

**SUBSTANCE USE DISORDER
TREATMENT SERVICES
PROVIDER MANUAL
ADDENDUM**

***SBAT – Service & Bed
Availability Tool***



System Transformation to Advance Recovery and Treatment, Los Angeles County's Substance Use Disorder Organized Delivery System

Provider Update **USER GUIDE**

SERVICE & BED AVAILABILITY TOOL (SBAT)

The web-based tool that provides a dashboard of available specialty SUD services throughout Los Angeles County

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Section 1. User Access

New User

Complete the User Registration found here:

<http://publichealth.lacounty.gov/sapc/NetworkProviders/Forms.htm>.

Fax the completed form to (626) 299-7227, Attention: Information Systems. Substance Abuse Prevention and Control (SAPC) staff will contact the user directly with access code information.

Existing User

To remove access and/or grant access to existing users for updating new locations, please contact Information Systems at (626) 299-4546.

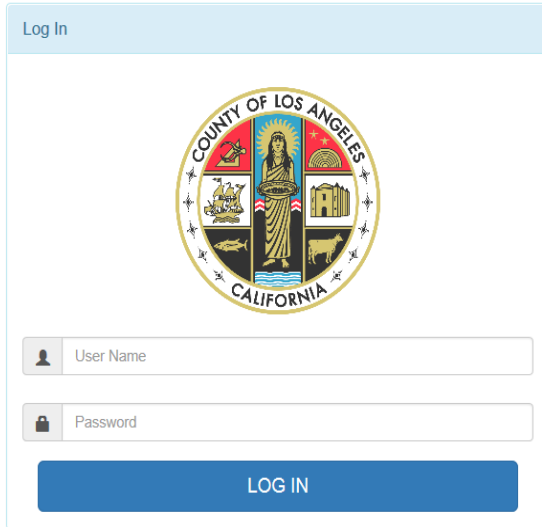
Section 2. Log In

URL

Navigate to the Service & Bed Availability Tool (SBAT) login page at:
<http://sapccis.ph.lacounty.gov/SBAT/Account/Login.aspx>

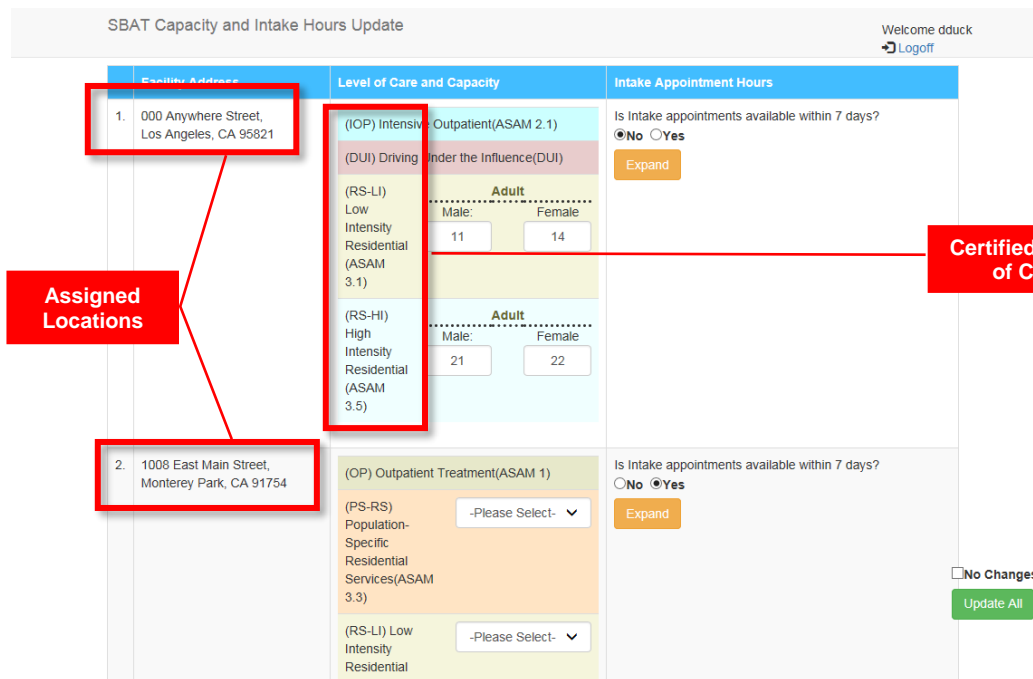
Logging In

Log in with the credentials that you received from SAPC. (C# login is not required for this login.)



If you are locked out from this page after three (3) log-in attempts, please call SAPC Information Systems at (626) 299-4546.

After login, you will be able to view all assigned locations. Only certified levels of care with an executed Drug Medi-Cal (DMC) contract will be shown on the SBAT.



Section 3. Input Residential/Recovery Bridge Housing Service Capacity

Service Type

Click on the dropdown for the appropriate Residential Services and/or Recovery Bridge Housing (RBH) offered at the user's site (i.e., 3.1 vs. 3.3 vs. 3.5).

The screenshot shows a form titled "Level of Care and Capacity" with several service type options and dropdown menus. The options are: (OP) Outpatient Treatment(ASAM 1), (IOP) Intensive Outpatient(ASAM 2.1), (RS-LI) Low Intensity Residential (ASAM 3.1), and (RS-HI) High Intensity Residential (ASAM 3.5). Each option has a corresponding dropdown menu with the text "-Please Select-". A red box highlights the dropdown menu for (RS-LI) Low Intensity Residential (ASAM 3.1).



This step is only required during initial update.

For Residential/RBH Services, select the corresponding service type from the dropdown menu.

The screenshot shows a form titled "Level of Care and Capacity" with a dropdown menu for (PS-RS) Population-Specific Residential Services(ASAM 3.3). The dropdown menu is open, showing the following options: -Please Select-, Combined Gender - Adult Only, Combined Gender - Youth Only, Combined Gender - Adult and Youth, Female Only - Adult Only, Female Only - Youth Only, Female Only - Adult and Youth, Male Only - Adult Only, Male Only - Youth Only, and Male Only - Adult and Youth. A red box highlights the "Combined Gender - Adult and Youth" option. To the right of the dropdown menu, there is a label "Is Intake appointments a days?".



This step is only required during initial update.

Capacity by Age/Gender for Residential/RBH Services

Update how many beds/slots (i.e., either bed availability or intake capacity) are available for referrals by age and gender.

The screenshot shows a form with two main sections. The top section is for '(PS-RS) Population-Specific Residential Services (ASAM 3.3)'. It features a dropdown menu set to 'Combined Gend'. Below this, there are two rows of input fields. The first row is for 'Adult', with 'Male:' and 'Female:' labels and corresponding empty input boxes. The second row is for 'Youth', also with 'Male:' and 'Female:' labels and empty input boxes. A red rectangular box highlights the 'Adult' and 'Youth' sections. The bottom section is for '(RS-LI) Low Intensity Residential (ASAM 3.1)' and has a dropdown menu set to '-Please Select-'.

Available Intake Appointments

Select an answer for “Are Intake appointments available within 7 days?” from the date the SBAT update is being performed.

The screenshot shows a form with a blue header. On the left, there is an address: '1008 East Main Street, Monterey Park, CA 91754'. The main content area is divided into three sections. The top section is '(OP) Outpatient Treatment(ASAM 1)'. The middle section is '(PS-RS) Population-Specific Residential Services(ASAM 3.3)' with a dropdown menu set to '-Please Select-'. The bottom section is '(RS-LI) Low Intensity Residential (ASAM 3.1)' with a dropdown menu set to '-Please Select-'. On the right side, there is a red-bordered box containing the question 'Are Intake appointments available within 7 days?' with radio buttons for 'No' and 'Yes' (selected). Below this is an 'Expand' button. At the bottom left, there is a yellow-bordered box containing the same question and radio buttons.

Section 4. Input Outpatient Intake Hours

Appointment Hours

Expand

Button will be displayed if an Outpatient Treatment and Intensive Outpatient Treatment site is certified at the location. Click this button to update intake appointment hours for Outpatient, Intensive Outpatient or Opioid Treatment services.

Input intake appointment hours start and end times (last intake appointment) per day.

Collapse

Day	Start	End
Sunday		
Monday	8:00AM	7:00PM
Tuesday	8:00AM	7:00PM
Wednesday	8:00AM	7:00PM
Thursday	8:00AM	7:00PM
Friday	8:00AM	12:00PM
Saturday	8:00AM	12:00PM



Hours on one (1) weekend day and two (2) evenings are contractually required.

**OTP is excluded from evening requirement.*



Tip: Click **Collapse** button when updates are completed. Collapsing also reduces scrolling needed to get to end of page to finalize entries.

Section 5. Save and Exit

Saving Input

No Changes

Click to save your input. User may save at any time. If there is no change in bed/intake capacity and/or intake appointment hours, check the “No Changes” box and click the “Update All” button.

Confirmation message will be displayed after each update.

Error Message will be displayed if required fields do not have input.

Capacities have been updated @ 3/6/2018 9:08:02 AM.

Facility Address	Level of Care and Capacity	Intake Appointment Hours
1. 000 Anywhere Street, Los Angeles, CA 95821	(IOP) Intensive Outpatient(ASAM 2.1) (DUI) Driving Under the Influence(DUI) (RS-LI) Adult Low Intensity Residential (ASAM 3.1) Male: 11 Female: 14 (RS-HI) Adult High Intensity Residential (ASAM 3.5) Male: 21 Female: 22	Is Intake appointments available within 7 days? <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="button" value="Expand"/>
2. 1008 East Main Street, Monterey Park, CA 91754	(OP) Outpatient Treatment(ASAM 1) (PS-RS) Population-Specific Residential Services(ASAM 3.3) -Please Select- * Invalid	Is Intake appointments available within 7 days? <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="button" value="Expand"/> <input type="checkbox"/> No Changes <input type="button" value="Update All"/> Updated @ 3/6/2018 9:08:02 AM

Error Message

Confirmation Message

Logging Off

Click after updates, then system will redirect to a Thank you page.

SBAT Capacity and Intake Hours Update Log in

You have been logged off from the SBAT Capacity and Intake Hours Update System.
Thank you very much for your input.

Click [Back to SBAT](#) to return to the SBAT web page. Please review the location information for accuracy at <http://sapccis.ph.lacounty.gov/sbat/>. If there are any discrepancies, please contact your Contract Program Auditor (CPA).

Please note:

- RBH- users updating capacity/intake using log-in credentials can view RBH full address, but the street address has been removed for public SBAT.
- DUI are not required to update intake/capacity.