

## Wisconsin Psychiatric Bed Locator – Administrator

One of the Wisconsin Hospital Association’s 2015-2016 legislative priorities was the creation of a *voluntary*, web-based Wisconsin Inpatient Psychiatric Bed Locator system to enable hospital emergency departments to see information about psychiatric bed availability to accelerate the transition of care from the ER to an available psychiatric inpatient bed. WHA Information Center (WHAIC) was contracted to develop and operate the system. The Bed Locator Tool has expanded to include crisis stabilization and peer run respite beds in 2021.

WHAIC designed a password-protected site to allow a psychiatric facility/unit to enter bed availability information, and to allow any general authorized user to view this information.

Facility admins will be asked to register to the Psychiatric Bed Locator to access the administration pages of the Bed Locator Tool. WHAIC staff will grant access as specified during the registration process with the facility’s primary contact authorization. Facilities may have as many users accessing the psychiatric unit administration system as they want.

### **To register on the WHAIC Portal:**

All admins that will be updating psychiatric bed availability will be required to register for access to the Psychiatric Bed Locator if they do not already have access. If you have any questions about the registration process, please contact the WHA Information Center at 608-274-1820 or email [WHAInfoCenter@wha.org](mailto:WHAInfoCenter@wha.org).

- 1) Go to the [Psychiatric Bed Locator](#) on the WHAIC Website.
- 2) To register, click the Psychiatric Bed Locator Login button and click “Register” below the “Login” button:



- 3) Enter your email address to determine if you already have an account on the WHAIC Portal.

## Create WHAIC Account

Please enter your work email address to create a MyWHA user account. Note: Enter your hospital or business email so that we can check our records to see if an account already exists.

- 4) If you do not have an existing account, please complete the registration form. After clicking “register,” you will receive a registration confirmation message online. You will receive an email to verify your email account.

## User Information

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Job Title*	Email*
<input type="text"/>	<input type="text" value="bcompetente@aah.org"/>
Business Phone*	Mobile Phone
<input type="text"/>	<input type="text"/>
Organization*	
<input type="text" value="Advocate Health"/>	

- 5) If you are already an admin for a hospital(s) and you need to modify your access – adding or removing a hospital – please email [whainfocenter@wha.org](mailto:whainfocenter@wha.org) and WHAIC can make the updates for you.
- 6) After you verify your account, you can click the “login” button on the login page to access the Psychiatric Bed Locator.

## How to update the Psychiatric Bed Locator – Administration Pages

This site is intended to provide data reporting for general authorized users across the state to locate services and serve as a resource for identifying availability of psychiatric beds.

- 1) Facilities are encouraged to update their potential bed availability at least every 8 hours. A facility/unit may update their availability more frequently if they choose.
- 2) Your facility can have as many users as needed to meet the reporting needs.

Once registration has been authorized, admins should log into the [Psychiatric Bed Locator](#) Admin page to update the number of beds available. After logging into the WHAIC Portal, click on “Psychiatric Bed Locator Admin.”

[Access your members-only information here](#)



### PSYCHIATRIC DASHBOARDS

In 2023, the WHA Information Center added new functionality that enables admins to see aggregate trends of psychiatric bed availability for their own facilities in the Psychiatric Bed Locator Tool. You can see the three dashboard available above the drop-down menu to select a hospital.

## FACILITY SELECT PAGE

If you are responsible for more than one facility, select the facility from the drop-down menu, in which you are making changes or updating the number of psychiatric beds available. If you are responsible for only one hospital, you will not see the drop-down menu.

WHA Information Center Portal Home

Help

### Psychiatric Bed Locator Admin

If you are responsible for more than one facility, select the facility from the drop-down menu, in which you are making changes or updating the number of psychiatric beds available. If you are responsible for only one facility, you will not see the drop-down menu.

The Psych Bed Admins also have access to analytics of the Psych Bed Locator for the hospital(s) that they are responsible for submitting psych bed availability.

Psychiatric Bed Availability Trend Data    Psych Bed Availability Trend Data (Prior to August 2023)

Psychiatric Bed Locator Data Entry Report

-- Select a Facility --

WHAIC CONTACT

Brian Competente  
Director, Operations  
608-274-1820  
EMAIL: Brian.Competente

Admins will have three buttons displayed.



Use **Update Current Availability** to update the number of psychiatric beds that are currently Potentially Available for an Admission for each type of service your facility offers (Inpatient - Adult, Inpatient - Geriatric, Inpatient - Adolescent [Adolescents 12 to 18 years old], Inpatient - Child [under 12 years old], Adult Crisis Stabilization Facility, Youth Crisis Stabilization Facility, and Peer Run Respite Facility) and optional comments on admissions, acuity, etc.

Use **Facility Information** to provide phone numbers for Admission Contact(s), service area, insurance information or other additional information you wish to share with other users of the Bed Locator Tool.

Use **Email Notifications** if you would like your unit(s) to automatically receive email reminders if an update to the Psychiatric Bed Locator tool has not been made by your unit(s) in the past 24 hours.

## UPDATE CURRENT AVAILABILITY

To help increase the utility of the Psychiatric Bed Locator Tool for authorized users seeking an inpatient psychiatry bed, a peer respite bed or a crisis stabilization bed, admins utilizing the Psychiatric Bed Locator Tool **are strongly encouraged to update their potential bed availability at least twice per day**

**(encouraging to report once in the morning and once in the later afternoon/evening).** Of course, a facility/unit may update their availability more frequently and/or when additional beds become potentially available for new admissions. It is up to the facility's discretion as to when and how often it chooses to update this information.

See information at the bottom of the page for the operational definition of "Bed Potentially Available for an Admission" and potential uses for the Comments field.

Click **Edit** to make changes to the number of Available Beds, and/or Comments and also the number of beds setup-and-staffed at the time of update. If this information has not changed since the last update, click **Update With No Changes**.

Update With No Changes
Edit

	Number of Beds Potentially Available for an Admission*	Comments** (optional)	Number of Beds Setup-and-Staffed	Last Updated
<b>Inpatient Facility Beds – Adult</b>	<input type="text" value="18"/>	<input type="text" value="7 male beds, 11 female beds"/>	<input type="text" value="60"/>	15 hours ago
<b>Inpatient Beds – Child/Adolescent (Under 18)</b>	<input type="text" value="5"/>	<input type="text"/>	<input type="text" value="15"/>	15 hours ago

\* A Bed Potentially Available for an Admission means a bed that is setup-and-staffed, but is unoccupied or not currently reserved at the time of update. Although a bed may be listed as potentially available, the bed may not be appropriate for all admissions as determined by the unit. Beds Potentially Available for an Admission are not guaranteed beds. In all cases, users of the Psychiatric Bed Locator must call the unit to discuss a potential admission.

\*\* A facility/unit may wish to provide other information about its Beds Potentially Available for an Admission that would be useful to emergency department staff seeking a psychiatry bed. Examples might include: "Available bed is only for a femail at this time," "Non-violent only;" or "On waitlist for new admissions."

## FACILITY INFORMATION

Please provide the following Admissions Contact Information and other General Information about your facility/unit that you wish to share with other users of the Psychiatric Bed Locator Tool.

Click **Edit** to change the information.

Edit

<b>Phone:</b>	<input type="text" value="920-431-5533"/>	<b>Other Admissions Contact Information (optional):</b>	<input type="text" value="Ask to speak to Intake Department."/>
<b>Other Admissions Contact (optional)</b>			
<b>Phone:</b>	<input type="text" value="608-274-1820"/>		
<b>Primary Service Area (optional):</b>	<input type="text" value="Fox Valley Area and Brown County"/>		
<b>Private Insurances Generally Accepted (optional):</b>	<input type="text" value="Please call for more information."/>		
<b>Other Information about the Facility/Unit Optional:</b>	<input type="text"/>		

SaveCancel

## EMAIL NOTIFICATIONS

To help increase the utility of the Psychiatric Bed Locator Tool for authorized users seeking an inpatient psychiatry bed, a peer respite bed, or a crisis stabilization bed, admins utilizing the Bed Locator Tool **are strongly encouraged to update their potential bed availability at least every 8 hours**. Of course, a facility/unit may update their availability more frequently and/or when additional beds become potentially available for new admissions.

To help your facility/unit keep track of your updates, the Bed Locator Tool can automatically generate reminder emails to your facility/units if no update has occurred within **24 hours**.

**If you would like to receive such reminder emails please enter email address(es) for your facility/units below.** Multiple email addresses may be entered for each unit; please separate multiple addresses with semicolons.

Click **Edit** to change the information.

Edit

**Inpatient Facility  
Beds – Child (Under  
12yo)**

bcompetente@samplehospital.org

**Inpatient Facility  
Beds – Adolescent  
(12-18yo)**

bcompetente@samplehospital.org

**Inpatient Facility  
Beds – Adult**

bcompetente@samplehospital.org

**Inpatient Facility  
Beds – Geriatric**

bcompetente@samplehospital.org

**Should the facility not update the status of each type of bed available, an automated email will be sent after 24 hours indicating the type of services offered and the timeframe of the last update.**