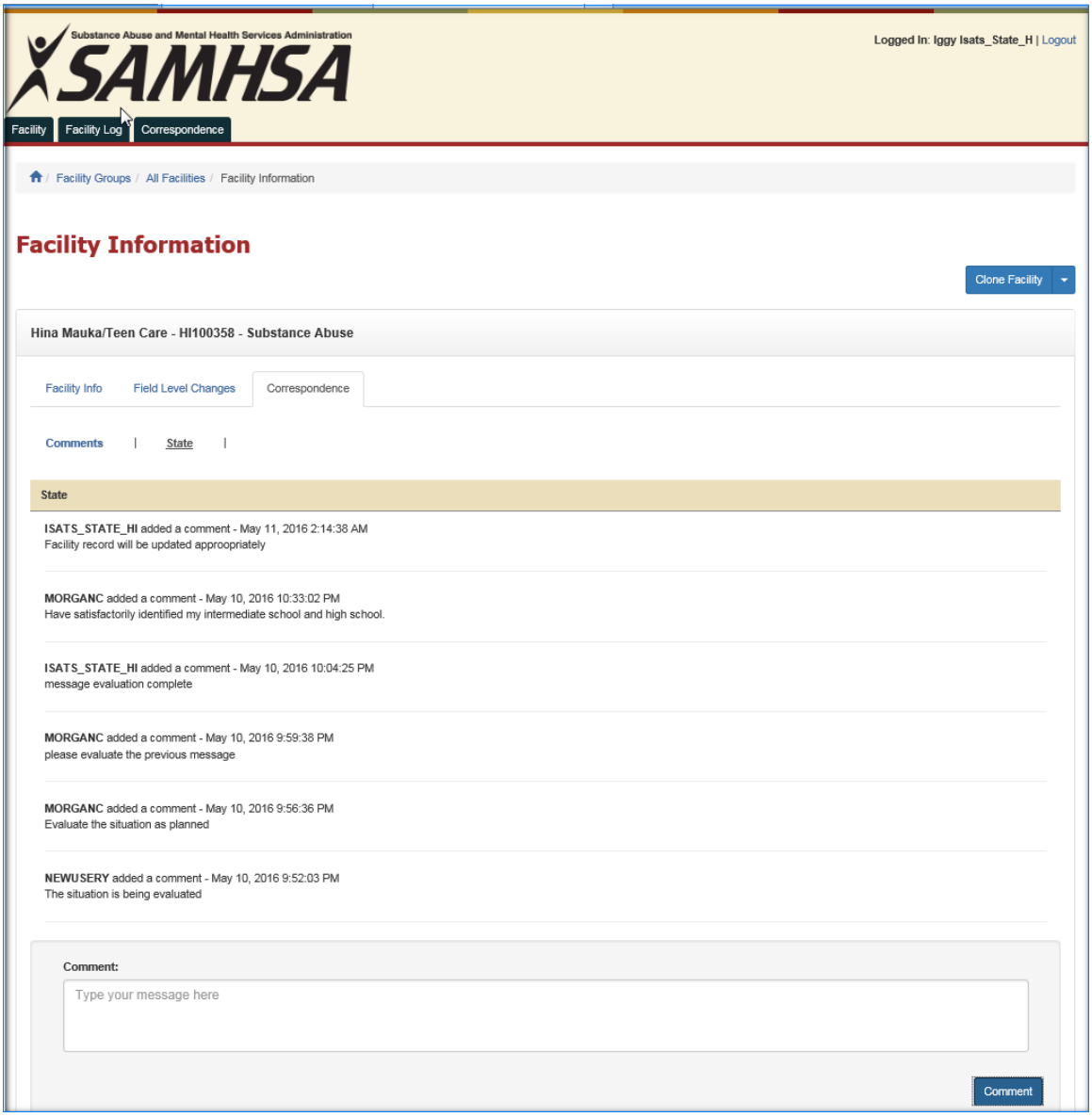
1. From the Facility Information page, click on the Correspondence tab.
2. Click on the State tab.



3. Type the message in the Comment input field.
4. Click on the Comment button located in the lower right corner to save the message.



The message will be saved and included with the other messages in chronological order.



4.8.2 Recent Correspondence for All Facilities

All communication about facilities in the state for which the state user has access can be accessed through the Correspondence page. The list on this page serves as a central repository for the most recent message about all I-BHS facilities. The Correspondence page can be accessed from the Facility Groups page.

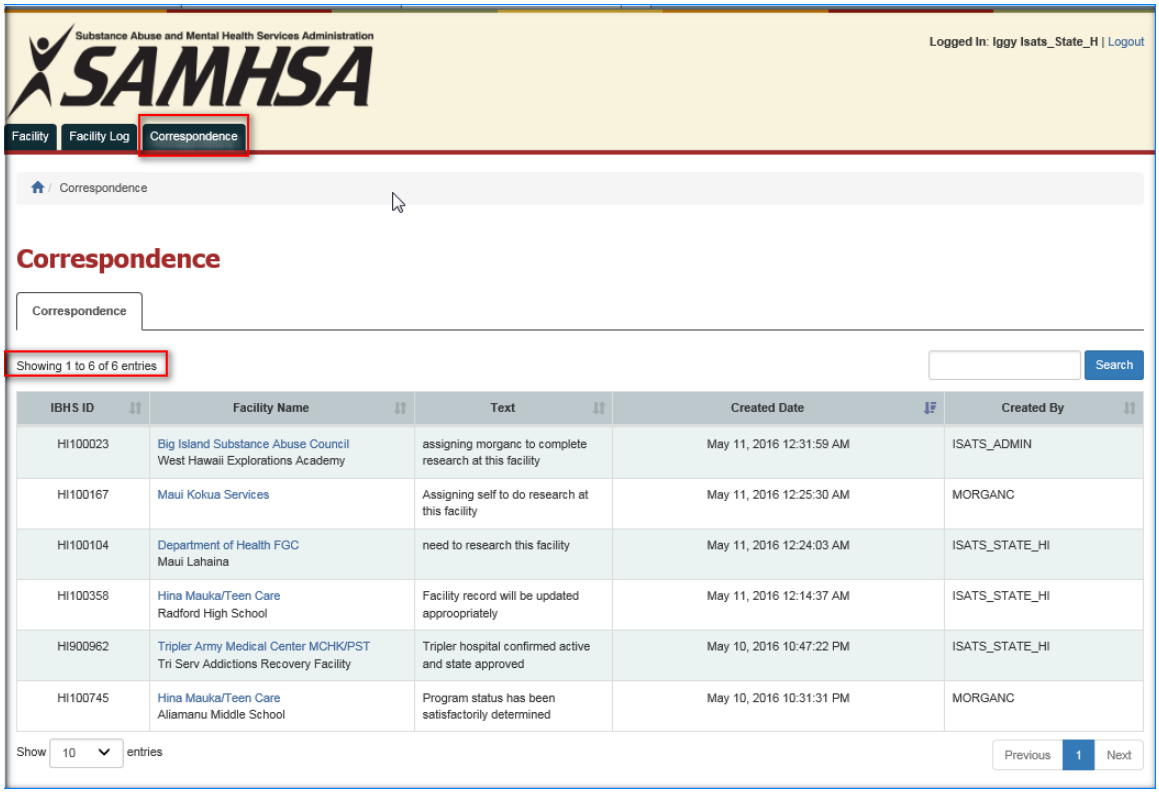
There are five columns in the list: I-BHS ID, Facility Name, Text, Created Date, and Created By. The number of facilities with messages will be identified above the list to the left.

- All columns can be sorted.

- A simple search can be performed on all of the columns by typing the search phrase into the Search field above the list on the right of the page.
- Full or partial searches can be performed.
- The value of the search phrase is not case sensitive.
- The search fields are not mutually exclusive.
- The facility information can be accessed by clicking on the Facility Name.

The following provides the steps required to view the most recent correspondence for all facilities and to search the list.

1. From the Facility Groups page, click on the Correspondence tab.



2. Type a search phrase into the Search field.

The results will be displayed in the list.

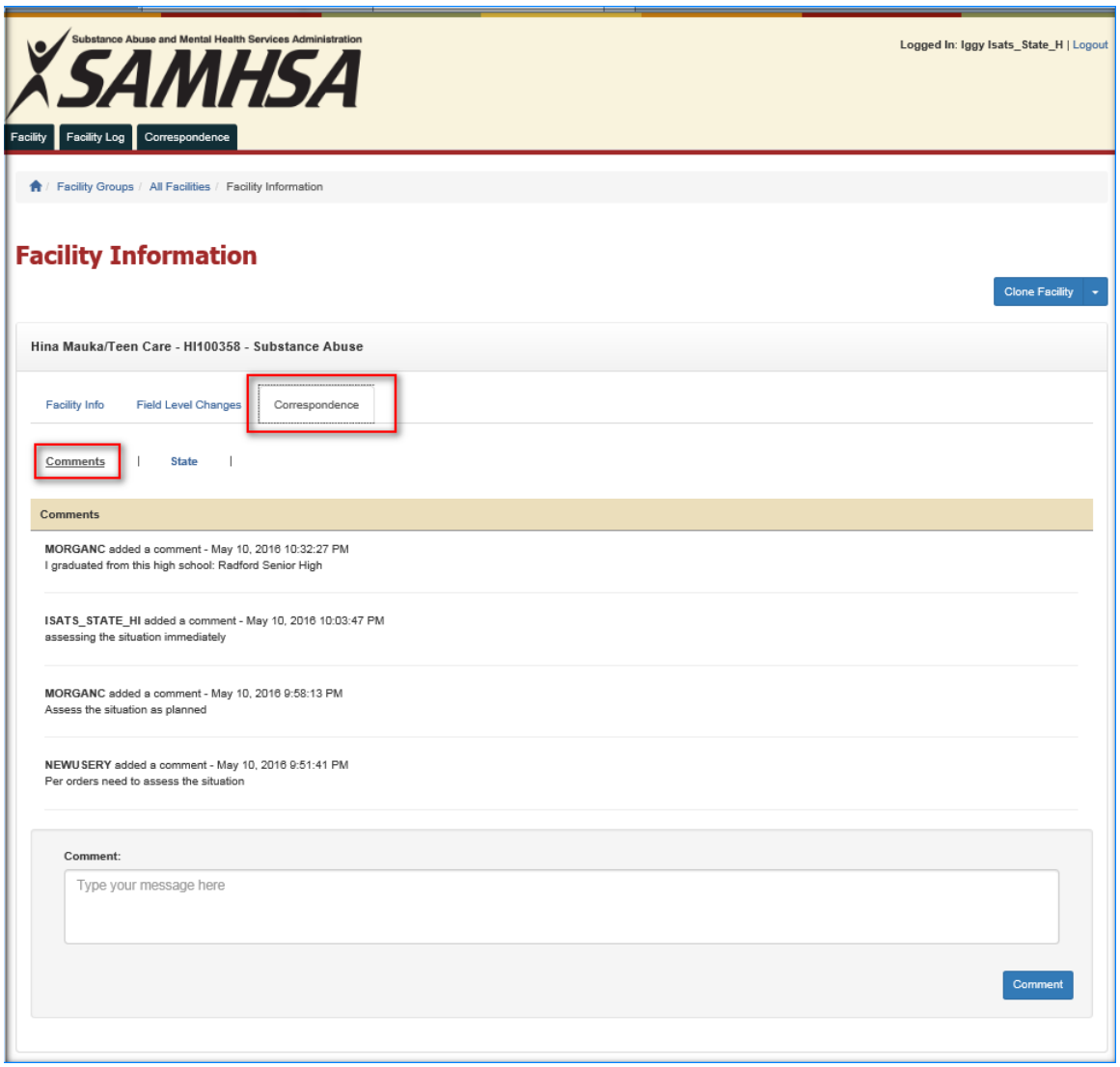
- The number of messages that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

4.9 Write and Read Comments about a Facility

It might be necessary to provide additional information about a facility that cannot be entered into fields provided in the facility record. Comments can be written in any I-BHS facility record by any user that has permission to access the facility information. All comments will be stored and displayed in chronological order. Any user that has permission to access the facility information can read the comments.

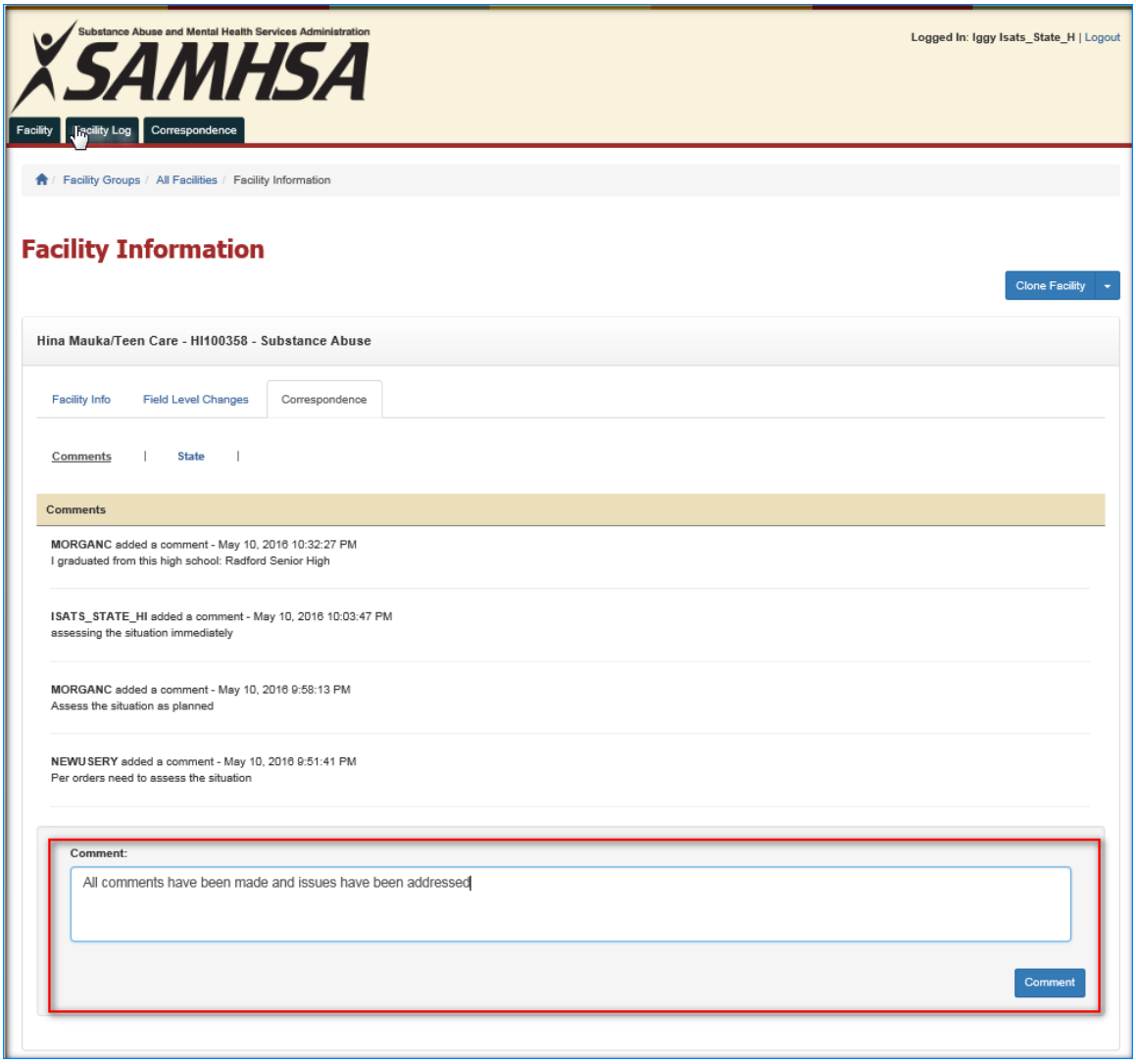
The following identifies the steps required to write and read comments about an I-BHS facility. Comments cannot be posted about pending new facilities.

1. From the Facility Information page, click on the Correspondence tab.
2. Click on the Comments tab.

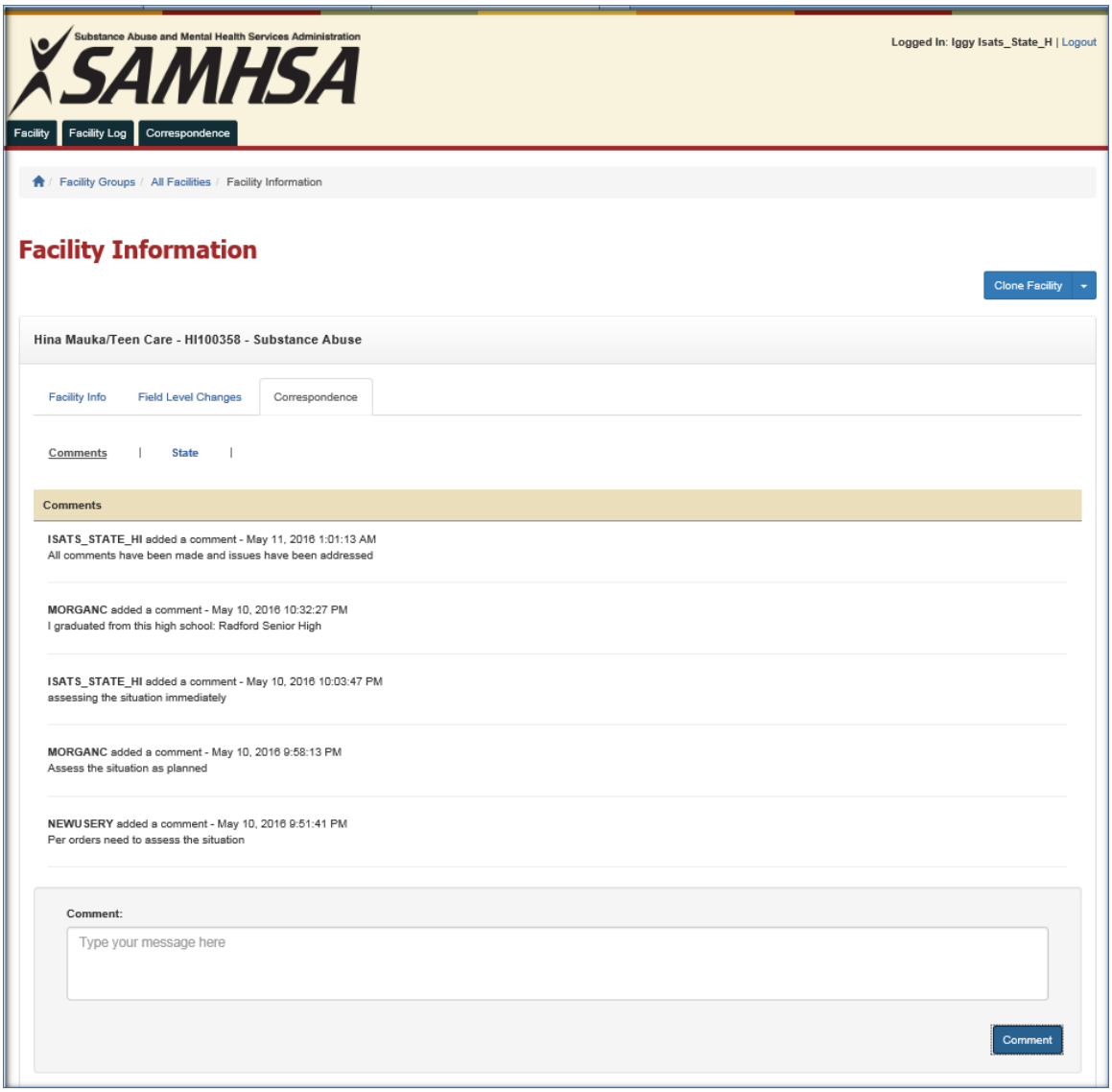


3. Type the comment in the Comment input field.

4. Click on the Comment button located in the lower right corner to save the comment.



The comment will be posted and included with the other comments in chronological order.


Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: Iggy Isats_State_H | Logout
Facility
Facility Log
Correspondence
Facility Groups / All Facilities / Facility Information
Facility Information
Clone Facility
Hina Mauka/Teen Care - HI100358 - Substance Abuse
Facility Info
Field Level Changes
Correspondence
Comments | State |
Comments
ISATS_STATE_HI added a comment - May 11, 2016 1:01:13 AM
All comments have been made and issues have been addressed
MORGANC added a comment - May 10, 2016 10:32:27 PM
I graduated from this high school: Radford Senior High
ISATS_STATE_HI added a comment - May 10, 2016 10:03:47 PM
assessing the situation immediately
MORGANC added a comment - May 10, 2016 9:58:13 PM
Assess the situation as planned
NEWUSERY added a comment - May 10, 2016 9:51:41 PM
Per orders need to assess the situation
Comment:
Type your message here
Comment

OMB Burden Statement

Public burden statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0335. Public reporting burden for this collection of information is estimated to average 336 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: SAMHSA Reports Clearance Officer, 5600 Fishers Lane. Room 15E57B, Rockville, Maryland 20857.