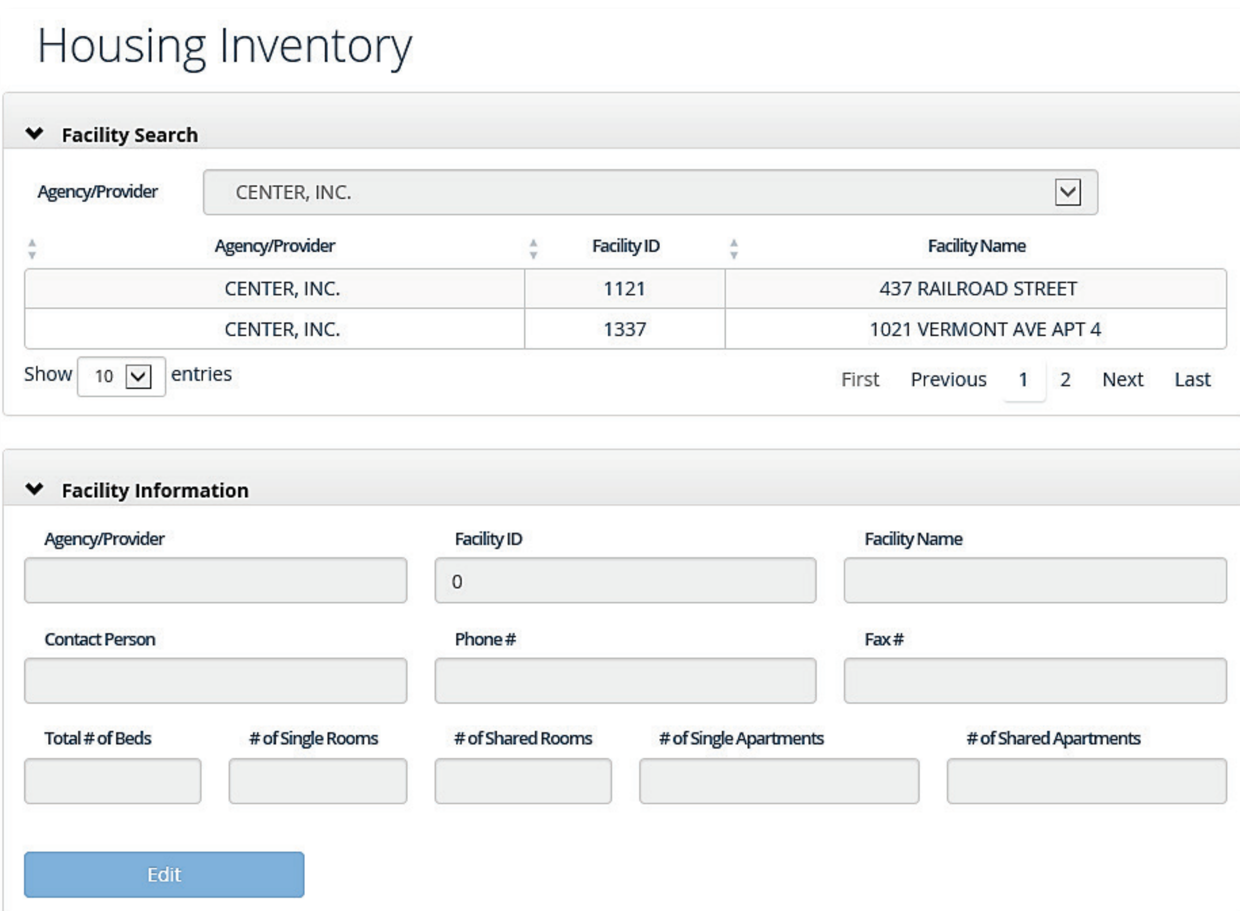
Housing Inventory – MH Residential Job Aid

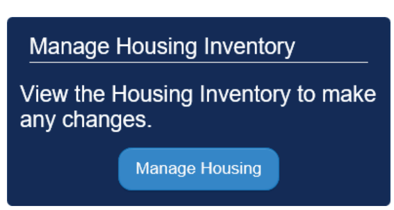
The *Housing Inventory* screen allows the user to make updates to Facility information as well as updating or adding Rooms. New facilities must be added through the MPER application before they will appear in the MH Residential application.

Housing Inventory



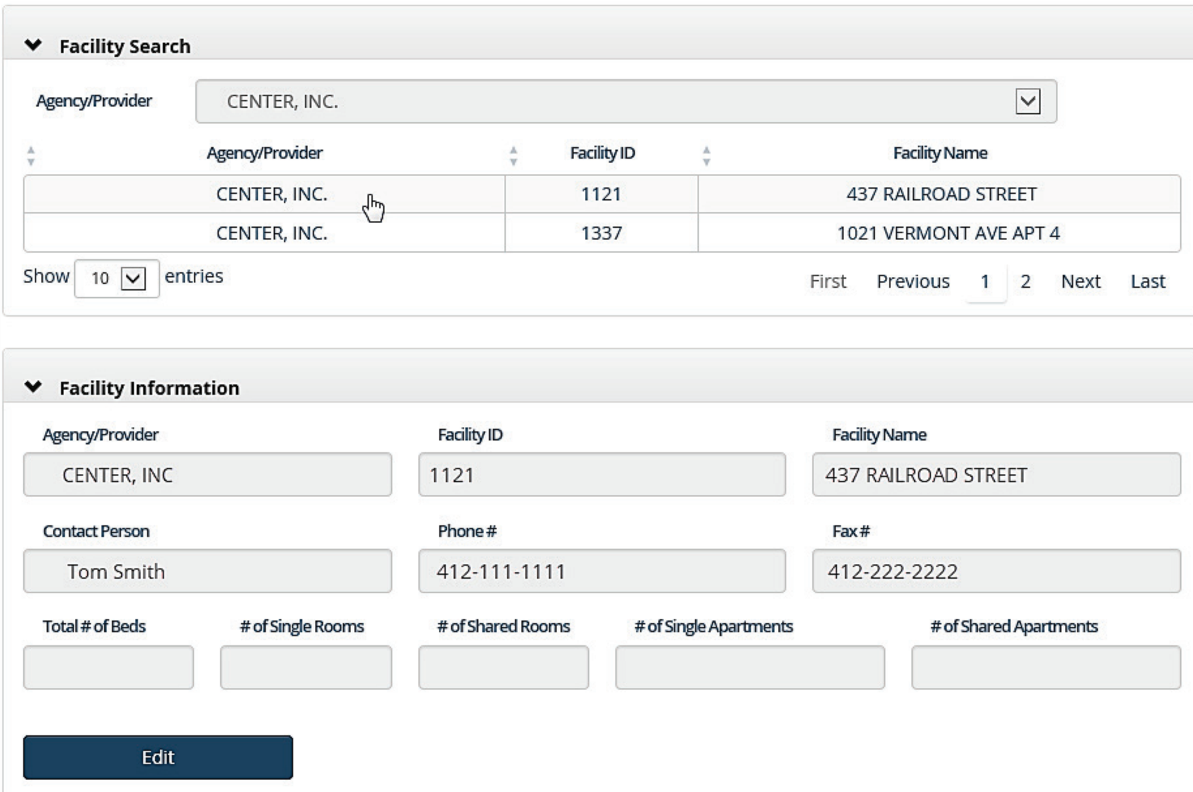
Navigation

1. From the ACDHS Portal home screen: Click on **Manage Housing** inside the **Manage Housing Inventory** tile.



Facilities

1. Facilities: Use these panes to access specific facilities within an Agency/Provider.



   a. Facility Search pane: This pane will display all of the active Facilities for the agency or provider selected in the *Agency/Provider* drop-down.

   b. To view a specific facility, click on that facility's line in the Facility Search grid.

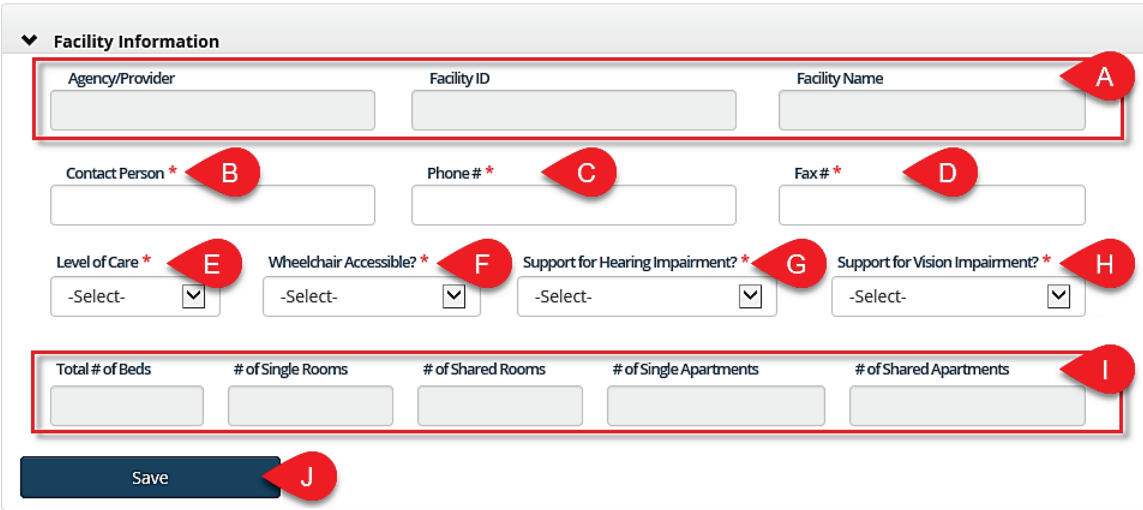
   c. Once the facility has been selected, the facility's information will be displayed in the Facility Information pane.

      i. Clicking the Edit button will allow the user to edit facility information, including the *Contact Person, Phone #,* and *Fax #.* This also allows the user to edit or add rooms for the selected facility.

> ***NOTE:*** *New facilities must be added using the MPER application. Facilities cannot be added from within the MH Residential application.*

Facility and Room Information

1. Editing the facility information: The **Facility Information** pane is now editable and all of the facility's rooms will be displayed below in the **Room Information** pane.



a. *Agency/Provider, Facility ID,* and *Facility Name*: This information is read-only and is the same as the facility's MPER entry.

b. *Contact Person*: Enter the name of the primary contact person for this facility.

c. *Phone #*: Enter the phone number.

d. *Fax #*: Enter the fax number.

e. *Level of Care*: Select the level of care provided by this facility from the drop-down.

f. *Wheelchair Accessible?*: Indicate whether or not the facility is wheelchair accessible by selecting "Yes" or "No" from the drop-down.

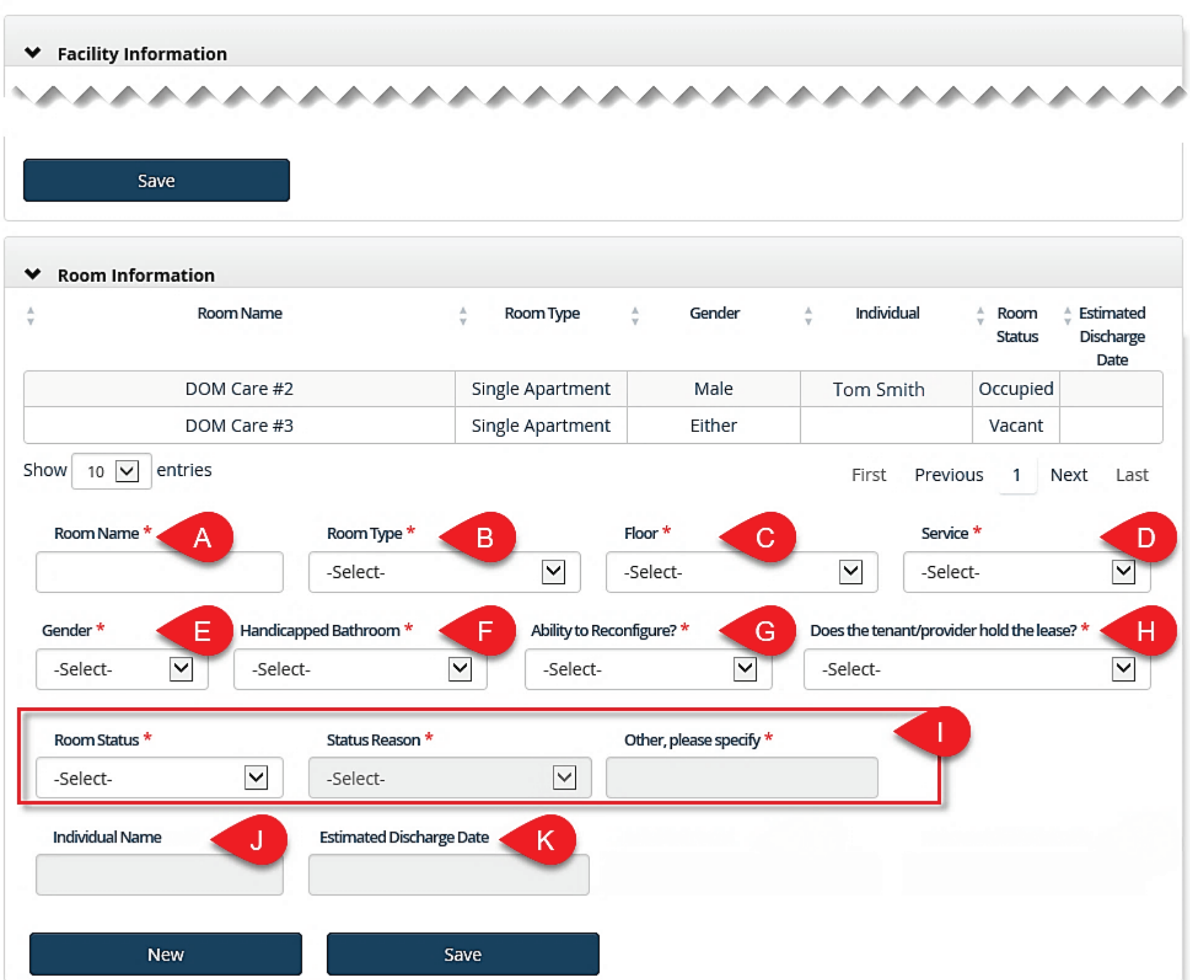
g. *Support for Hearing Impairment?*: Indicate whether or not the facility provides support for Consumers with hearing impairment by selecting "Yes" or "No" from the drop-down.

h. *Support for Vision Impairment?*: Indicate whether or not the facility provides support for Consumers with vision impairment by selecting "Yes" or "No" from the drop-down.

i. *Total # of Beds, # of Single Rooms, # of Shared Rooms, # of Single Apartments,* and *# of Shared Apartments*: This information is read-only updates based on the room(s) listed in the **Room Information** pane below.

j. Once all of the facility information has been updated, click **Save**.

2. Room Information: All of the rooms associated with this facility will be listed in the Room Information pane. The user can edit existing rooms by clicking on the desired room in the *Room Information* grid. To add a new room, click New.



a. *Room Name*: Enter a name for this room.

> ***NOTE:*** *Choose the name of the room carefully, once entered and saved, this name cannot be changed.*

b. *Room Type*: Select the type of room from the drop-down.

c. *Floor*: Indicate what floor of the building this room is on using the drop-down.

d. *Service*: Select the service associated to this room from the drop-down.

e. *Gender*: Indicate what gender can be placed in this room. If the room is not gender specific, select "Either" from the drop-down.

f. *Handicapped Bathroom*: Indicate whether or not there is a handicapped bathroom by selecting "Yes" or "No" from the drop-down.

g. *Ability to Reconfigure?*: Indicate whether or not the room can be reconfigured by selecting "Yes" or "No" from the drop-down.

h. *Does the tenant/provider hold the lease?*: Indicate whether or not the tenant/provider holds the lease by selecting "Yes" or "No" from the drop-down.

i. *Room Status* and *Status Reason*: Select the room status and status reason from the drop-downs. If the specific status reason is not listed in the drop-down, select "Other-Please Specify" from the drop-down and enter the specific reason in the *Other, please specify* field.

Note: Suspensions can only be documented from within the individual's case. Bring the individual's case into focus, navigate to the ***Individual Info*** screen, and click View/Add Suspension Details to document the Suspension. If there has been a Suspension that information will be viewable in a Suspension Information pane below the Room Information pane.

Suspension Information

Case ID	Individual Name	Suspension Start Date	Suspension End Date	Status Reason
11124	June	10/2/2017	10/6/2017	Extended visit off site

Show 10 entries — First Previous 1 Next Last

j. *Individual Name*: This field is read only and displays the name of the Consumer placed in this room.

k. *Estimated Discharge Date*: This field is read only and will display the estimated discharge date, if an estimated discharge date has been entered on the Consumer's case.

l. Once all of the room information has been entered/updated, click Save.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access iService, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm or http://dhsassist.dhs.allegheny.local for internal users.