

Running a Bed Occupancy Report

Information for LTCF assessors, administrators and managers

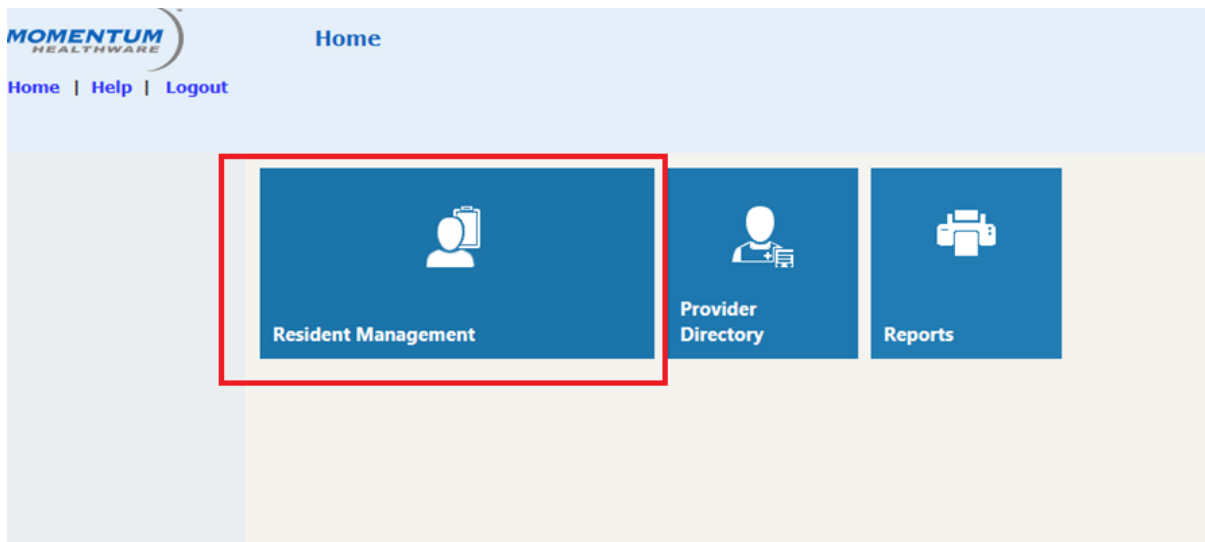
Where do I find the Bed Occupancy Report?

If, on admitting a resident to interRAI software system, the required bed is not available from the drop down menu options, the bed may still be occupied.

The 'Bed Occupancy Report' provides a view of who currently occupies the bed, and who may need to be transferred or discharged to make the bed available again.

Nurses, Administration Staff and Facility Managers can run the Bed Occupancy Report.

Step 1: After logging on to interRAI, click on 'Resident Management'.



Step 2: From the 'Common Tasks' list on the left menu, click on 'Bed Occupancy'.

The screenshot shows the MOMENTUM HEALTHWARE interface for 'Bed Occupancy'. The left-hand navigation menu includes options like 'Resident Search', 'Bed Occupancy', 'Common Tasks', 'Search for a Resident', 'My Recent Residents', 'To Do Dashboard', 'Information Recap Dashboard', 'Add a New Resident', 'Bed Occupancy' (highlighted with a red circle), 'Bed Swap', 'Transfer Residents', 'Change Working Facility', 'Incomplete MDS Assessments', and 'User preferences'. The main content area features 'Filter Options' with a date field set to '21/07/2016 09:22 AM' and a 'Unit Filter' dropdown set to 'All'. Below the filters is a table with columns for Unit, Room, Bed Status, and Resident.

Unit	Room	Bed Status	Resident
Clematis Wing	1 - 1		
Clematis Wing	10 - 10		
Clematis Wing	11 - 11		
Clematis Wing	12 - 12		
Clematis Wing	13 - 13		
Clematis Wing	14 - 14		
Clematis Wing	2 - 2		
Clematis Wing	3 - 3		
Clematis Wing	4 - 4		
Clematis Wing	5 - 5		

There are a number of filters available on the 'Bed Occupancy' screen.

'Date' – defaults to the current date/time. It can be used to view the occupancy on a selected date.

'Unit Filter' – defaults to 'All'. It can be used to view the occupancy of a single unit or ward.

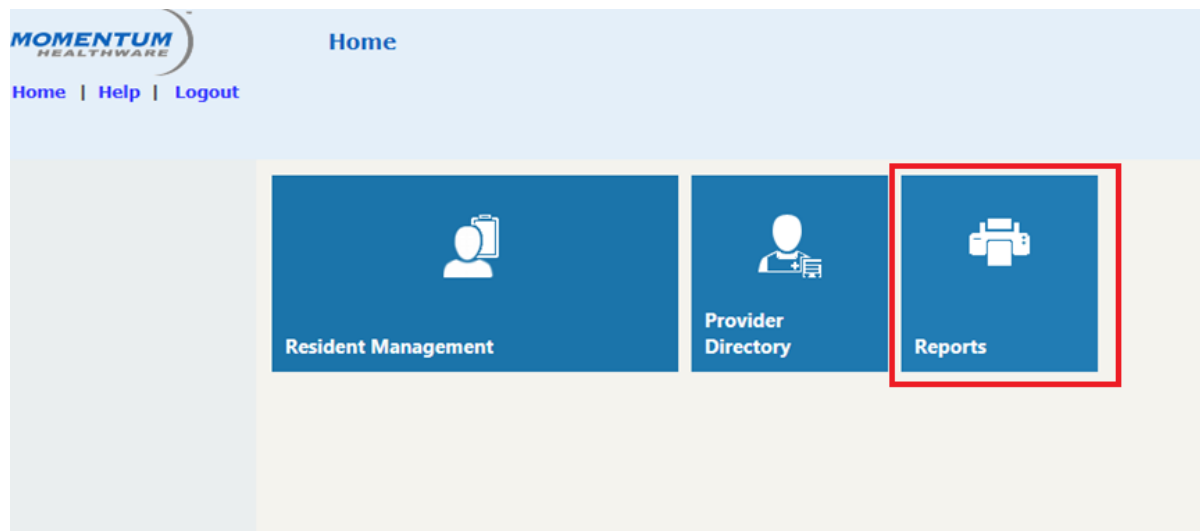
'Occupancy Type' – defaults to 'All Beds'. It can be used to view occupancy by:

- Available beds
- Not available beds
- Occupied
- Bed on hold
- Reserved

How to get a printable version of the Bed Occupancy Report

A printable version of the 'Bed Occupancy' is available from the list of **Reports**.

Step 1: Click on 'Reports' from the homepage to display a list of reports available to the user.



Step 2: Select 'Bed Occupancy Report LTC' from the list of reports.



Step 3: A .pdf report will be generated by the software
NB: no filters are available for this version of the 'Bed Occupancy Report', and therefore it will show "occupancy" as of the date and time the report is generated.

Reports for Facility Managers

Run a 'Bed Occupancy Report' every month, to check everyone is in the correct bed.

If the 'Bed Occupancy Report' shows a resident in an incorrect bed, they may have moved rooms, been discharged or are deceased.

If a resident has moved rooms since the 'Bed Occupancy Report' was last generated, use the 'Bed Swap' or 'Bed Transfer' function to make the change.

If a resident has been discharged from your Facility, but has not been discharged from the interRAI software, click on the ADT tab (Admission, Discharge, Transfer) and discharge the resident using the 'Resident Discharge' option, from the left hand menu.

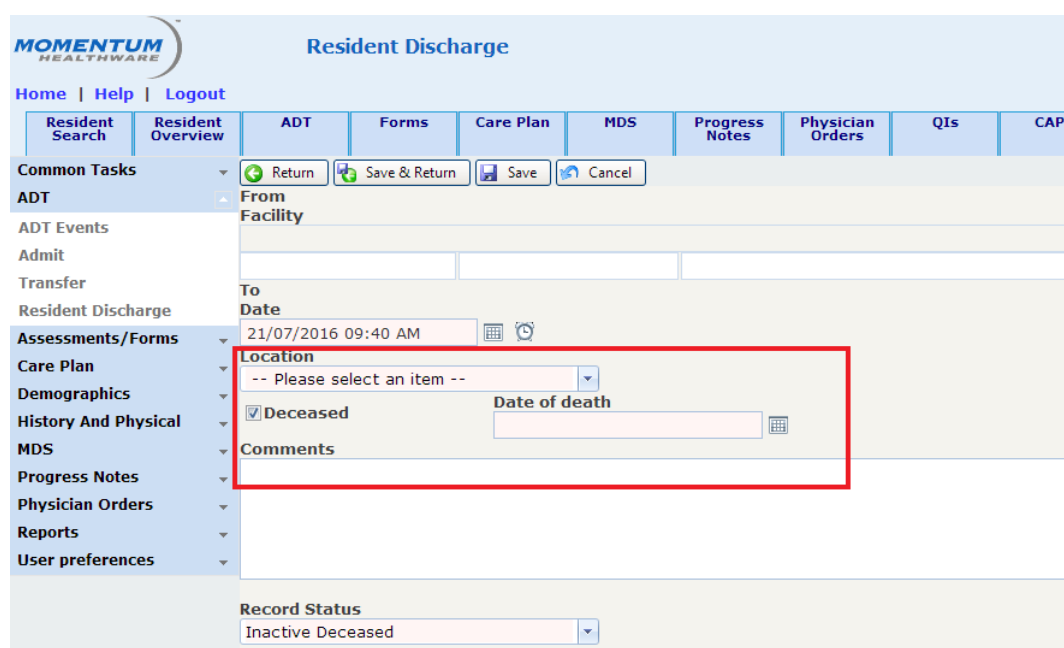


ADT	Forms	Care Plan	MDS	Progress Notes	Physician Orders	QIs	CAPs	Outcomes
Common Tasks								
ADT								
ADT Events								
Admit								
Transfer								
Resident Discharge								

Date	Event Type	Location	Program	Additional ADT Info
18/03/2016 03:49 PM	Transfer	LTC Training Practice...	Rest Home Care	
18/03/2016 03:49 PM	Transfer	Iris Wing - 1 - 1	Rest Home Care	
03/02/2016 03:28 PM	Admit	Iris Wing - 10 - 10	Rest Home Care	From: Private Home (...)

If a resident's record has been transferred out of your Facility, but they still appear on the 'Bed Occupancy Report' because they have not yet been discharged from your Facility in the interRAI software, contact the Service Desk on 0800 10 80 44.

For deceased residents follow the above process, tick the deceased check box on the 'Resident Discharge' screen and select 'the level of care they were at when they passed away' from the 'Location' drop down list.



Return Save & Return Save Cancel

From Facility

To Date 21/07/2016 09:40 AM

Location -- Please select an item --

Deceased Date of death

Comments

Record Status Inactive Deceased

Note: If your bed layout has changed since your Facility was initially connected to interRAI software, or you need help discharging a resident, contact the Service Desk on 0800 10 80 44.