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

April 2018 (Version 2.0)
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Section 1. User Access

New User

Complete the User Registration found here:

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).

This step is only required during initial update.

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

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.

<table>
<thead>
<tr>
<th>(PS-RS) Population-Specific Residential Services (ASAM 3.3)</th>
<th>(OP) Outpatient Treatment (ASAM 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Are Intake appointments available within 7 days?</td>
</tr>
<tr>
<td>Male:</td>
<td>○No  ○Yes</td>
</tr>
<tr>
<td>Female</td>
<td>Expand</td>
</tr>
<tr>
<td>Youth</td>
<td></td>
</tr>
<tr>
<td>Male:</td>
<td>○No  ○Yes</td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

Available Intake Appointments

Select an answer for “Are Intake appointments available within 7 days?” from the date the SBAT update is being performed.
### Section 4. Input Outpatient Intake Hours

**Appointment Hours**

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>8:00AM</td>
<td>7:00PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00AM</td>
<td>7:00PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00AM</td>
<td>7:00PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00AM</td>
<td>7:00PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00AM</td>
<td>12:00PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00AM</td>
<td>12:00PM</td>
</tr>
</tbody>
</table>

> 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

Click **Update All** 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.

Logging Off

Click **Logoff** after updates, then system will redirect to a Thank you page.
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/](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.