



# HAvBED 2011 User's Guide

**HAvBED**



HOSPITAL AVAILABLE BEDS for  
EMERGENCIES and DISASTERS

## Quick Reference Guide

The HAvBED website can be accessed at: <https://havbed.hhs.gov/v3/>

A Quick Reference Guide offering information on reporting basics is available on the HAvBED homepage. This User's Guide provides more in-depth information regarding the HAvBED system.

For account help, IT assistance, and HAvBED related questions contact [havbedhelpdesk@hhs.gov](mailto:havbedhelpdesk@hhs.gov)

To obtain facility AHA ID numbers or add new facilities to the HAvBED registry, please contact your state HAvBED coordinator.

Most users may only view and update bed count information for an individual facility/ Sub-State Region or group of facilities/ Sub-State Regions. Other permissions are granted with proper authorization.

Facility Infrastructure Questions are only required when specified by the Department of Health.

Questions? Contact us: [havbedhelpdesk@hhs.gov](mailto:havbedhelpdesk@hhs.gov).

**TABLE OF CONTENTS**

**TABLE OF CONTENTS ..... 3-4**

**1. INTRODUCTION ..... 5**

1.1 *Purpose* ..... 5

1.2 *Audience* ..... 5

**2. ACCESSING HAVBED ..... 5**

2.1 *The HAvBED Website* ..... 5

2.2 *Requesting an Account* ..... 6

2.3 *Logging into HAvBED* ..... 8

2.4 *HAvBED Home Page* ..... 8

2.5 *User Permissions - Roles & Functions in HAvBED* ..... 10

**3. DEFINITIONS AND GENERAL NAVIGATION THROUGH HAVBED. .... 10**

3.1 *Home Page* ..... 10

3.2 *HAvBED Facility Types* ..... 10

3.3 *HAvBED Geographies* ..... 10

**4. VIEWING AND UPDATING BED COUNTS ..... 12**

4.1 *Viewing Bed Availability* ..... 12

4.1.1 *Available Beds*..... 16

4.2 *Updating Bed Availability* ..... 18

4.2.1 *Editing Facility Stress/Infrastructure Questions* ..... 20

4.3 *Printing Bed Availability* ..... 20

4.4 *Refreshing Bed Availability* ..... 20

4.5 *Updating Facilities with No New Changes v* ..... 20

**5. VIEWING FACILITY LEVEL BED AVAILABILITY – Summary Reports & Maps..... 21**

5.1 *Viewing Facility Bed Availability*..... 21

5.1.1 *Editing Facility Bed Availability*..... 22

5.1.2 *Viewing Summary Report* ..... 24

5.1.3 *Summary Report Page Description* ..... 24

5.1.4 *Bed Count Reporting From Automatic Data Feed* ..... 25

5.2 *Modifying the Summary Report* ..... 25

5.2.1 *“Modify My Report” Dialog* ..... 27

5.2.2 *Limit a Report by Geographic Area* ..... 28

5.2.3 *Modify the Definition of “Current” Bed Counts* ..... 30

5.2.4 *Perform a Historical Data Search* ..... 31

5.2.5 *Exporting a Report* ..... 32

5.3 *Viewing Facilities on a Map* ..... 32

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5.3.1	<i>Identifying Facilities on a Map</i>	36
5.3.2	<i>Quick View to Bed Availability</i>	36
5.4	<i>Modifying the Map</i>	37
5.4.1	<i>Modify the Geographic Area of the Map</i>	39
5.5	<i>Viewing a Detailed List of Facilities from Summary Reports and Maps</i>	41
5.5.1	<i>Facility List Sorting</i>	43
5.5.2	<i>Viewing Current Data</i>	43
5.5.3	<i>Facility List Paging</i>	44
5.6	<i>Printing Reports and Maps</i>	44
<b>6.</b>	<b>Sub- STATE Regional AGGREGATE DATA REPORTING</b>	<b>45</b>
6.1	<i>Creating Sub-State Regions</i>	45
6.1.1	<i>Editing Sub-State Regions</i>	47
6.2	<i>Viewing/editing Bed Availability for Sub-State Regional Aggregate Reporting</i>	48
6.2.1	<i>Editing Facility Bed Availability</i>	49
6.2.2	<i>Viewing Summary Report for Sub-State Regions</i>	51
6.2.3	<i>Modifying the Summary Report</i>	52
<b>7.</b>	<b>SITE ADMINISTRATION</b>	<b>55</b>
7.1	<i>View Facility Details</i>	55
7.2	<i>Editing Facility Details</i>	58
7.2.1	<i>Editing Phone and Fax Numbers:</i>	60
7.2.2	<i>Updating Staffed Bed Count Numbers</i>	60
7.3	<i>Viewing and Initiating System Activation</i>	61
7.3.1	<i>Viewing System Activation</i>	61
7.3.2	<i>Initiating Activation</i>	63
7.4	<i>Creating a New Facility</i>	65
7.5	<i>Creating and Managing Users</i>	66
7.5.1	<i>Creating New Users</i>	66
7.5.2	<i>Managing Users</i>	68
7.6	<i>Modifying My Profile (Including Password)</i>	69
<b>8.</b>	<b>GETTING HELP FOR HAVBED</b>	<b>72</b>
8.1	<i>Help Menus - Explain This Page &amp; Glossary</i>	72
8.2	<i>System Contact Information</i>	73
<b>9.</b>	<b>TABLES</b>	<b>74</b>
9.1	<i>HAvBED Roles/Permissions Matrix</i>	74
9.2	<i>HAvBED Rules/ Administrative Matrix</i>	75
9.3	<i>Facility Type Definitions</i>	76
9.4	<i>HAvBED Geography Definitions</i>	77
9.5	<i>Bed Category Definitions</i>	79
9.6	<i>HAvBED Optional Data Elements-</i>	80

## 1. Introduction

The HAvBED system and website provides a centralized, national view of bed availability for supporting the medical response to a Federal, Regional, State or Local emergency, disaster or disaster training event. This document describes how to use the HAvBED website to maintain counts of available medical beds and other hospital resources, display summary bed count reports for a geographic area (city, state, region or custom-defined area), and maintain facility details.

### 1.1 Purpose

This guide describes the HAvBED site, the roles which a user may have when accessing the site, and the navigational options available for each role. It also provides direction for performing various operations while using the site.

### 1.2 Audience

The intended audience for this document is all authorized HAvBED users. This user's guide assumes that the user is familiar with browsing and navigating websites in general.

If additional assistance is needed with browser settings and other general IT problems, please contact your local IT department.

## 2. Accessing HAvBED

### 2.1 The HAvBED Website

The HAvBED website is accessed at: <https://havbed.hhs.gov>.

Access to this system is limited to those individuals who have an authorized account (See Section 1.2 above.)

Figure 1 - HAvBED Login Page

## 2.2 Requesting an Account

There are two methods of requesting an account:

**Method 1— Applicable to State HAvBED Coordinators and Federal Users:** On the login page, click on the "[Account Request Form](#)" link. The following form will appear which should be completed and emailed directly to the system administrator at [havebedhelpdesk@hhs.gov](mailto:havebedhelpdesk@hhs.gov) (Figure 3).

**HAvBED**  
HOSPITAL AVAILABLE BEDS for  
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### HAvBED Account Request Form

Access to the Hospital Available Beds for Emergencies and Disasters (HAvBED) system is limited to individuals with an account. Please use this form to request an account. A user name and password will be emailed when approved. Once completed, e-mail this form to the HAvBED help desk at [havebedhelpdesk@hhs.gov](mailto:havebedhelpdesk@hhs.gov) or fax it to 202-619-7870.

**First Name:**  **Last Name:**

**E-mail Address:**  **Phone Number:**

**Street Address:**  **City:**

**State:**  **Zip:**

**Job Title:**

**Reason requesting account:**

**Requested Permissions:**

- State HAvBED Coordinator: Operational point of contact for the HAvBED program within a state.
- National Data Display: Can view all data contained within the HAvBED website.
- Other:

**What state does the requested permissions apply?**

**Approved By (if applicable):**

Figure 2 - Account Request Form

**Method 2- Applicable to General Users:** Email the following information directly to your State HAvBED Coordinator who has permissions to create new user accounts.

1. Your first and last name
2. A valid address
3. A valid email address
4. A valid phone number
5. Job title
6. A brief explanation of your role
7. The role (Bed Data Display, Bed Data Entry) and geographies (facility, city, sub-state, etc) you are requesting.

For more information on permissions, (roles and geographies) refer to Section 2.5 –User Permissions –.

## 2.3 Logging into HAvBED

All users are required to login with a username and password on the HAvBED homepage. The State HAvBED Coordinator (or system administrator) will provide a username and password upon approval of the request. Enter this information at this login page and click “Log In” to proceed.

**NOTE: Passwords are case sensitive; usernames are not.**



Figure 4 - Logging into HAvBED

## 2.4 HAvBED Home Page

After successfully logging into the website, all users are taken to the Home page. Each of the links presented in the main area of the page can also be found in the menu toolbar at the top of the page.

**NOTE: The link and menu bar options available to each user will vary depending on the permissions assigned by the system administrator.**

Figure 5 and Figure 6 depict the differences in options a user has based on permissions. Figure 5 shows the Home Page for a user with Bed Data Entry permissions for a single facility. Figure 6 shows the Home Page for a HAvBED administrator.

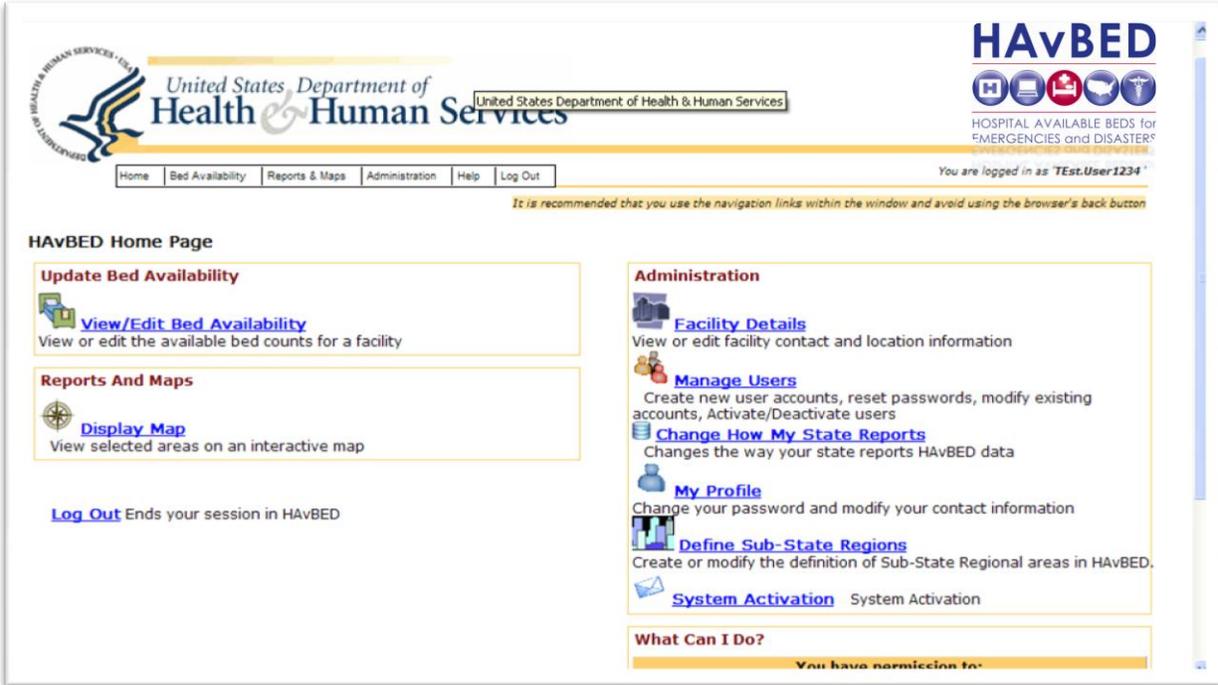


Figure 5- HAvBED Home Page - User has View/Edit permissions for a single facility



Figure 6 - HAvBED Home Page – User has Administrator Permission (Nationwide)

## 2.5. User Permissions - Roles & Functions in HAvBED

The HAvBED web site is designed so that every user of the system has one or more assigned permissions. A permission is made up of a HAvBED *role* that is associated with a specific HAvBED *geography*.

**Permission = Role + HAvBED Geography**

**The role granted to the user by the HAvBED State Coordinator or administrator dictates whether or not the user is permitted to only view data, or both view and enter / edit data. Navigation options on HAvBED web pages are specific to the role.**

Tables 9.1 and 9.2 list the roles and the associated capabilities defined for the HAvBED application.

## 3. Definitions and General Navigation through HAvBED

### 3.1 Home Page

When you log into HAvBED, the first page displayed is the HAvBED Home page. The Home page lists the functionality available to the user based on the assigned role. Figure 7 depicts the content within the HAvBED site.

### 3.2 HAvBED Facility Types

Bed availability is tracked and reported for a variety of types of facilities. *Table 9.3* provides a list of facility types defined for use in HAvBED.

### 3.3 HAvBED Geographies

Users can view bed availability and the status of medical facilities at various levels of granularity. Each level of granularity is referred to in HAvBED as "geography." The specific geographies used in HAvBED are: city, county, facility, sub- state region and state. The HAvBED geographies are defined in *Table 9.4*.



## 4. Viewing and Updating Bed Counts

### 4.1 Viewing Bed Availability

1. Click the "View/ Edit Bed Availability" link on the Home page, or select "View/ Edit Bed Availability" from the menu toolbar provided at the top of each page.

*NOTE: If you have permission to view a single region or facility, you will be taken directly to the View/Edit Bed Availability screen for that region or facility (Figure 8).*

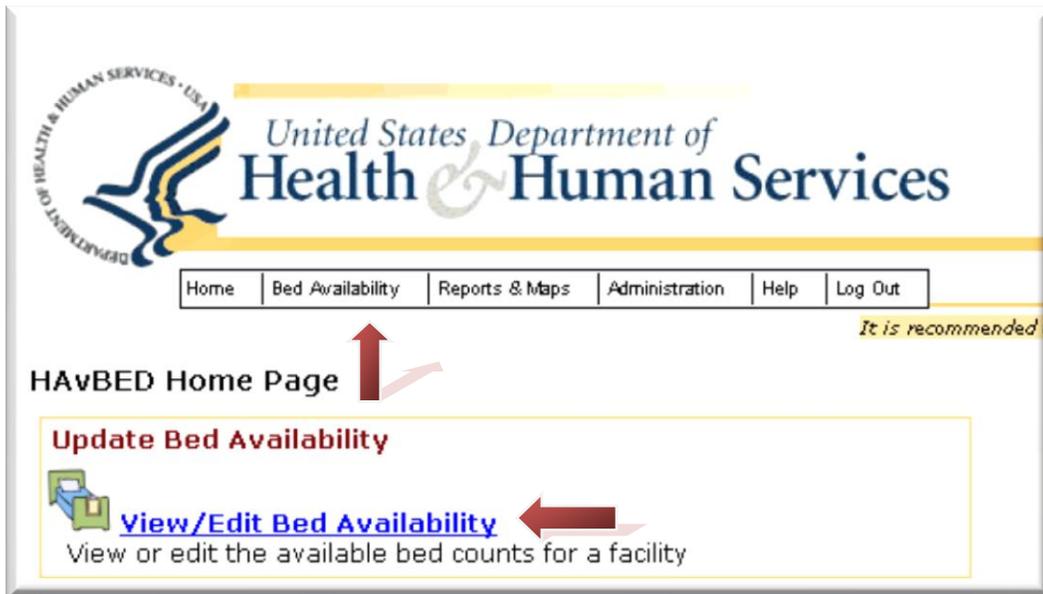


Figure 8 - HAvBED Home Page - View/Edit Bed Availability Option

2. If you have permission to view/edit multiple regions or facilities, using the + indicators in the geography list on the left side of the page, expand the list under the sub-state region tab (or the facilities tab). Facility types are identified by the icon adjacent to the facility name (the icons are defined in the legend on the same page).

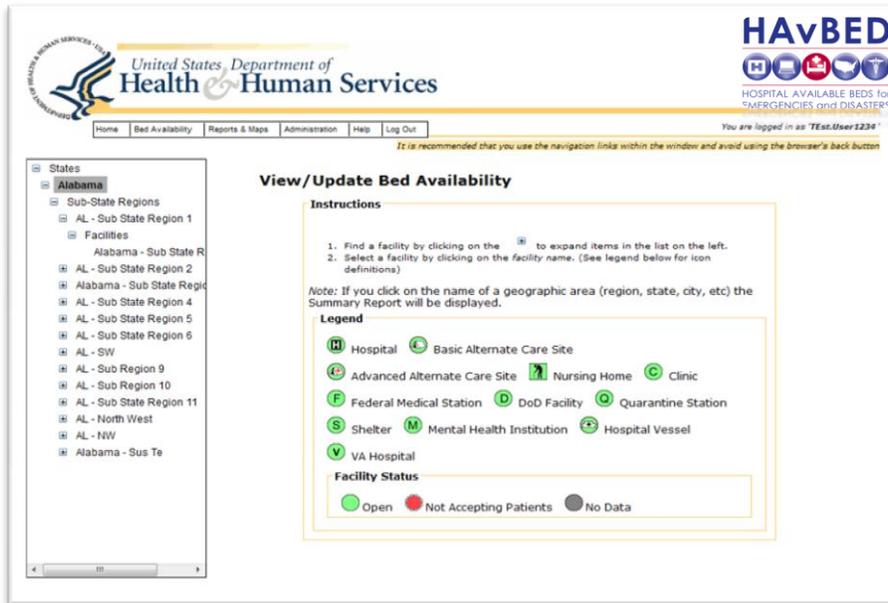


Figure 9 – View/Update Bed Availability – Select Sub-State Region/ or Facility

*Note: Only system administrators will be able to view the red circle icons, as those are the facilities that have been disabled. Non-administrators will only see the active facilities listed in the geographic list.*

- For states that submit aggregate sub-state regional data:

Expand the State and Sub-state region tabs by clicking on the + symbol and then click directly on the desired sub-state region in order to view the summary report and bed availability for the given sub-state region (Figure 10).

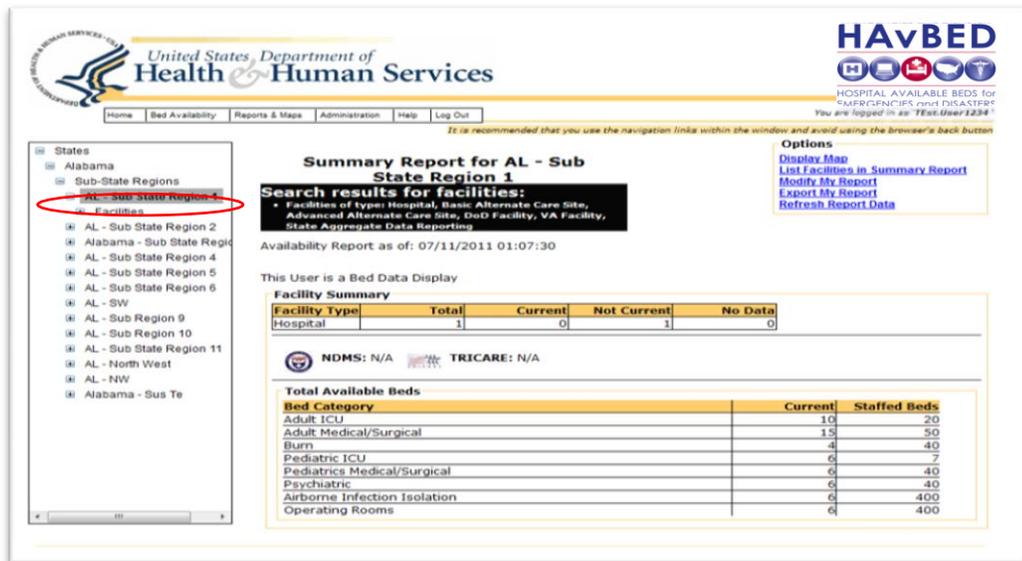


Figure 10 - View Sub-State Regional Bed Availability Summary Report

In order to drill down further to view bed availability for a given sub-state region by reporting facilities, expand the desired sub-state region and facilities link using the + symbol and then click directly on the listed sub-state region. Reporting facilities are identified by a checked box towards the bottom of the page (Figure 11).

See section 6.2 for more detailed information

The screenshot shows the HAvBED web application interface. At the top, there is a header with the United States Department of Health & Human Services logo and the HAvBED logo. Below the header is a navigation menu with links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The main content area is titled "AL - Sub State Region 4" and displays a table of available beds. The table has columns for Bed Category, Current, Staffed Beds, and Remarks. Below the table is a section titled "Facility(s) in Sub-State Region" which lists several facilities with checkboxes for selection. The "AL - Sub State Region 4" link in the left navigation menu and the "Facility(s) in Sub-State Region" section are circled in red.

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	6	10	
Adult Medical/Surgical	4	10	
Burn	5	10	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	10	20	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

Facility(s) in Sub-State Region

- Brookwood Medical Center, 6530175
- Bryan W Whitfield Mem Hospital, 6530345
- Bullock County Hospital, 6531013
- Citizens Baptist Medica Ctr, 6530910
- Coosa Valley Medical Center, 6530900
- Gadsden Regional Medical Ctr, 6530460

Figure 11- View Aggregate Sub-State Region Facility Bed Availability

4. For states that submit individual facility data:

First select the desired sub-state region, and then select an individual facility within the sub-state region in order to view bed availability for that facility (Figure 12).

Or

Select the Facilities tab listed directly under the State name and choose the desired facility listed alphabetically (Figure 13).

See section 5.1 for more detailed information

United States Department of Health & Human Services

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HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'Test.User1234'

It is recommended that you use the navigation links within the window and avoid using the browser's back button

**Bibb Medical Center**  
208 Pierson Avenue  
Centreville, AL 35042-1199  
Facility Last Updated: 06/30/2011 13:19:48  
Availability As Of: 07/14/2011 13:47:38

**Options**  
[Edit Bed Availability](#)  
[View Facility On Map](#)  
[View Facility Details](#)  
[Get Historical Data](#)  
[Refresh Bed Counts](#)

**Available Beds**

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	0	0	
Adult Medical/Surgical	0	0	
Burn	0	0	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	0	0	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

[Show Facility Infrastructure Panel](#)

Figure 12- View Individual Facility Bed Availability by Sub-State Region

United States Department of Health & Human Services

HAvBED  
HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'Test.User1234'

It is recommended that you use the navigation links within the window and avoid using the browser's back button

**Bibb Medical Center**  
208 Pierson Avenue  
Centreville, AL 35042-1199  
Facility Last Updated: 06/30/2011 13:19:48  
Availability As Of: 07/14/2011 13:47:38

**Options**  
[Edit Bed Availability](#)  
[View Facility On Map](#)  
[View Facility Details](#)  
[Get Historical Data](#)  
[Refresh Bed Counts](#)

**Available Beds**

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	0	0	
Adult Medical/Surgical	0	0	
Burn	0	0	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	0	0	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

[Show Facility Infrastructure Panel](#)

Figure 13- View Individual Facility Bed Availability

**4.1.1 Available Beds**

This section explains the information provided on the View Bed Availability page. You can also obtain definitions directly on the HAvBED site by placing the cursor over items on the screen (specific bed categories and column headings) to view pop-up information.

**Available Bed Section** – This section provides information about bed availability for the facility.

- **Facility Last Updated** – The date and time the Facility Bed Counts Questions were last updated.
- **Availability As Of:** – The point in time availability data was requested. The “Availability As Of...” date defaults to the current time unless you choose to view historical data. For more information about retrieving historical data, refer to Section 5.4.2 - *Perform a Historical Data Search*.

**Alabama - Sub State Region 1**

Facility Last Updated: 06/30/2011 09:42:12  
Availability As Of: 07/11/2011 01:11:46

**Options**

[Edit Bed Availability](#)

[Get Historical Data](#)

[Refresh Bed Counts](#)

Available Beds			
Bed Category	Current	Staffed Beds	Remarks
Adult ICU	4	10	
Adult Medical/Surgical	7	10	
Burn	5	10	
Pediatric ICU	1	10	
Pediatric Medical/Surgical	0	10	
Psychiatric	0	20	
Airborne Infection Isolation	0	20	
Operating Rooms	0	20	

Facility(s) in Sub-State Region

Figure 14- View/Edit Bed Availability

- **Bed Category** – A list of bed types for each type of facility. For example, a Mental Health Institution will only display the Psychiatric Beds. For a list of bed category definitions, place cursor over the bed type in the application, or refer to *Table 9.5 - Bed Category Definitions*.
- **Current Available**– Beds that are vacant and to which patients can be transported immediately. These must include supporting space, equipment, medical material, ancillary and support services, and staff to operate under normal circumstances. These beds are licensed, physically available, and have staff on hand to attend to the patient who occupies the bed.
- **Staffed**– Beds that are licensed and physically available for which staff is on hand to attend to the patient who occupies the bed. Staffed beds include those that are occupied and those that are vacant.

*NOTE: Only the State HAvBED coordinator and those with bed entry permissions can update these fields*

- **Remarks** – Comments related to the bed count value for a particular bed type.

For Bed Categories, refer to *Table 9.5*

## 4.2 Updating Bed Availability

To update bed availability data:

1. Click "Edit Bed Availability" in the Options Menu at the upper right hand side of the page (Figure 15). This Options Menu lists all functions that are available to you for this particular facility based on the assigned permissions.

**Alabama - Sub State Region 1**

Facility Last Updated: 06/30/2011 09:42:12  
 Availability As Of: 07/11/2011 01:11:46

**Options**

- [Edit Bed Availability](#)
- [Get Historical Data](#)
- [Refresh Bed Counts](#)

**Available Beds**

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	4	10	
Adult Medical/Surgical	7	10	
Burn	5	10	
Pediatric ICU	1	10	
Pediatric Medical/Surgical	0	10	
Psychiatric	0	20	
Airborne Infection Isolation	0	20	
Operating Rooms	0	20	

**Facility(s) in Sub-State Region**

Figure 15 - Permissions-based User Options

After you click "Edit Bed Availability," the page displays in Edit mode.

To Edit Bed Counts- Use your mouse or Tab key to go through the bed count spaces to be updated. Enter the number of beds available and continue to update other counts as necessary. Using the Tab key will advance through the Current/ Staffed Bed Counts and the Remarks columns.

**Edit Bed Counts for Mary Washington Hospital**

1001 Sam Perry Boulevard  
Fredericksburg, VA

Options  
Save Changes  
Cancel

Save Changes!

Text Displays in Red to Show Display Mode.

Trauma Level: II

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	0	0	
Adult Medical/Surgical	0	0	
Burn	0	0	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	0	0	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

Figure 16 - Edit Bed Counts

If you enter a bed count that is larger than the Staffed Count for that bed category, a warning box will appear (Figure 17) asking for confirmation that you do indeed want to enter a number of Available Beds that is larger than the Staffed Count. You can click "Yes, They Are Correct" to confirm and save your counts, or "No" to discard and modify the counts you have entered.

Confirm Bed Counts

You entered a bed counts which are significantly higher than the AHA Survey bed counts. Are you sure these counts are correct?

Yes, They Are Correct No

Figure 17 - Confirm Bed Counts Dialog Box

#### **4.2.1 Editing Facility Stress/ Infrastructure Questions**

By default Facility Stress Questions will be hidden unless state users choose to include such data items in a state activation.

For more information regarding Facility Stress/ Infrastructure Questions see section 7.3.2

To include these questions, see instructions below:

Using the mouse or the tab key, select the Facility Status Question to be included in the activation. *Table 9.6* provides a list of Facility Status Questions and options for selection and entry.

#### **4.3 Printing Bed Availability**

Use the print function in your web browser (e.g., Internet Explorer, Netscape, Firefox, etc.) to print any page that you are viewing.

*NOTE: Internet Explorer will split the content of a web page across multiple printed pages, and some information on the right side of the page will be cut off. Printing pages in landscape format may provide optimum results. Using Netscape or Firefox to print bed availability pages will ensure that the printed page will match the monitor view.*

#### **4.4 Refreshing Bed Availability Information**

When bed counts are updated frequently, or more than one user is viewing the facility's bed counts, clicking the "Refresh Bed Counts" option will ensure that all users are viewing the most recent information.

#### **4.5 Updating Facilities with No New Changes**

When there are no new changes in Bed Counts simply click "Edit Bed Counts" and then click "No Changes Necessary" HAvBED will automatically update your facility's timestamp to the most current date and time. HAvBED is designed to update the timestamp to show that facilities are reporting, regardless of whether data values change.

## 5. Viewing Individual Facility Bed Availability – Summary Reports & Maps

For states that report individual facility data, the View/ Edit bed availability page provides a summary view of the total number of facilities and the Available bed count for those facilities in the selected (and permitted) HAvBED geography. A Summary Report can be generated for facilities, cities, counties, and sub-state regions.

### 5.1 Viewing Facility Bed Availability

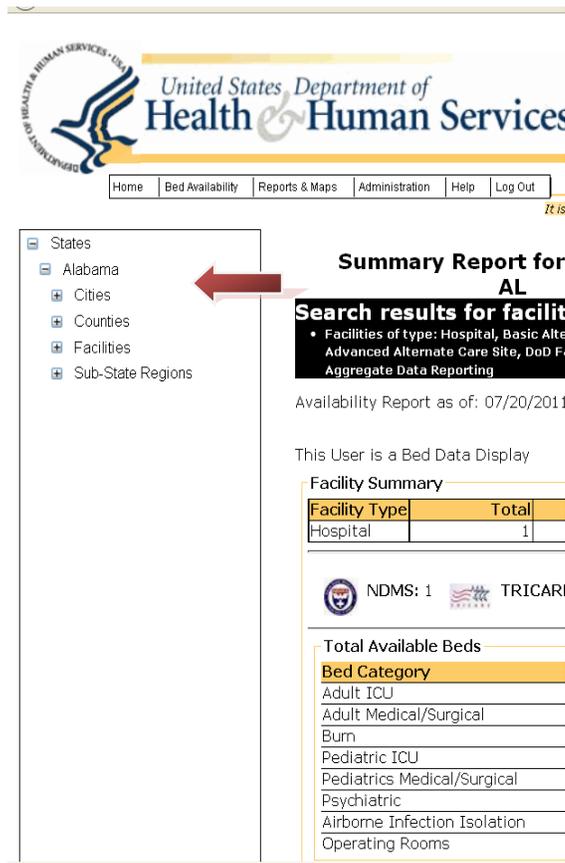
1. Click the “View/Edit bed availability” link on the Home page or select “Bed Availability” from the menu at the top of the page. See Figure 18.



Figure 18 - View/Edit Bed Availability

The View/Edit page allows you to select a given geography by which to view bed availability by facility.

*NOTE: If you have permission to view only one geography it will automatically display.*



**Figure 19 - View Page- Select Geography**

2. Select the geography that you wish to view by using the + indicators in the geography list on the left side of the page. Click directly on the name of the geography. This will allow access to facility level info by city, county, or sub-state region.

### 5.1.1 Editing Facility Bed Availability

Updating bed availability requires Edit permissions.

- Once an individual facility has been selected (still in view mode), you must then click the “Edit Bed Availability” tab in the Options menu at the upper right side of the page. The page is now in Edit mode.

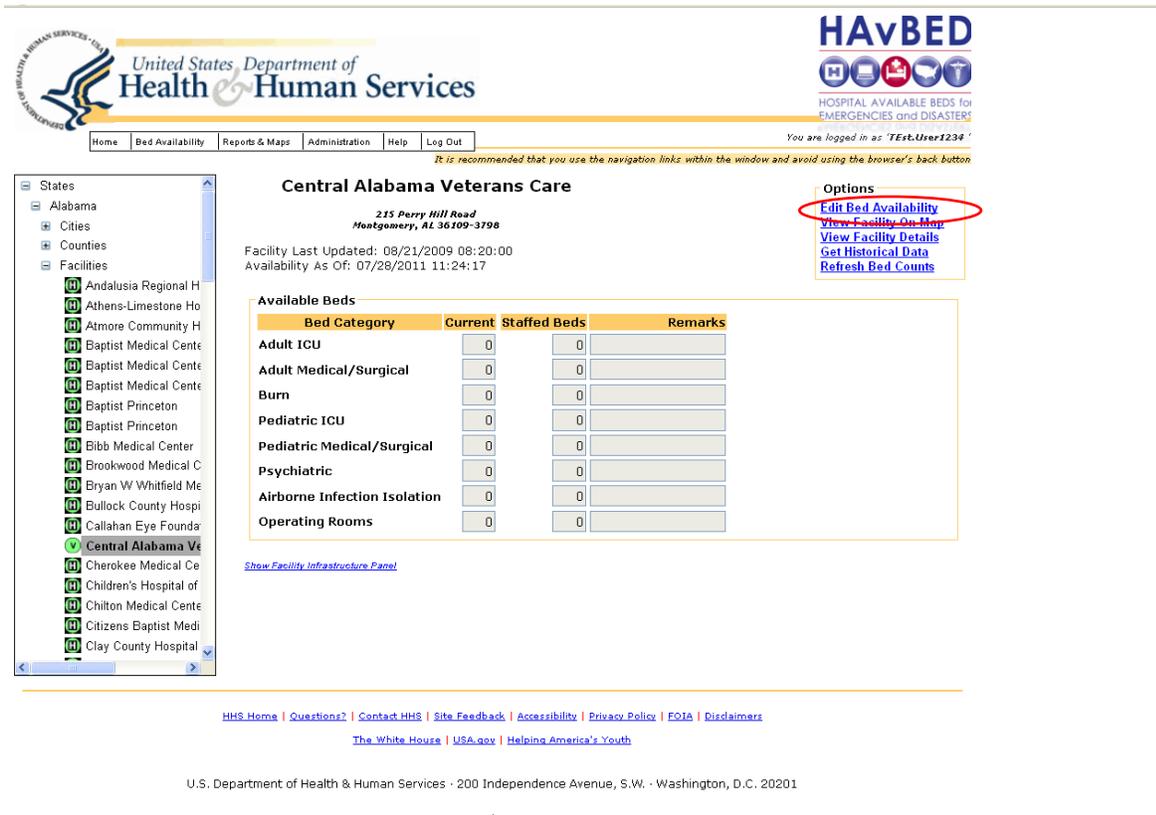


Figure 20 - Edit Facility Bed Availability

- Bed counts can be edited in two ways:

- Web- Portal- Manually inputting data for the individual facility

Use the mouse or the Tab key to update bed counts. Enter the number of available beds as necessary. The Tab key advances users through the eight categories of Current and Staffed beds and allows the opportunity to enter Remarks.

If Current bed count values are greater than Staffed beds a warning box will appear prompting the user to confirm this value. Select “Yes, They Are Correct” to confirm and save. Or select “No” to modify.

- Web-Service- State /Facility's web system automatically pushes individual data directly into the HAvBED system.

*States desiring this method should have their vendors contact our system administrator by emailing the [HAvBEDhelpdesk@hhs.gov](mailto:HAvBEDhelpdesk@hhs.gov)*

### 5.1.2 Viewing Summary Report

Summary Reports for states that report individual facility data are available by state and/or sub-state regions. User permissions determine the level of summary report that can be viewed.

1. To access the summary report, click directly on the state name or the specific sub-state region found on the geography list on the left side of the page.

The screenshot shows the HAvBED web interface. At the top, there is a header with the United States Department of Health & Human Services logo and the HAvBED logo. Below the header is a navigation bar with links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The main content area is titled 'Summary Report for Alabama' and includes a search results box, an availability report date, and two data tables. On the left, there is a 'States' menu with 'Alabama' selected, and a list of cities in Alabama.

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
Hospital	105	0	93	12
Basic Alternate Care Site	1	0	1	0
VA Facility	3	0	2	1

**Total Available Beds**

Bed Category	Current	Staffed Beds
Adult ICU	50	419
Adult Medical/Surgical	353	108
Burn	11	131
Pediatric ICU	15	111
Pediatrics Medical/Surgical	14	107
Psychiatric	14	120
Airborne Infection Isolation	15	493
Operating Rooms	10016	20504

Figure 20 - Summary Report (Alabama)

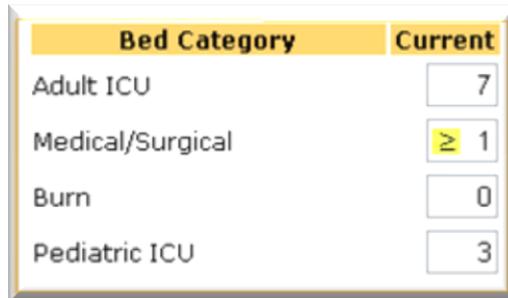
### 5.1.3 Summary Report Page Description

The "Summary Report Page" (Figure 20) provides the following information:

- **Search Results for Facilities** – The types of facilities included in the report. The sample summary report depicts a default search. To modify the search criteria, reference the Section 5.2 – Modifying the Summary Report section.
- **Availability Report As Of** -The point in time summary data was requested. The “Availability As Of...” date defaults to the current time unless you chose to view historical data. For more information about retrieving historical data, refer to Section 5.2.4 – Perform a Historical Data Search
- **Facility Summary:** – Provides the total number of facilities of a particular type that exists in the geography as well as how many of those facilities have current data, how many are not current, and how many have not ever been updated. It also provides the number of facilities in the geography affiliated with NDMS and TRICARE.
- **Total Available Beds** – Aggregates the hospital bed counts for each bed category for the geography. The page provides the Current and Staffed Bed Counts.

#### 5.1.4 **Bed Count Reporting from Automatic Data Feed**

In the example of the bed count list below, notice the bed count of  $\geq 1$ . This indicates that some facilities have reported that they have at least one available bed in that category, but not the specific value. In those cases, this notation is used to indicate that this is the minimum number of beds available in that category.



Bed Category	Current
Adult ICU	7
Medical/Surgical	$\geq 1$
Burn	0
Pediatric ICU	3

Figure 21 - Example of non-specific Bed Count Reporting from an Automatic Data Feed

## 5.2 **Modifying the Summary Report**

Users have the ability to customize a Summary Report. For example, users can specify the facility to be contained in the report:

- Facility Types
- NDMS or TRICARE Affiliations

- Trauma Center Level
- Time Frame (User can modify the definition of “current”)
- By Distance from a Selected Point
- Historical information

To Modify a Summary Report:

1. Click “Modify My Report” in the Options Menu on the top right hand side of the Summary Report page.

The screenshot shows the HAvBED web application interface. At the top, there is a header for the United States Department of Health & Human Services and the HAvBED logo. Below the header is a navigation menu with links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The main content area is titled "Summary Report for Alabama" and includes a search results box for facilities. A red arrow points from the "Options" menu on the right to the "Modify My Report" link. Below the search results, there are two data tables: "Facility Summary" and "Total Available Beds".

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
Hospital	105	0	93	12
Basic Alternate Care Site	1	0	1	0
VA Facility	3	0	2	1

**Total Available Beds**

Bed Category	Current	Staffed Beds
Adult ICU	50	419
Adult Medical/Surgical	353	108
Burn	11	131
Pediatric ICU	15	111
Pediatrics Medical/Surgical	14	107
Psychiatric	14	120
Airborne Infection Isolation	15	493
Operating Rooms	10016	20504

Figure 22 - Modify My Report Option – Summary Report

The “Modify My Report” dialog displays:

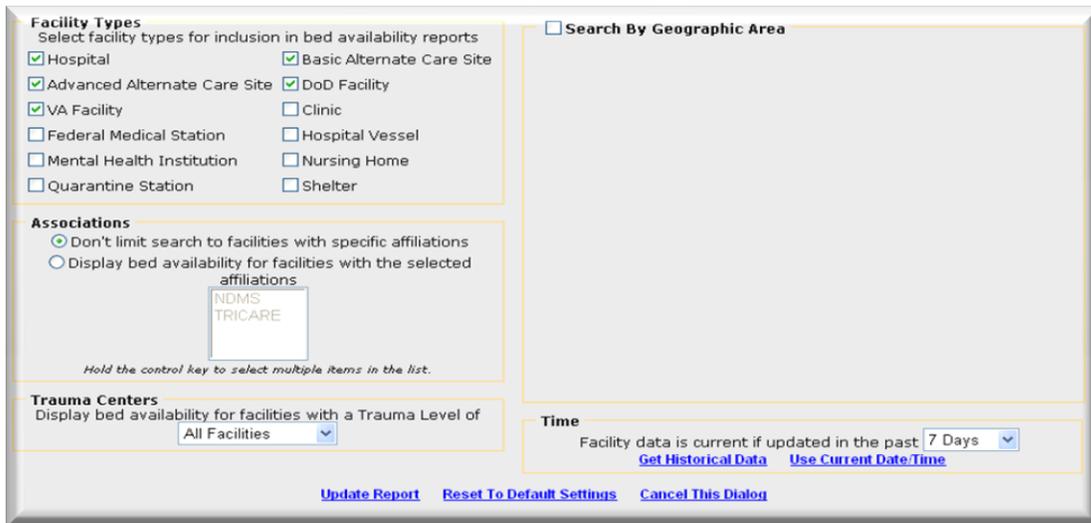


Figure 23- Modify My Report dialog

Select the criteria for your report: Refer to the next section – “Modify My Report” Dialog Description.

2. Click “Update Report” at the bottom of the “Modify My Map” page to refresh the Summary Report with your selected options.
3. Once you click “Update Report,” the selected search criteria will appear in a black box at the top of the Summary Report.

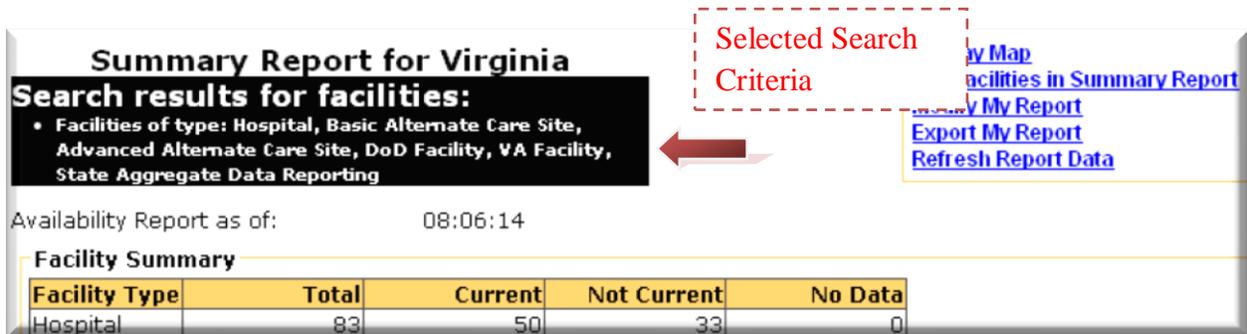


Figure 24- Summary Report - Selected Search Criteria

**5.2.1 “Modify My Report (View)” Dialog Description**

- **Select Facility Types** – The “Facility Types” section enables you to select the specific facility types you want included in the report. Check the checkboxes for the facility types that you want included in your report. By default, Hospital, Advanced Alternate Care Site, Basic Alternate Care Site, DoD Facility and VA Facility are selected. Anything that is not checked will not appear on the report.
- **Associations** – Associations enables you to limit facilities contained in the report by one of two hospital associations – NDMS or TRICARE. By default, the report will not limit the facilities in the report by hospital affiliation. To limit your report to only those facilities with a specific

affiliation, select the "Display bed availability for facilities with the selected affiliations" button and then select either NDMS or TRICARE.

- **Trauma Centers** – Trauma Centers enables you to limit the facilities contained in the report by Trauma Level designation. By default the report's Trauma Center setting is set to "Any Facility" so facilities with all trauma level designation or no trauma level designation are included in the report. To limit the report to a specific Trauma Level designation, select the Trauma Level you want included from the drop-down list. When choosing the Trauma Level, choose the lowest Trauma Level you want to include. For example, if you want to obtain a report with all Trauma Centers with a Level II designation, the report will also include Trauma Centers with a Level I designation as well as those with a Level I designation. Options are: Level I, Level I and II, Level I, II and III, Level I, II, III and IV, and Level I, II, III, IV and V.
- **Search by Geographic Area** – "Search by Geographic Area" enables you to use a map to select an area for facilities you want included in the Summary Report.

*NOTE: You must have permissions to view facilities in the area that you select for this feature to work. Refer to Section 5.2.1 – Limit a Report by Geographic Area.*

- **Time** – "Time" enables you to do two things – change the definition of what the system defines as current so you can differentiate between facilities updated from a time that you select. For more information on using this feature, refer to Section 5.2.3 – Modify the Definition of "Current" Bed Counts. It also enables you to retrieve a summary report of a facility (or facilities) in the past. Refer to Section 5.2.4 – Perform a Historical Data Search.
- **Update Report** – Once you have selected the report criteria you want to include, click "Update Report" to generate the report.
- **Reset to Default Settings** – The "Reset to Default Settings" link will reset all of the custom settings you selected back to the default settings, including setting the date and time back to the current date and time of your system.
- **Cancel This Dialog** – The "Cancel This Dialog" option will close the "Modify My Report" dialog and return to the Summary Report page.

### **5.2.2 Limit a Report by Geographic Area**

"Search by Geographic Area" enables you to use a map to select an area for facilities you want included in the summary report.

*NOTE: Because permissions are based on geography, you must select an area for which you have permission to view or edit facilities. If you select a geographic area on the map that you do not have permission to view, a generic map of the world will display and will not show facilities.*

Click the "Search by Geographic Area" checkbox.



Figure 25 - Modify My Report - Geographic Search

2. Click the area on the map. To zoom to the area you want to select, double-click (or use the + symbol). Use the – sign to zoom out if you have zoomed in too far.

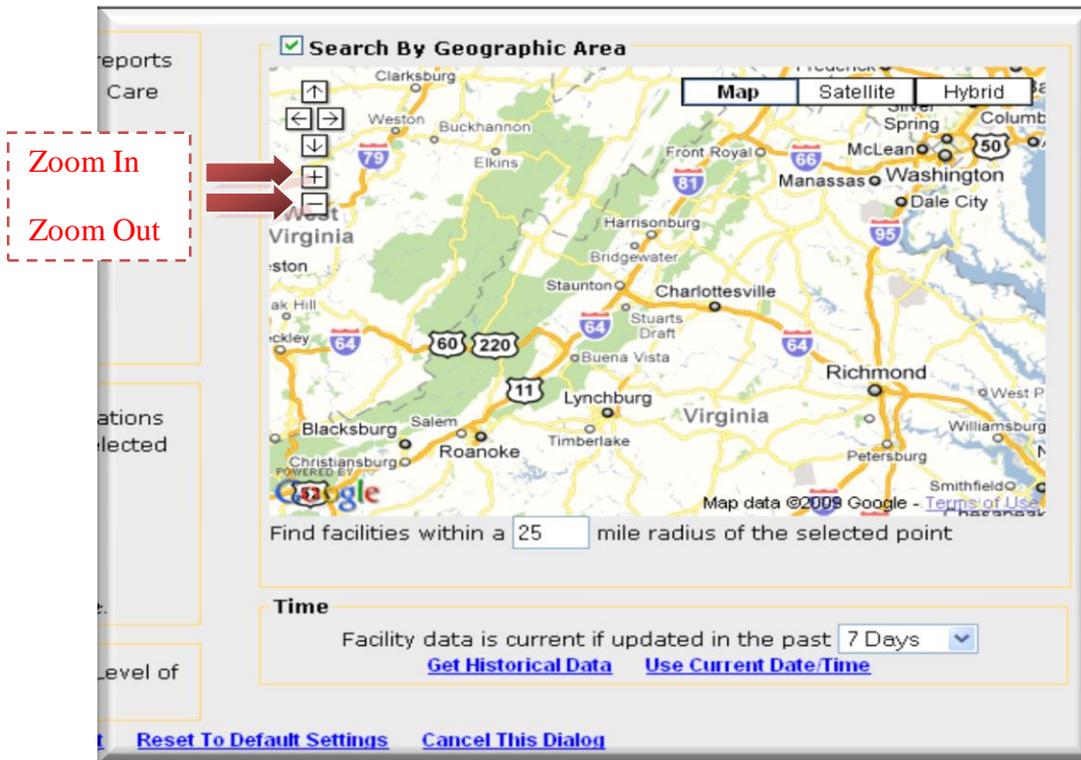


Figure 26 - Search by Geographic Area

3. To alter the radius of the geographic search, change the number of miles in the “Find facilities within a X mile radius of the selected point.”

### 5.2.3 Modify the Definition of “Current” Bed Counts

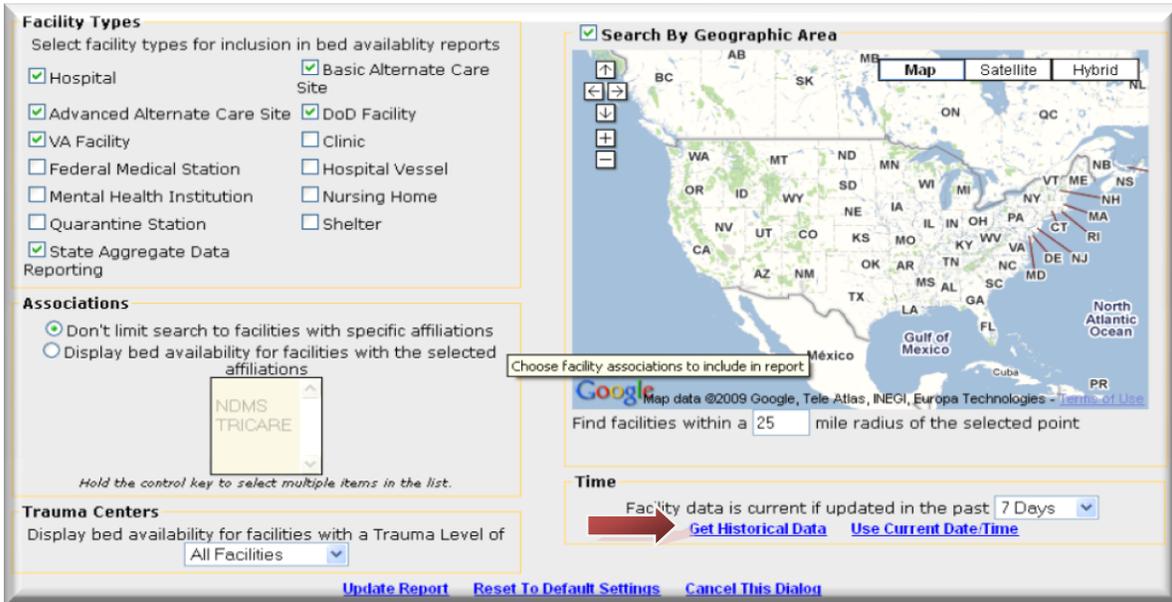
This option enables you to set the time frame within 7 days (default) for how the system displays “current” of “not current” data. For Example, if you set “current” to be four hours, the system will show facilities in the summary report as current if an update has been received in the last four hours. The available options are 4 hours, 8 Hours, 12 Hours, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, or 7 days.

In the Time section of the “Modify My Report” dialog box, select an option in the “Facility data is current if updated in the past” field.

**5.2.4 Perform a Historical Data Search**

To view a report for a date in the past:

1. Navigate to the “Modify My Report” dialog (see Modify a Summary Report steps above for information on navigating to the Modify My Report dialog).



**Figure 27 - Modify My Report dialog - Get Historical Data Option**

2. Click the “Get Historical Data” link at the bottom of the “Modify My Report” section. You will be prompted to enter the date and/or time for which you would like to see results.



**Figure 28 - Historical Data Report Date/Time Selection**

3. Enter the Date using the Calendar Date Picker and enter a specific time. If no time is entered, the time will default to midnight.
4. Click “View Selected Date.” The Summary Report for the selected date will display.

**NOTE:** To cancel the Historical Date Search, click “Cancel This Dialog”. To return to viewing current data for a facility or summary report, select “Return to Default Settings.”

### **5.2.5 Exporting a Report**

Summary Reports can be exported to Microsoft Excel format to permit additional analyses. To export a Summary Report:

1. In the Options Menu, click the "Export My Report" selection. You will be presented with a file download window asking whether you would like to open the report in spreadsheet format or save your data as an Excel file.
2. Click "Open" or "Save."
  - Clicking "Save" will prompt you to select a location for the file.
  - Clicking "Open" will open the file in spreadsheet format.

*NOTE: If you are using Firefox or Netscape, the browser will prompt you to select the application in which you would like to open the file. The "Export My Report" feature requires Microsoft Office 2000 or later.*

### **5.3 Viewing Facilities on a Map**

As an alternative to viewing information about selected facilities in a Summary Report, a user may choose to have the data displayed graphically on a map showing the facilities.

*NOTE: In viewing maps for a state, some border hospitals, because of the granularity of the map when zoomed out, may appear to be outside of their actual state. As you zoom in, the location of the facility will be located on the map correctly.*

*The HAvBED system uses Google Maps to provide its mapping capabilities. Maps may be slightly outdated, as map data is dependent on the update schedule determined by Google.*

To View Facilities on a Map:

1. Click the "Display Map" link on the Home page, or select "Display Map" from the "Reports & Maps" menu toolbar at the top of the page. From the Summary Report, you can also click the "Display Map" link in the Options Menu at the top right.

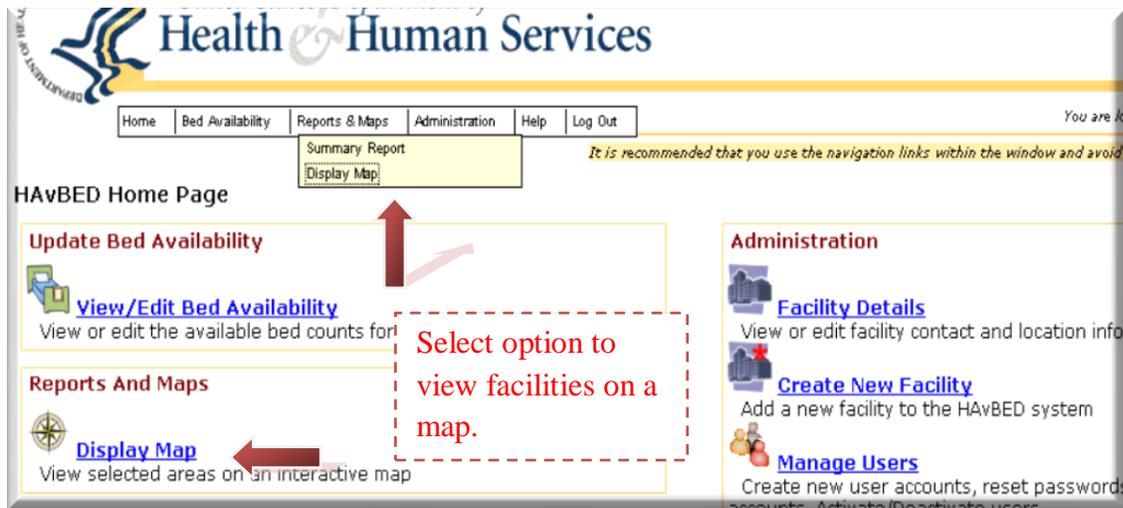


Figure 29 - HAvBED Home Page - Display Map Option

**NOTE:** If you navigate to the map from the "Summary Report," the map will automatically display without selecting a geography. If you access the map from the Home Page, the "View Map" page will display.

If you have permissions for a single region or lower, you will be taken directly to the highest level geography for which you have permissions. For example, if you have permissions only for Region VIII, you will be taken directly to Region VIII where you can drill down to states, cities, counties, sub-state regions and facilities (if applicable) only in Region VIII. If you have permissions only for one state, you will be taken directly to that state on the Navigation tree where you can select only cities, counties, sub-state regions and facilities (if applicable) within that state.

2. Select the geography that you wish to view by using the + indicators in the geography list on the left side of the page (Figure 30).
3. Click directly on the name of the geography to display the map.

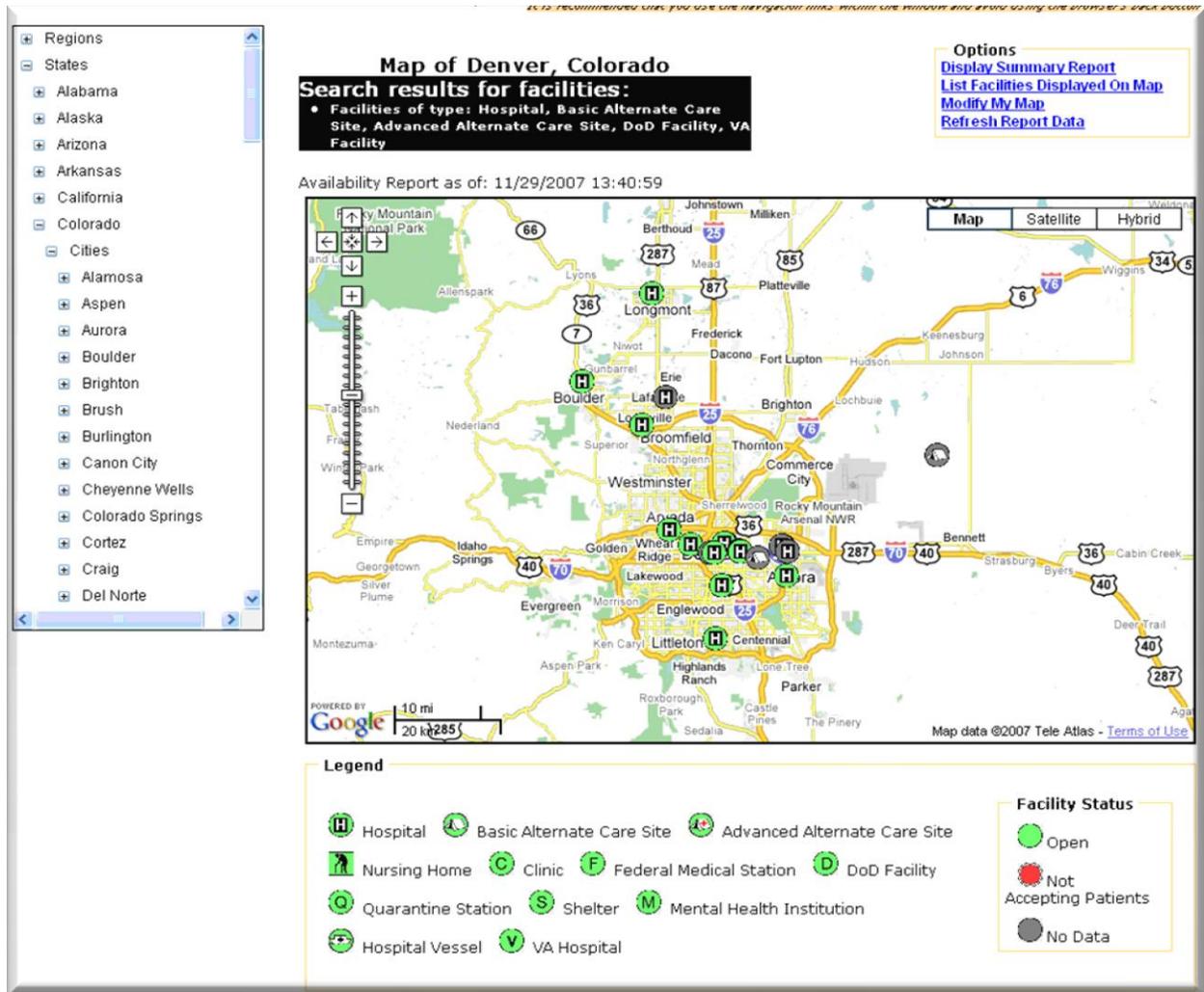


Figure 30 - Summary Map - Metropolitan Area (Denver, Colorado)

*NOTE: The legend at the bottom of the map indicates the facility types represented by the icons on the map. The status of the facility is represented by the color of the facility icon:*

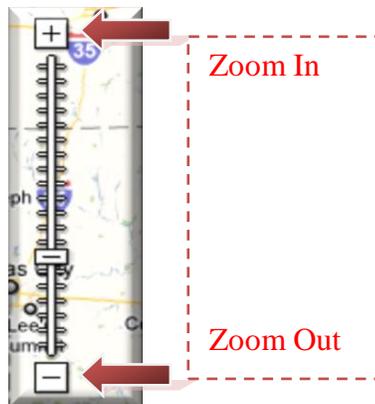
- **Green Icon-** indicates that the facility is currently open and has available beds
- **Red Icon-** indicates that the facility is not currently able to accept patients
- **Dark Grey Icon-** indicates that there is no current data for the facility's status

**To Pan (move) the Map:**

Click somewhere on the map with the left mouse button. Hold the mouse button down, and move the mouse (and map) to the desired location. You can also use the Pan arrows located on the top left corner of the map.

**To Zoom in on an Area:**

Left double-click on a point on the map. Alternatively, click a specific marker (or click the + symbol to move the marker up) on the vertical ladder on the top left corner of the map.



**Figure 31 - Zoom In/Zoom Out Ladder**

**To Zoom out of an Area:**

Right double-click a point on the map. Alternatively, click a specific marker (or click the – symbol to move the marker down) on the vertical ladder on the left side of the map.

**5.3.1 Identifying Facilities on a Map**

To identify a facility quickly on a map, move your mouse indicator over the top of a facility symbol, and a text box will appear that provides the name of the facility.

**5.3.2 Quick View to Bed Availability**

To get a quick view of the bed availability data for a particular facility, move your mouse indicator over the top of a facility symbol and click your left mouse button. A balloon will appear on the map with the current status of the facility and bed availability data. The balloon will also display the last date and time that bed data was updated. You can also click the "Click for more detail..." link to view the bed availability data report for that facility.

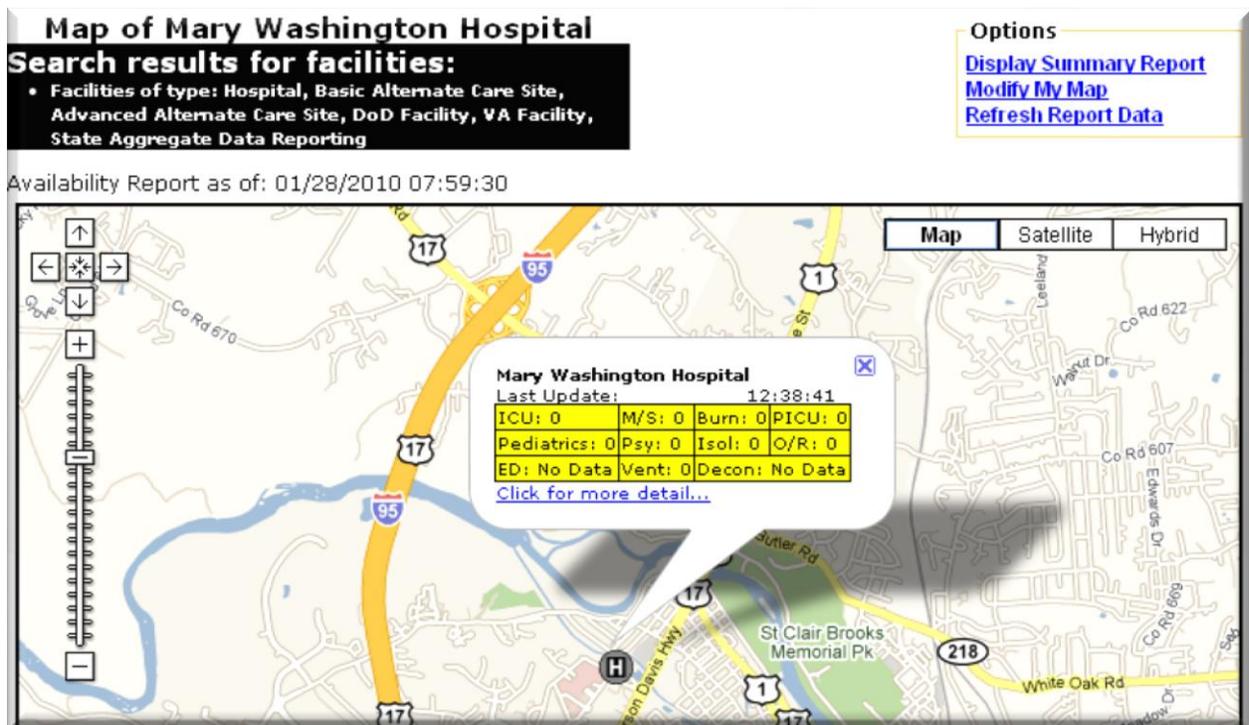


Figure 32 - Quick Bed/Resource Availability View

### 5.4 Modifying the Map

As in the Summary Report, users can customize the data displayed in the map. Users can specify the facilities that display on a map based upon:

- Facility types
- NDMS and TRICARE Affiliations
- Trauma center level
- Time frame (user can modify the definition of “current”)
- By Distance from a selected point
- Historical information for a past date

To Modify the Map:

1. Navigate to the “Modify My Map” section from the Home page or from the Options Menu.

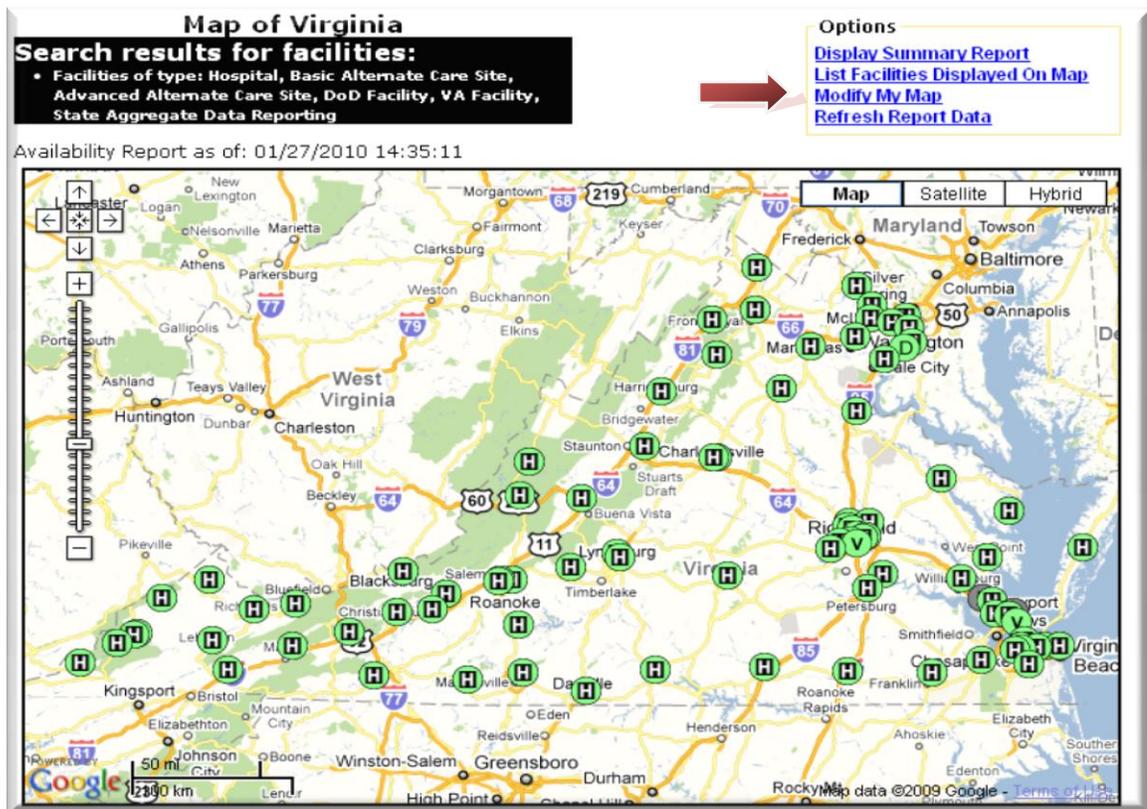


Figure 33 - Modify My Report Option - Map

2. Click the “Modify My Map” in the Options Menu on the top right hand side of the page to open the Modify My Map Dialog.

**Facility Types**  
Select facility types for inclusion in bed availability reports

Hospital  Basic Alternate Care Site  
 Advanced Alternate Care Site  DoD Facility  
 VA Facility  Clinic  
 Federal Medical Station  Hospital Vessel  
 Mental Health Institution  Nursing Home  
 Quarantine Station  Shelter

Search By Geographic Area

**Associations**  
 Don't limit search to facilities with specific affiliations  
 Display bed availability for facilities with the selected affiliations

NDMS  
TRICARE

*Hold the control key to select multiple items in the list.*

**Trauma Centers**  
Display bed availability for facilities with a Trauma Level of  
 All Facilities

**Time**  
Facility data is current if updated in the past 7 Days

[Get Historical Data](#) [Use Current Date/Time](#)

[Update Report](#) [Reset To Default Settings](#) [Cancel This Dialog](#)

Figure 37 - Modify My Map Dialog

3. Select the criteria for your report. For more information on these selections, refer to Step 2 in *Modify a Summary Report in Section 5.2 – Modifying the Summary Report*.

4. Click “Update Report” at the bottom of the Modify My Map dialog to refresh the map with your selected options.

To cancel modifying the map, click “Cancel This Dialog”.

To return to viewing current facility or summary report information, click “Reset to Default Settings.”

Once you click the "Update Report," the map displays according to the criteria you selected. The "Search Results" summary lists the criteria you selected.

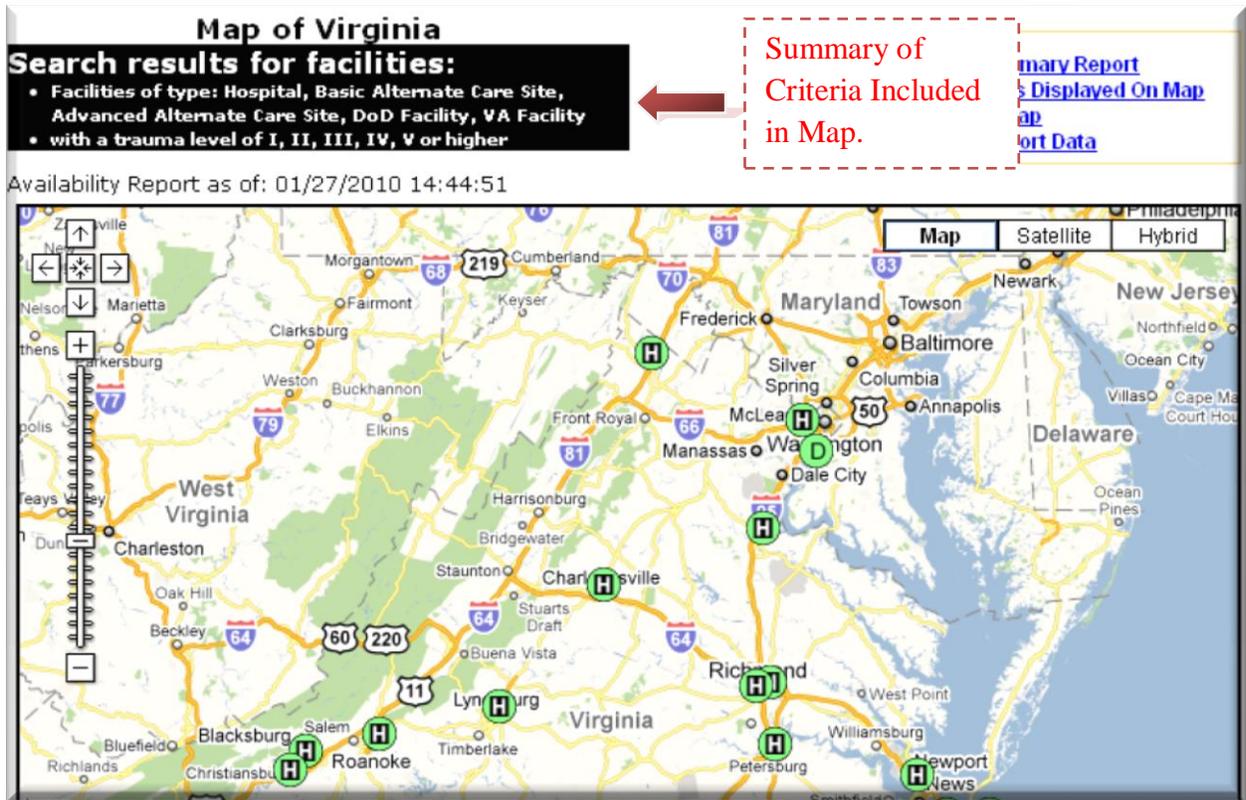


Figure 38 – Map - Selected Search Criteria

#### 5.4.1 Modify the Geographic Area of the Map

Search by Geographic Area enables you to modify the geographic area in which you want to view selected facilities on a map.

*NOTE: Because permissions are based on geography, you must select an area for which you have permission to view or edit facilities. If you select a geographic area on the map that you do not have permission to view, a generic map of the world will display and will not show facilities.*

1. Click the "Search by Geographic Area" checkbox.

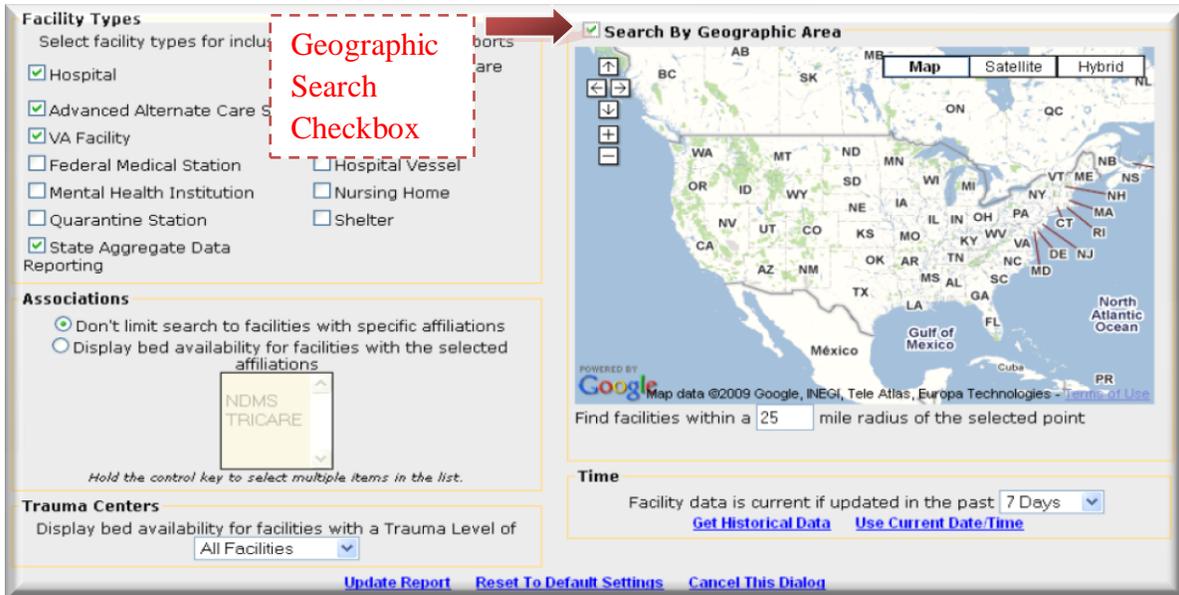


Figure 39 - Modify My Map - Geographic Search

2. Click the area on the map. To zoom to the area you want to select, double-click (or use the + symbol). Use the – sign to zoom out if you have zoomed in too far.

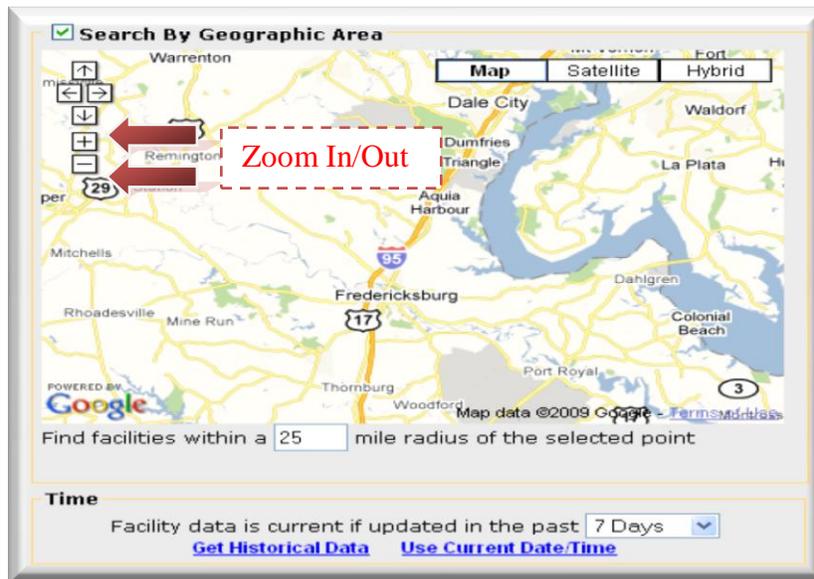


Figure 40 - Search by Geographic Area

3. To alter the radius of the geographic search, change the number of miles in the "Find facilities within a X mile radius of the selected point."

### 5.5 Viewing a Detailed List of Facilities from Summary Reports and Maps

Users can view a complete list of facilities that are contained in a Summary Report or on a Map.

To View a Facilities List:

Select an option to display the Facility List via either the Summary Report or Map pages:

- From the Summary Report view, click the “List Facilities in Summary Report” link in the Options Menu on the upper right hand section of the page.
- From the Map view, click the “List Facilities on Map” link in the Options Menu on the upper right hand section of the page.

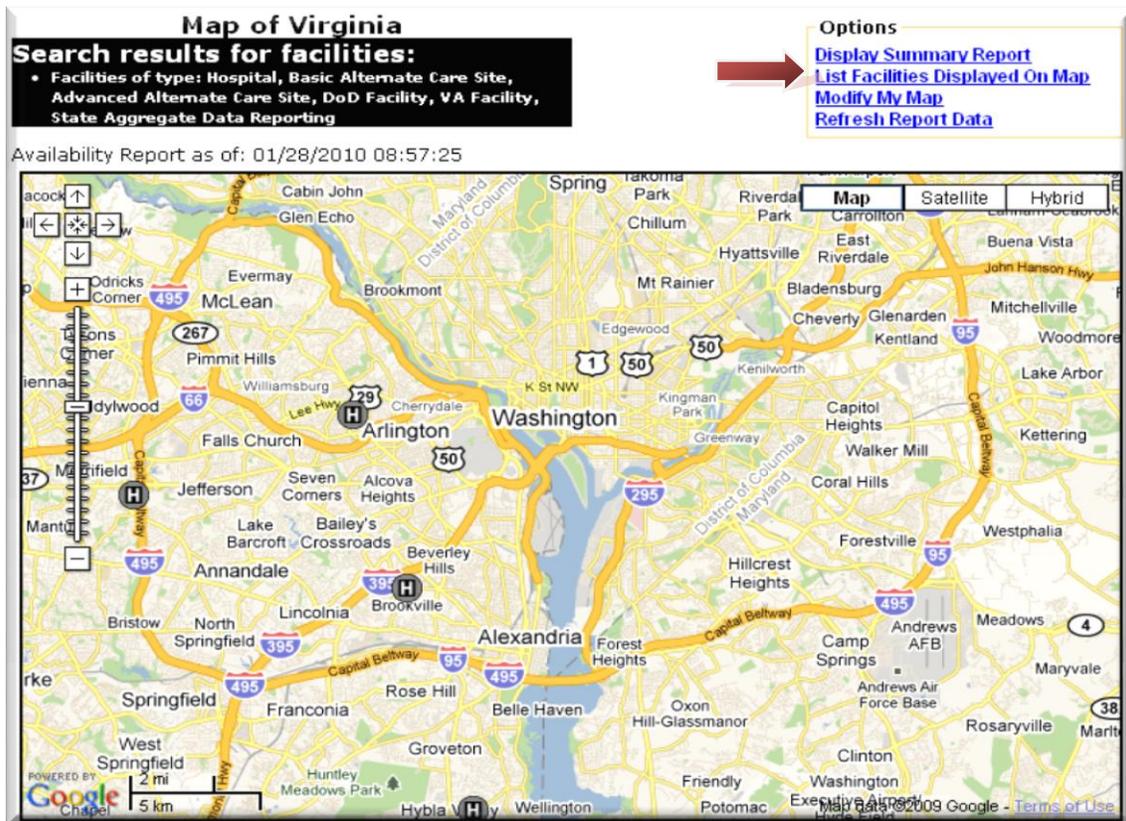


Figure 41 - Display Facilities List Option

Once the Facility List displays, you can view the list of facilities. The first column displays the facility type icon as well as the facilities that are affiliated with NDMS

*NOTE: To obtain quick information about what exists on this page, mouse over the column heading.*

**Facilities in Virginia**

**Search results for facilities:**

- Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, State
- Aggregate Data Reporting

Availability Report as of: 09:46:44

Page: 1 2 3 4 5

	Name	City	Last Update	ICU	M/S	Burn	PICU	Ped	Psych	Isol	OR	Vents	Surge Plan	Operational Status	Evacuation Status	Decon Status	Trauma
	<a href="#">Alleghany Regional Hospital</a>	Low Moor, VA	01/27/2010 09:45:25	2	33	0	0	3	0	3	5	12	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Augusta Health</a>	Fishersville, VA	01/20/2010 09:09:33	3	24	0	0	2	8	4	0	28	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bath County Community Hospital</a>	Hot Springs, VA	01/20/2010 15:43:23	1	10	1	0	1	0	2	0	2	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bedford Memorial Hospital</a>	Bedford, VA	01/26/2010 08:04:57	0	20	0	0	0	0	3	3	0	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Maryview Medical Center</a>	Portsmouth, VA	01/28/2010 07:19:25	9	49	0	0	0	19	8	6	13	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Memorial Regional Medical Center</a>	Mechanicsville, VA	01/28/2010 07:12:44	2	5	0	0	0	0	2	2	3	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours St Mary's Hospital</a>	Richmond, VA	01/28/2010 07:30:02	21	25	0	5	18	4	27	0	7	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours-DePaul Medical Center</a>	Norfolk, VA	01/28/2010 07:46:42	0	0	0	0	0	0	6	3	14	Not Activated	Fully Operational	No Data	Available	

Figure 42 - Facility List

### 5.5.1 Facility List Sorting

The facilities list is sortable. By default, the Facilities List displays facilities by name in ascending order. The default sort for each column varies:

- **Facility Name** – Default sort will sort the facilities alphabetically in ascending order. If you click this once without having selected another column first, the sort will change to descending.
- **Bed Type Columns** – Default sort (first click on column) will sort the facilities with the highest number of the particular bed type first.
- **Ventilators** – Default sort (first click on column) will list the facilities with the highest number of ventilators first.
- **Last Update** – Default sort (first click on column) will list the facilities with the most recent updates first.

*NOTE: Arrow direction  will always be pointing in the direction of the higher value. "Facility Type" and "Association" columns are not able to be sorted.*

### 5.5.2 Viewing Current Data

Age of data is reflected by the color of the facility name text:

- Green text indicates that the facility has current updates.

*NOTE: The definition of current can be modified as described in the Modify My Report (Summary Report) and Modify My Map sections. By default, current information is defined as Facility Bed Counts that have been updated within the last week (7 days).*

- Blue text indicates that the facility has received updates that are older than the threshold defined as current. For example, by default, facilities that were updated eight days ago would appear blue. If the "Current" threshold was set for 4 hours, facilities that were updated five hours ago would appear blue.
- Black text indicates that the facility has not provided updated information.

Figure 43 shows a Facilities List that has current updates. Bedford Memorial Hospital displays as green because it has been updated in the last 4 hours.

Facilities in Virginia																	
Search results for facilities:																	
• Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, State Aggregate Data Reporting																	
Availability Report as of: 09:46:44																	
Page: 1 2 3 4 5																	
	Name	City	Last Update	ICU	M/S	Burn	PICU	Ped	Psych	Isol	OR	Vents	Surge Plan	Operational Status	Evacuation Status	Decon Status	Trauma
	<a href="#">Alleghany Regional Hospital</a>	Low Moor, VA	01/27/2010 09:45:25	2	33	0	0	3	0	3	5	12	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Augusta Health</a>	Fishersville, VA	01/20/2010 09:09:33	3	24	0	0	2	8	4	0	28	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bath County Community Hospital</a>	Hot Springs, VA	01/20/2010 15:43:23	1	10	1	0	1	0	2	0	2	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bedford Memorial Hospital</a>	Bedford, VA	01/26/2010 08:04:57	0	20	0	0	0	0	3	3	0	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Maryview Medical Center</a>	Portsmouth, VA	01/28/2010 07:19:25	9	49	0	0	0	19	8	6	13	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Memorial Regional Medical Center</a>	Mechanicsville, VA	01/28/2010 07:12:44	2	5	0	0	0	0	2	2	3	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours St Mary's Hospital</a>	Richmond, VA	01/28/2010 07:30:02	21	25	0	5	18	4	27	0	7	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours-DePaul Medical Center</a>	Norfolk, VA	01/28/2010 07:46:42	0	0	0	0	0	0	6	3	14	Not Activated	Fully Operational	No Data	Available	

Figure 43 - Virginia Facilities List

To change the definition of “Current,” refer to section 5.2.3 – Modify the Definition of “Current” Bed Counts. SEE NOTE IN SECTION 5.2.3

**5.5.3 Facility List Paging**

If the facility list is long and spans multiple pages, use the “Page Navigation” on the top right of the page (or bottom right) to access other pages of the list. See Figure 42.

**5.6 Printing Reports and Maps**

Use the print function in your web browser (e.g., Internet Explorer, Netscape, Firefox, etc.) to print any page that you are viewing.

## 6. Sub- State Regional Aggregate Reporting

Sub-State Aggregate Reporting permits states to update bed counts for their entire state by designated sub-state regions.

### 6.1 Creating Sub-State Regions

The ability to create and/or edit sub-state regions is limited to State HAvBED Coordinator and Administrator permissions only:

1. Click on the Administration Tab on the toolbar located at the top of the homepage and scroll down and select Define Sub-State Regions or Click on the Define Sub-State Regions tab located directly on the homepage, Figure 44.

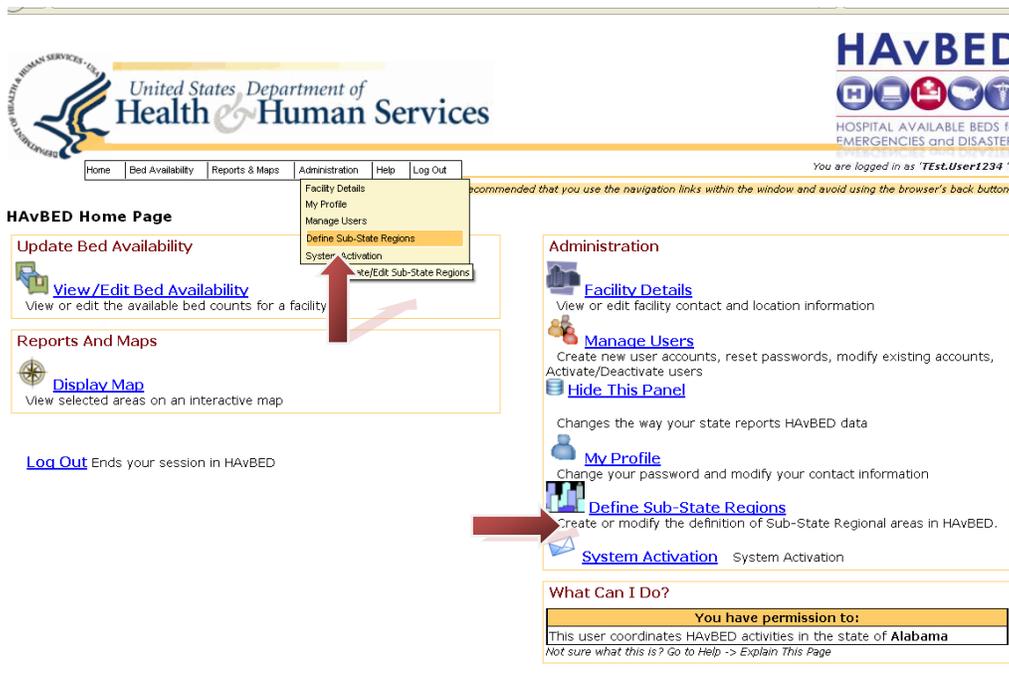


Figure 44- Define Sub-State Regions

2. On the left side of the page click on the Create New Sub-state Region hyperlink. Figure 45
3. Enter the name of the sub-state region using the following naming convention:
  - A. State Abbreviation-Name of Sub-State Region (ex. TX-North West)

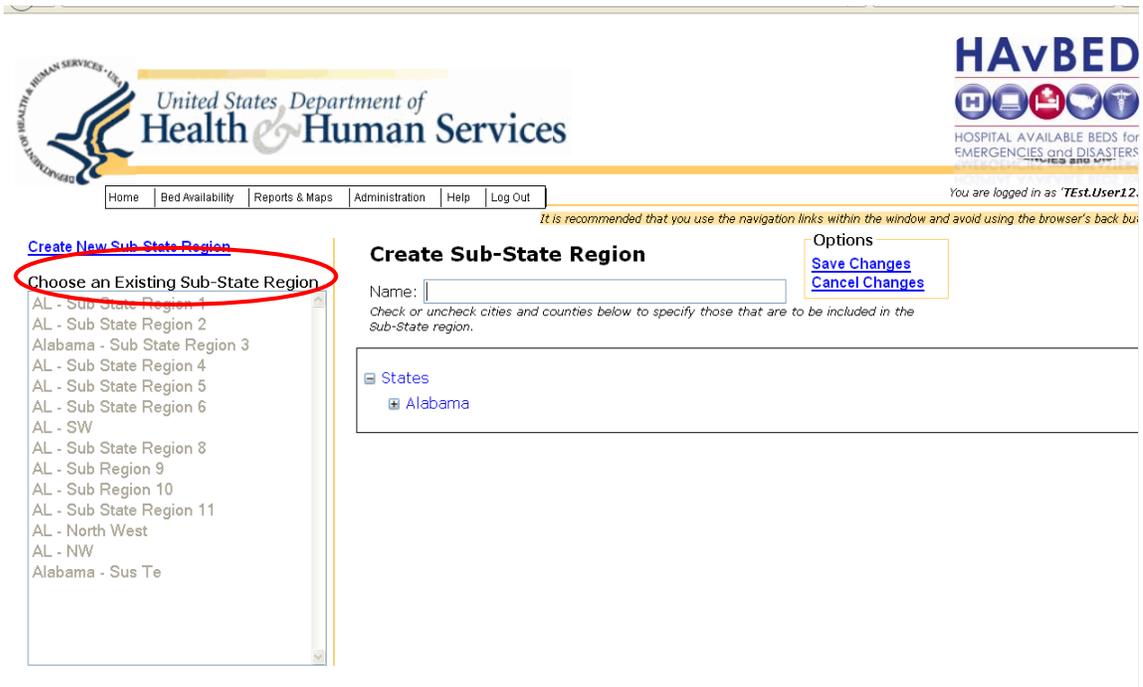


Figure 45- Create New Sub-State Region

4. Then use the + symbol to expand the state and facility list and check the box of the facility to be added to the given sub-state region, Figure 46.
5. Click on Save Changes under the Options menu at the top right side of the page, Figure 46.

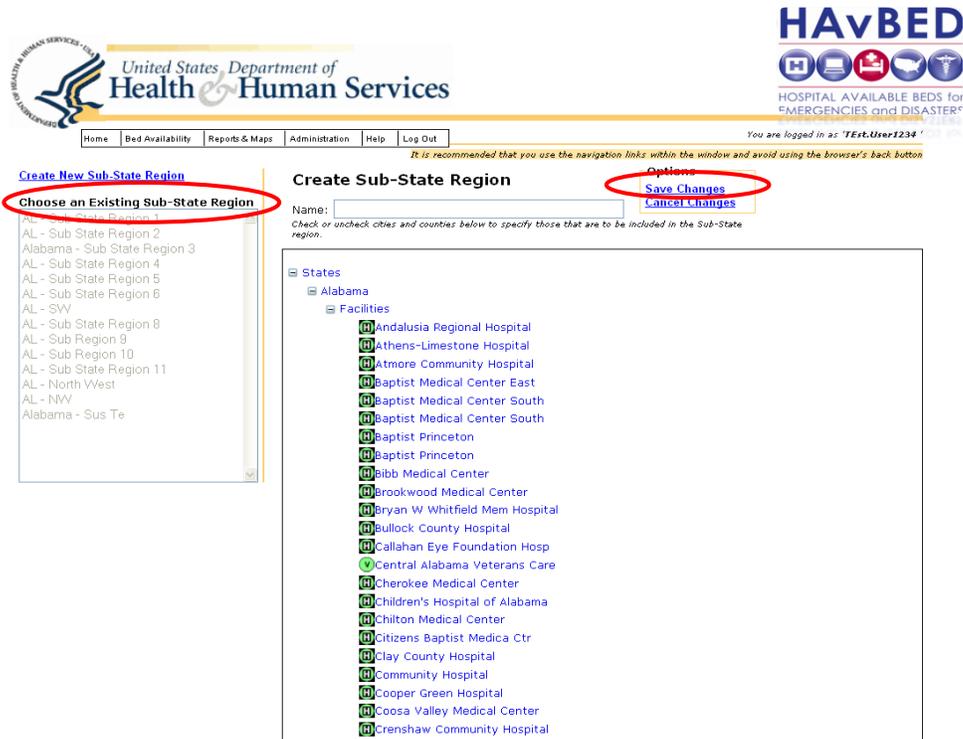


Figure 46- Selection of Facilities by Sub-State Region

**6.1.1 Editing Sub-State Regions:**

1. Follow steps 1 and 2 in section 6.1. Then choose an existing Sub-State region located on the left side of the page, Figure 46.
2. Then select edit located on the right side of the page in the options menu
3. Check or Uncheck listed facilities to modify the given Sub-State region.
4. Then click Save Changes listed under the Options menu to the right side of the page.

## 6.2 Viewing/Editing Bed Availability for Sub-State Regional Aggregate Reporting

For states that report sub-state regional aggregate data, the View/ Edit bed availability page provides a summary view of the aggregate number of facilities by sub-state region and the Available bed count in the selected (and permitted) HAvBED geography.

1. Click the “View/Edit bed availability” link on the Home page or select “Bed Availability” from the menu at the top of the page. See Figure 47.



Figure 47 - View/Edit Bed Availability

The View/Edit page allows you to select a given sub-state region.

**NOTE: If you have permission to view only one geography it will automatically display.**

2. Select the sub-state region that you wish to view by using the + indicators in the geography list on the left side of the page. Click directly on the name of the geography in order to view.

The screenshot shows the HAvBED web application interface. At the top, there is a header for the United States Department of Health & Human Services and a logo for 'HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS'. Below the header is a navigation bar with links: Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The user is logged in as 'Est.User1234'. A note below the navigation bar states: 'It is recommended that you use the navigation links within the window and avoid using the browser's back button.'

The main content area is titled 'AL - Sub State Region 4'. It displays the following information:

- Facility Last Updated: 06/30/2011 13:20:06
- Availability As Of: 07/21/2011 15:03:35

On the right side, there is an 'Options' menu with the following links:

- Edit Bed Availability
- Get Historical Data
- Refresh Bed Counts

The 'Available Beds' section contains a table with the following data:

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	6	10	
Adult Medical/Surgical	4	10	
	5	10	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	10	20	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

Below the table, the 'Facility(s) in Sub-State Region' section lists several hospitals with checkboxes for selection:

- Bibb Medical Center, 6530314
- Brookwood Medical Center, 6530175
- Bryan W Whitfield Mem Hospital, 6530345
- Bullock County Hospital, 6531013
- Citizens Baptist Medica Ctr, 6530910
- Coosa Valley Medical Center, 6530900
- Gadsden Regional Medical Ctr, 6530460

Figure 48– View/Edit Sub-State Region Bed Availability

### 6.2.1 Editing Facility Bed Availability

Updating bed availability requires Edit permissions.

1. Once a specific sub-state region has been selected (still in view mode), you must then click the “Edit Bed Availability” tab in the Options menu at the upper right side of the page. The page is now in Edit mode.

United States Department of Health & Human Services

HAvBED  
HOSPITAL AVAILABLE BEDS for EMERGENCIES and DISASTERS

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as: 'Test.User1234'

It is recommended that you use the navigation links within the window and avoid using the browser's back button

**AL - Sub State Region 4**

Facility Last Updated: 06/30/2011 13:20:06  
Availability As Of: 07/28/2011 14:18:19

**Options**  
[Edit Bed Availability](#)  
[Get Historical Data](#)  
[Refresh Bed Counts](#)

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	6	10	
Adult Medical/Surgical	4	10	
Burn	5	10	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	10	20	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

**Facility(s) in Sub-State Region**

Bibb Medical Center, 6530314   
  Brookwood Medical Center, 6530175   
  Bryan W Whitfield Mem Hospital, 6530345  
 Bullock County Hospital, 6531013   
  Citizens Baptist Medica Ctr, 6530910   
  Coosa Valley Medical Center, 6530900  
 Gadsden Regional Medical Ctr, 6530460

Figure 49- Edit Sub-State Region Bed Availability

3. Bed counts can be edited in two ways:

- Web- Portal- Manually inputting data for the individual facility

Use the mouse or the Tab key to update bed counts. Enter the number of available beds as necessary. The Tab key advances users through the eight categories of Current and Staffed beds and allows the opportunity to enter Remarks.

If Current bed count values are greater than Staffed beds a warning box will appear prompting the user to confirm this value. Select "Yes, They Are Correct" to confirm and save. Or select "No" to modify.

- Web-Service- State /Facility's web system automatically pushes aggregate data by sub-state region directly into the HAvBED system.

*States desiring this method should have their vendors contact our system administrator by emailing the [HAvBEDhelpdesk@hhs.gov](mailto:HAvBEDhelpdesk@hhs.gov)*

**6.2.2 Viewing Summary Report for Sub-State Regions**

Summary Reports for states that report aggregate data by sub-state regions are available by state and/or sub-state regions. User permissions determine the level of summary report that can be viewed.

1. To access the summary report, click directly on the state name or the specific sub-state region found on the geography list on the left side of the page.

The screenshot displays the HAvBED web application interface. At the top, there is a navigation bar with links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The user is logged in as 'TExt.User1234'. The main content area is titled 'Summary Report for AL - Sub State Region 4'. A search results box indicates that there are 7 facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, and State Aggregate Data Reporting. Below this, there are two tables: 'Facility Summary' and 'Total Available Beds'.

Facility Type	Total	Current	Not Current	No Data
Hospital	7	0	7	0

Bed Category	Current	Staffed Beds
Adult ICU	1	2
Adult Medical/Surgical	1	2
Burn	1	2
Pediatric ICU	1	2
Pediatrics Medical/Surgical	1	2
Psychiatric	1	2
Airborne Infection Isolation	1	2
Operating Rooms	10000	20000

**Figure 50 - Summary Report (AL Sub-State Region 4)**

*Note: For Summary Report Page Description, see sect 5.1.3*

6.2.3 Modifying the Summary Report

1. Click "Modify My Report."

The screenshot shows the HAvBED web application interface. At the top, there is a navigation bar with the United States Department of Health & Human Services logo and the HAvBED logo. Below the navigation bar, there is a menu with options: Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. The user is logged in as 'TEST.User1234'. A message below the menu states: 'It is recommended that you use the navigation links within the window and avoid using the browser's back button'.

The main content area displays the 'Summary Report for AL - Sub State Region 4'. On the left, there is a tree view showing the hierarchy of states and sub-state regions. The 'AL - Sub State Region 4' is selected. The main content area shows the following information:

**Summary Report for AL - Sub State Region 4**  
**Search results for facilities:**  
 • Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, State Aggregate Data Reporting

Availability Report as of: 07/28/2011 14:29:37

This User is a Bed Data Display

**Facility Summary**

Facility Type	Total	Current	Not Current	No Data
Hospital	7	0	7	0

NDMS: 1 TRICARE: N/A

**Total Available Beds**

Bed Category	Current	Staffed Beds
Adult ICU	1	2
Adult Medical/Surgical	1	2
Burn	1	2
Pediatric ICU	1	2
Pediatrics Medical/Surgical	1	2
Psychiatric	1	2
Airborne Infection Isolation	1	2
Operating Rooms	10000	20000

On the right side of the main content area, there is an 'Options' menu with the following links: Display Map, List Facilities in Summary Report, **Modify My Report** (indicated by a red arrow), Export My Report, and Refresh Report Data.

Figure 51 – Modifying Summary Report for Sub-State Regions

2. When the Modify My Report dialog box appears, select the "Sub-State Region Facility" from the Facility Types list.

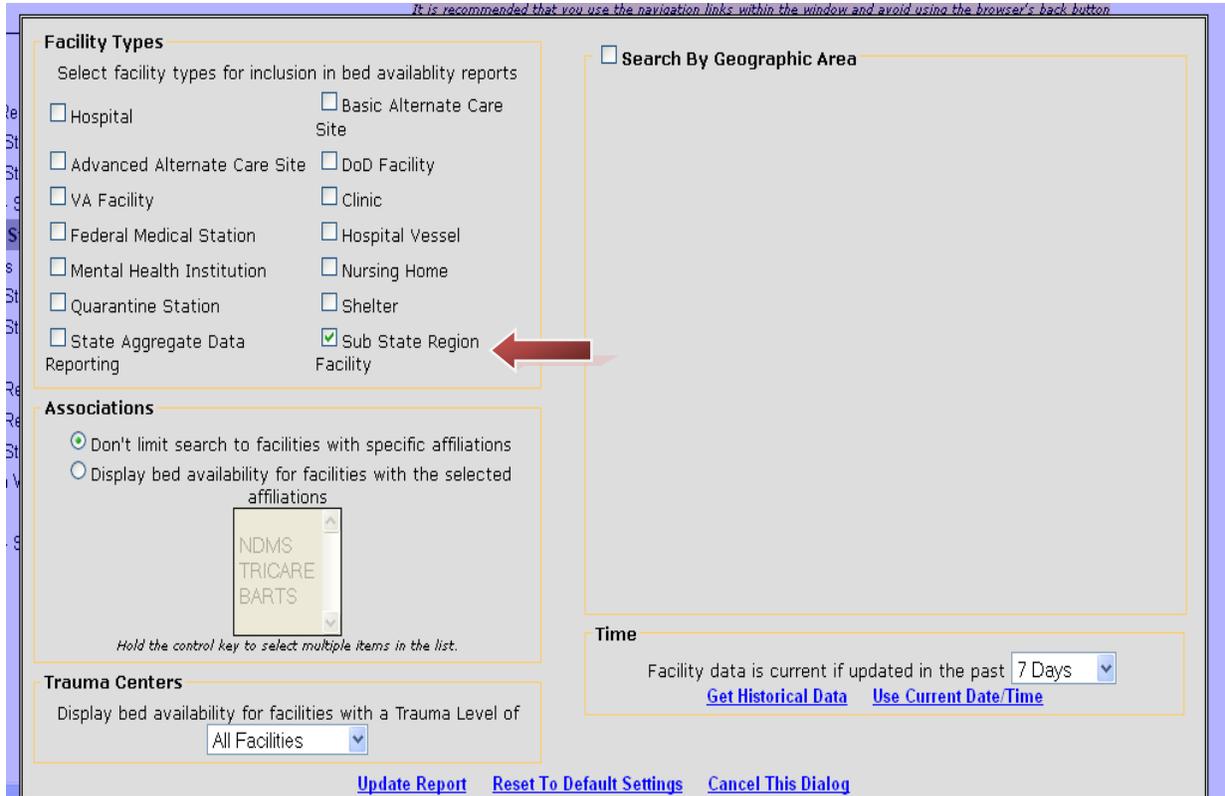


Figure 52 – Dialog Box for Sub-State Aggregate Data

3. Select "Update Report" to close the dialog bog.

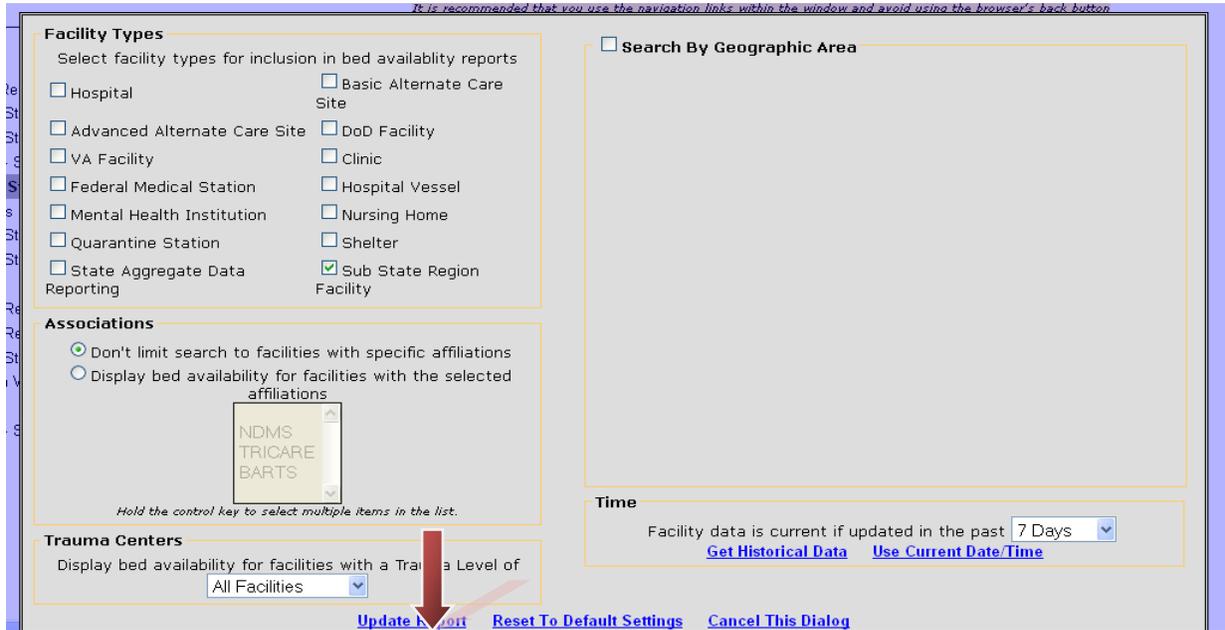


Figure 53 – Dialog Box for Sub-State Aggregate Data

4. The resulting view will be the Summary Report for your desired sub-state region.

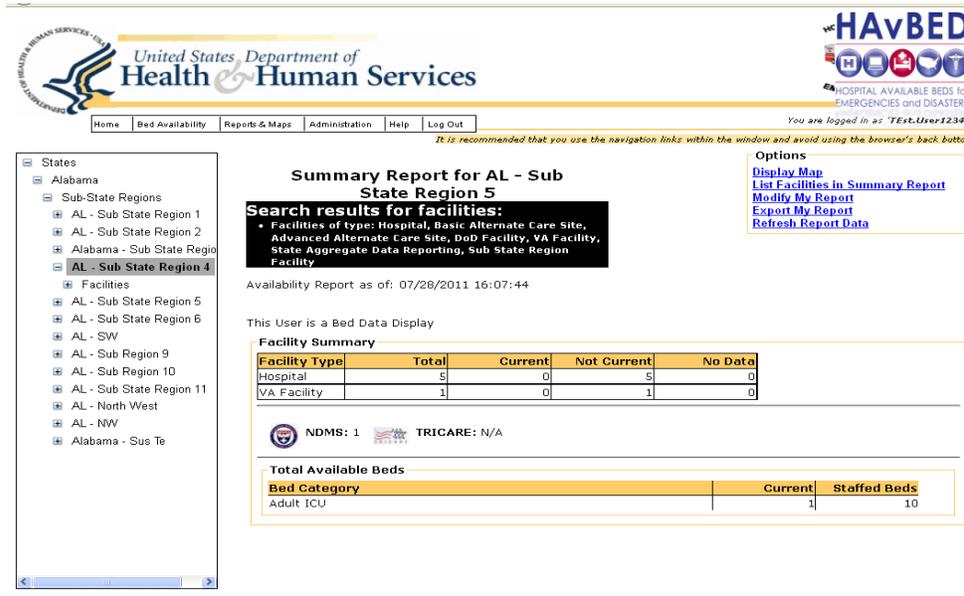


Figure 54 – Sub-State Region Summary Report

## 7. Site Administration

Users with State HAvBED Coordinator and System Administrator roles have access to most functions within the HAvBED web site. These permissions allow for: creating and/or modifying facilities, creating and managing user profiles, defining sub-state regions, and assigning role and geography permissions to users.

For more information on roles and administrative functions, refer to *Tables 9.1 and 9.2*.

### 7.1 View Facility Details

For states that submit individual facility data, the facility details page provides comprehensive information about a selected facility. Facility details include the facility's address, phone/fax numbers, AHA identifier (if the facility is a hospital), contact information for an individual at the facility, latitude and longitude values, and hours of operation for the facility. Any user that has permissions to view bed availability for a geography can also view details for any facility within that geography.

There are several methods to access the Facility Details page – the Home Page, the View/Edit Bed Availability Page, and the Facilities List. Figure 52 shows a sample View Facility Details page.

The screenshot shows the HAvBED web application interface. At the top, there is a header with the United States Department of Health & Human Services logo on the left and the HAvBED logo on the right, which includes icons for a hospital, a person, a red cross, a map, and a stethoscope. Below the header is a navigation bar with links for Home, Bed Availability, Reports & Maps, Administration, Help, and Log Out. A user login status is shown as 'You are logged in as: Test.User1234'. A note below the navigation bar states: 'It is recommended that you use the navigation links within the window and avoid using the browser's back button.'

The main content area is titled 'Baptist Medical Center East'. It includes the address '400 Taylor Road, Montgomery, AL 36117-3512', the facility last updated date '07/06/2011 15:40:44', and the availability as of '08/02/2011 11:02:14'. On the right side, there is an 'Options' box with links: 'Edit Bed Availability', 'View Facility On Map', 'View Facility Details', 'Get Historical Data', and 'Refresh Bed Counts'.

On the left side, there is a navigation tree with 'States' expanded to 'Alabama', and 'Facilities' expanded to show a list of hospitals. 'Baptist Medical Cen' is selected.

The 'Available Beds' section is titled 'Trauma Level: II' and contains a table with the following data:

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	0	0	
Adult Medical/Surgical	0	0	
Burn	0	0	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	0	0	
Psychiatric	0	0	
Airborne Infection Isolation	0	0	
Operating Rooms	0	0	

Below the table, there is a link: 'Show Facility Infrastructure Panel'.

Figure 55 – View Facility Details Page

- **Method 1: Access Facility Details Via the Home Page**

Click the “Facility Details” link on the Home page or select “Facility Details” from the “Administration” menu provided at the top of each page.

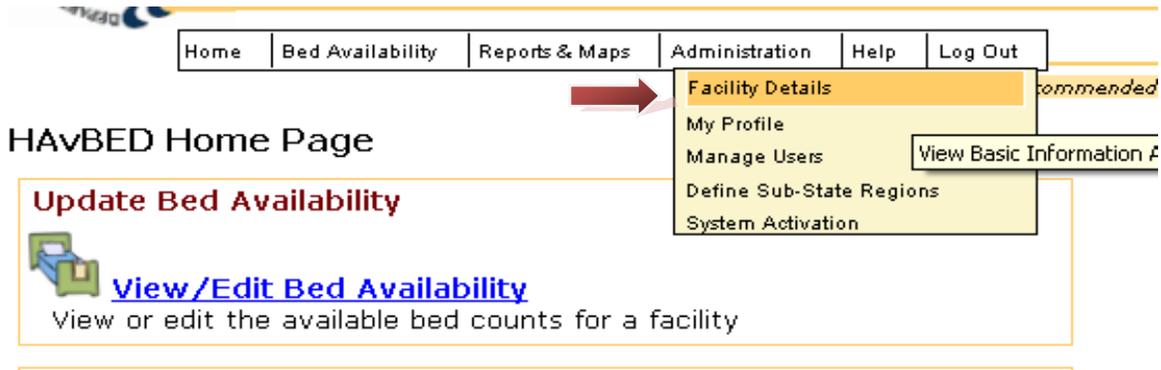


Figure 56 - Facility Details Option

The Facility Details page will display the geography navigation tree on the left of the page where an individual facility can be selected.

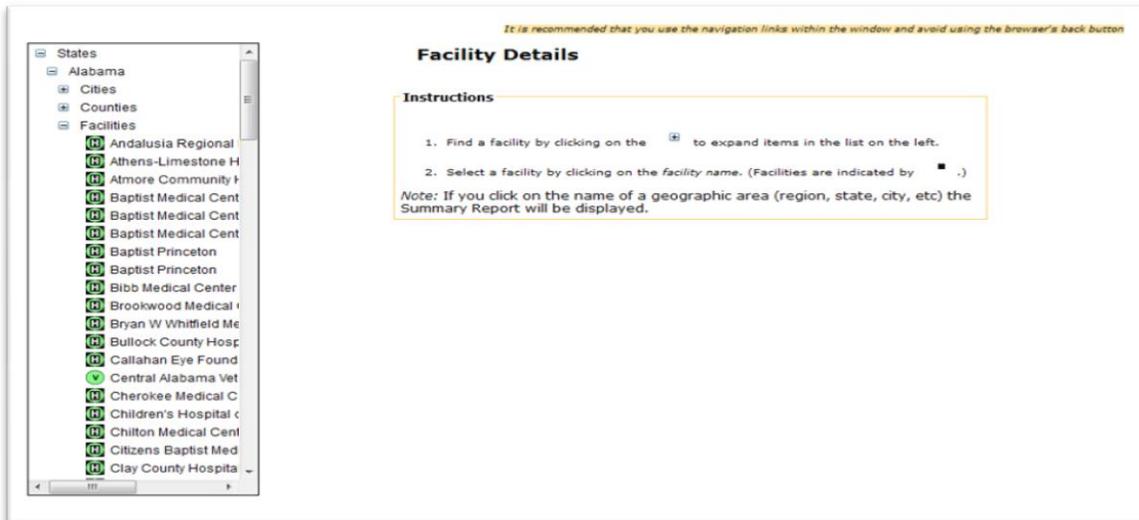


Figure 57- Facility Details page

- **Method 2: Access Facility Details Via the View/Edit Bed Availability Page**

From the bed availability page or map of a selected individual facility, click on “View Facility Details” in the Options Menu in the upper right hand corner of the page. This will display details for that facility.

Figure 58 - View Facility Details Option

- **Method 3: Access Facility Details via the Facilities List**

1. From the state or individual sub-state region tab, select "List Facilities in Summary Report." From the Map view, select "Display Facility List." The list of facilities will display.

Facilities in Virginia																	
Search results for facilities:																	
• Facilities of type: Hospital, Basic Alternate Care Site, Advanced Alternate Care Site, DoD Facility, VA Facility, State Aggregate Data Reporting																	
Availability Report as of: 09:46:44																	
Page: 1 2 3 4 5																	
	Name	City	Last Update	ICU	M/S	Burn	PICU	Perf	Psych	Isol	OR	Vents	Surge Plan	Operational Status	Evacuation Status	Decon Status	Trauma
	<a href="#">Alleghany Regional Hospital</a>	Low Moor, VA	01/27/2010 09:45:25	2	33	0	0	3	0	3	5	12	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Augusta Health</a>	Fishersville, VA	01/20/2010 09:09:33	3	24	0	0	2	8	4	0	28	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bath County Community Hospital</a>	Hot Springs, VA	01/20/2010 15:43:23	1	10	1	0	1	0	2	0	2	Not Activated	Fully Operational	No Data	Unavailable	
	<a href="#">Bedford Memorial Hospital</a>	Bedford, VA	01/26/2010	0	20	0	0	0	0	3	3	0	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Maryview Medical Center</a>	Portsmouth, VA							19	8	6	13	Not Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours Memorial Regional Medical Center</a>	Mechanicsville, VA	07:12:44						0	2	2	3	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours St Mary's Hospital</a>	Richmond, VA	01/28/2010 07:30:02	21	25	0	5	18	4	27	0	7	Activated	Fully Operational	No Data	Available	
	<a href="#">Bon Secours-DePaul Medical Center</a>	Norfolk, VA	01/28/2010 07:46:42	0	0	0	0	0	0	6	3	14	Not Activated	Fully Operational	No Data	Available	

Figure 59 - Facilities List - View Facility Details

2. Click a facility name. The View Bed Availability page displays.
3. On the View Bed Availability Page, click "View Facility Details."

## 7.2 Editing Facility Details

The “Facility Details” section provides key information about facilities including trauma level, address, contact information, etc. Only State Coordinators and System administrators are able to edit details for facilities.

**United States Department of Health & Human Services**

Home | Bed Availability | Reports & Maps | Administration | Help | Log Out

You are logged in as 'solomon.freeman'

*It is recommended that you use the navigation links within the window and avoid using the browser's back button*

### Edit Facility Details

**Options**  
[Save Changes](#)  
[Cancel Changes](#)

Name: Washington Hospital Center

Trauma Level: Level I

This facility is: Active

**Active** - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category and whose status and bed availability number are reported in HAvBED.

Comment:

Contact Name: JAMES F CALDAS, PRES

Contact Email:

Phone & Fax Numbers

Type	Area Code	Number	Extension	Description
Phone	202	877-7000		Main Contact Number <a href="#">Edit</a> <a href="#">Delete</a>

[Add a Phone/Fax](#) You must save the facility after you add or modify a phone number

Facility Type: Hospital

AHA Number: 6330120

Address: 110 Irving Street NW

City: Washington County: District of Columbia, DC

[Add City To Washington, D.C.](#)

State: Washington, D.C. Zip: 20010-2975

Latitude: 38.931080 Longitude: -77.012750

[Look up Latitude/Longitude](#)

**Affiliations**

NDMS  TRICARE

Hours of Operation:

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Figure 60 - Edit Facility Details Page

1. To edit a facility, access a facility using one of the following methods described in the previous section - 7.1 – View Facility Details.
2. Edit the specific fields of interest.
  - **Name** – Unique name for the facility.
  - **Trauma Level** – Trauma Level of the facility, if applicable.
  - **Facility Status** – Indicates the facility status. Options include: Active, Inactive, and Decommissioned.
    - Active - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category, and whose status and bed availability number are reported in HAvBED.
    - Inactive - an institution or patient care site that does not provide acute patient care, but which could be made an active site through the addition of appropriate personnel, supplies, and equipment. Inactive facility status and bed availability are not reported in HAvBED.
    - Decommissioned - an institution or patient care site that is no longer physically available and which cannot be made active for the delivery of patient care. Decommissioned facility status and bed availability are not reported in HAvBED.
  - **Contact Name/Contact Email** – A point of contact for the facility.
  - **Facility Type** – Indicates the type of facility.
  - **AHA Number** – Indicates the AHA identification number for hospitals (only) listed in the American Hospital Association survey database.
  - **Address** – Indicates the address of the facility.

*NOTE: The mapping feature relies on an accurate address provided in this field and uses the zip code first to map the facility. If the address is inaccurate (especially Zip Code), the facility will not appear in the appropriate latitude and longitude on the map.*

- **Latitude/Longitude** – The latitude and longitude fields should be populated or entered during facility creation. However, if you update the address, you will need to update the latitude and longitude. If you want to update the latitude and longitude based on the address, click the “Lookup Latitude and Longitude link.” For more information on updating latitude and longitude, refer to Section 7.3.1.
- **Affiliations** – Indicates the facility's NDMS or TRICARE affiliation.
- **Hours of Operation** – Indicates the hours during which the facility is open.

**7.2.1 Editing Phone and Fax Numbers:**

Phone / fax numbers are added, deleted, and modified individually. To edit phone and fax numbers:

1. Click "Add a Phone/Fax" or "Edit" in the "Phone and Fax Numbers" box, as appropriate
2. Once you have made your additions/changes, click "Update."
3. Once all edits on the "Edit Facilities Details" page have been made, click "Save Changes."

**7.2.2 Updating Staffed Bed Count Numbers**

Edit permissions grant the ability to update bed counts, including Staffed Bed Counts.

*NOTE: Staffed Bed Counts will not change frequently.*

**To Update Staffed Bed Counts:**

1. Access the "Edit Bed Availability" Page (Figure 57).

**Edit Bed Counts for University of Virginia Medical Center**

1215 Lee Street  
Charlottesville, VA 22908-0001

Facility Last Updated: 08:41:56  
Availability As Of: 11:00:10

Options:  
[Save Changes](#)  
[Cancel](#)

**Available Beds**

Trauma Level: I

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	<input type="text" value="0"/>	73	<input type="text"/>
Adult Medical/Surgical	<input type="text" value="0"/>	339	<input type="text"/>
Burn	<input type="text" value="0"/>	4	<input type="text"/>
Pediatric ICU	<input type="text" value="0"/>	59	<input type="text"/>
Pediatric Medical/Surgical	<input type="text" value="0"/>	54	<input type="text"/>
Psychiatric	<input type="text" value="0"/>	36	<input type="text"/>
Airborne Infection Isolation	<input type="text" value="0"/>	57	<input type="text"/>
Operating Rooms	<input type="text" value="0"/>	26	<input type="text"/>

**Ventilators**

Total number of full feature ventilators available to the facility that can support patients > 5kg

**Figure 61 - Update Staffed Bed Counts**

**From the "Home" page:**

1. Select "View/Update Bed Availability."
2. If your permissions are for only one facility or sub-state region, you will be taken directly to that summary page. If you have permissions for more than one facility or sub-state region, use the geography tree to select the desired facility or sub-state region.
3. Click "Edit Bed Availability" in the Options menu on right side of the page. The Edit Bed Availability page displays.

**From the "Facility Details" page:**

1. Select "View Bed Availability."
2. Select "Edit Bed Availability." The Edit Bed Availability page displays for the selected facility.
3. Click in the appropriate bed category field for the Staffed Bed Count you want to update.
4. Enter the bed count value.
5. Click "Save Changes."

## **7.3 Viewing and Initiating System Activation**

HAvBED Coordinators have the ability to activate the system and to view the reporting status of their respective state during and after system activation.

### ***7.3.1 Viewing System Activation***

From the home page, under the Administration section, click on the System Activation tab.

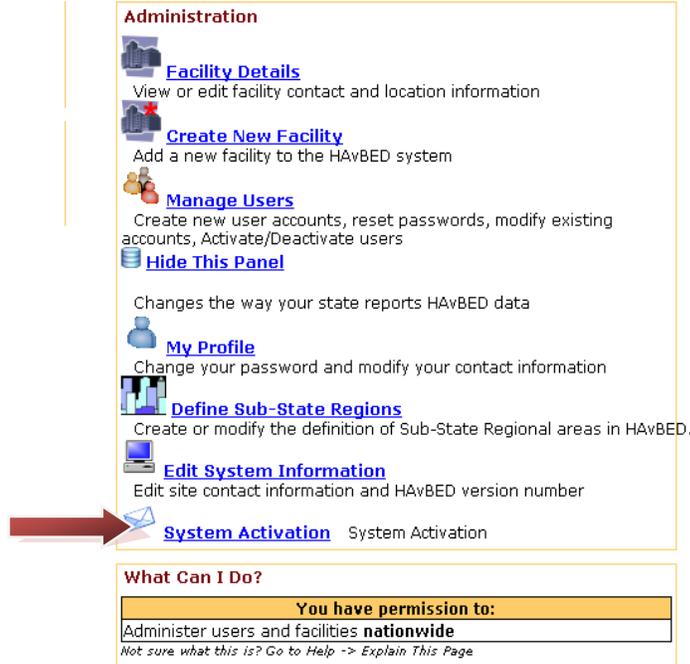


Figure 62- System Activation

The page following will allow the user to view an activation while in progress or one that is complete.

The user may view: the name of the activation (incident); the name of the state; start and end date/time of the activation; the duration of the activation, time remaining in the activation; the total number of facilities activated and the total number of facilities that have responded. The user may also end the activation at any by selecting the End Activation tab. Figure 63.

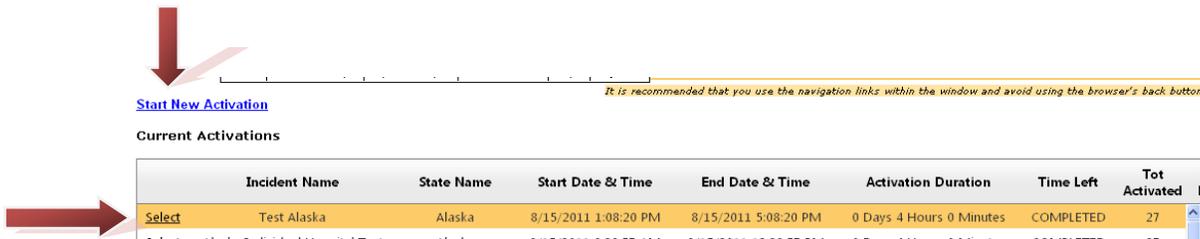


Figure 63- System Activation Details

Clicking the select tab on the left of the Incident name will also provide more detailed information.

### 7.3.2 Initiating Activation

In order to initiate an activation, click on the [Start New Activation](#) hyperlink at the top left side of the page, Figure 63. Then enter the activation date, time, and name. Then click next. See Figure 64.

Figure 64- State Activation

The page following allows HAvBED Coordinators the option of including additional data elements (pertaining to facility stress and infrastructure) in the activation (Figure 65).

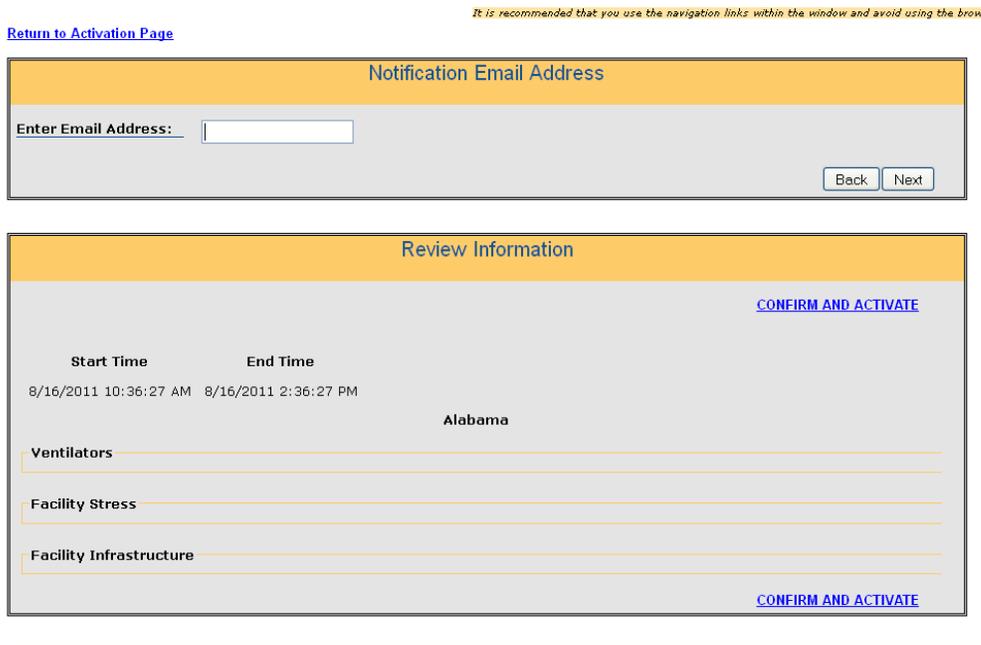
Figure 65- Optional Data Elements

To include additional data elements as part of the activation, check the boxes of desired questions, and click next.

Or Click next in order to bypass the questions completely.

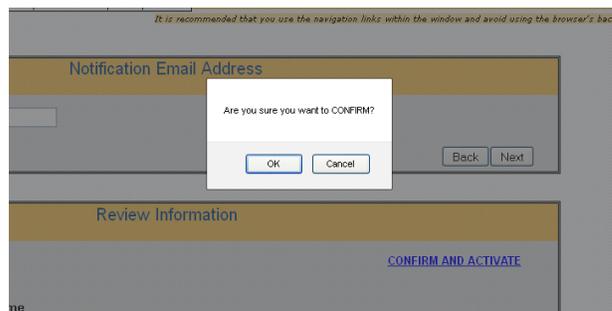
Finally, enter the email addresses (separated by commas) of those to be notified of the activation and click next. Figure 66.

Once you have reviewed the activation information, select Confirm and Activate. Figure 66.



**Figure 66- Notification Email and Activation Information Review**

You will be prompted once again to confirm or to cancel the activation. Figure 67.



**Figure 67- Confirm or Cancel Activation**

## 7.4 Creating a New Facility

Another key feature of HAvBED is the ability to create a new facility at any time. The most likely scenario is a mass casualty event that requires the use of a public building, facility of convenience, tent, or other structure as an alternate care site to provide medical care for patients. Once such a facility is created in HAvBED, this facility will automatically appear in all HAvBED views and reports. Only the System Administrator has this permission.

State Coordinators who wish to create a facility should email the [havbedhelpdesk@hhs.gov](mailto:havbedhelpdesk@hhs.gov) with the following information:

1. Name of the Facility
2. Address of the Facility (This is key in determining longitude and latitude values for mapping purposes)
3. Status of the Facility (Active, Inactive, Decommissioned). Definitions include:
  - a) **Active** - an institution or patient care site that is fully functional for the delivery of acute patient care in the designated category, and whose status and bed availability number are reported in HAvBED.
  - b) **Inactive** - an institution or patient care site that does not provide acute patient care, but which could be made an active site through the addition of appropriate personnel, supplies and equipment. Inactive facility status and bed availability are not reported in HAvBED.
  - c) **Decommissioned** - an institution or patient care site that is no longer physically available and cannot be made active for the delivery of patient care. Decommissioned facility status and bed availability are not reported in HAvBED.
4. Contact email address for the Facility
5. Contact phone and fax number for the Facility
6. AHA # (if applicable)

## 7.5 Creating and Managing Users

State Coordinators and System Administrators have permissions to create and manage users.

### 7.5.1 Creating New Users

1. Click on manage users under the Administration section



Figure 68- Manage Users

2. Then click on Create New User hyperlink on the top left side of the page

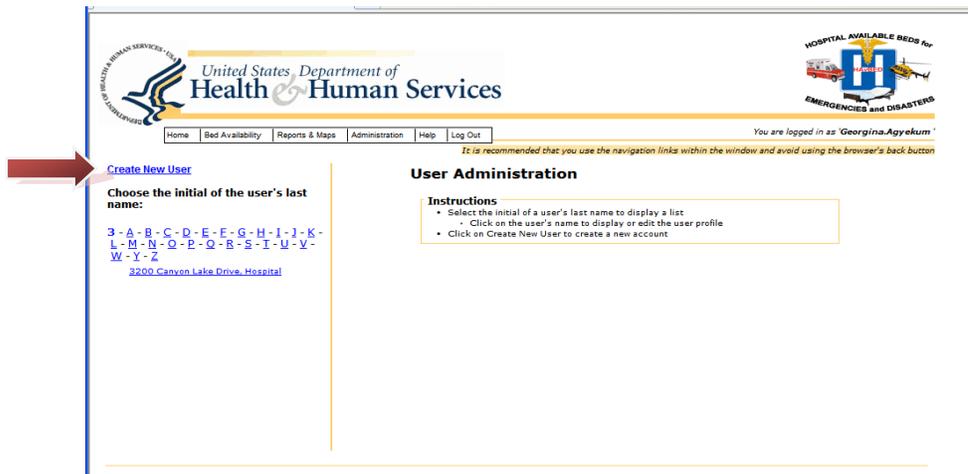
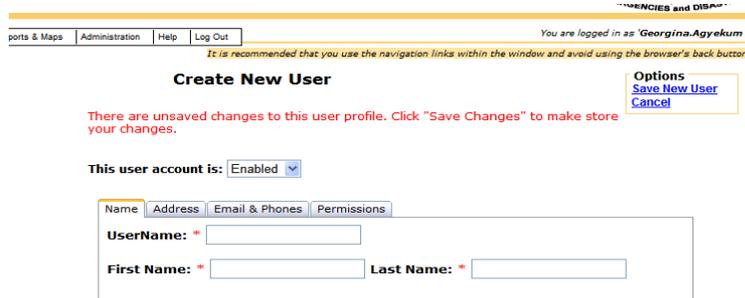


Figure 69- Create New User

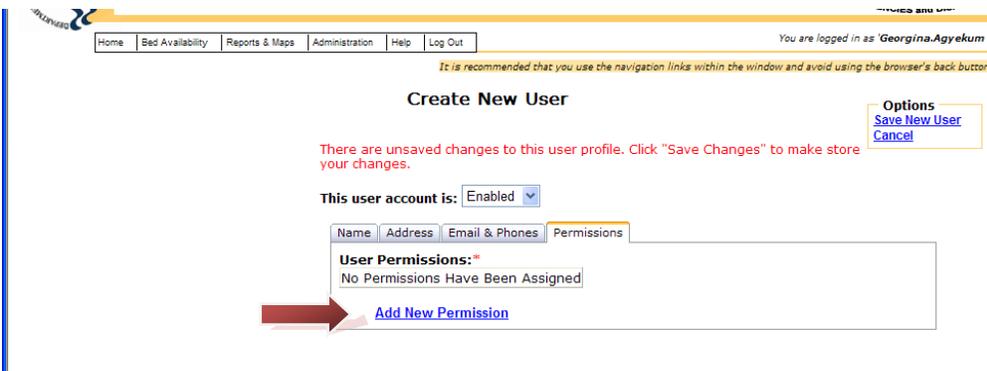
1. Insert the username, name of the new user address, email and phone of the new user. Be sure to click Update after you have added/edited a phone/fax number in the Email & Phones tab.



The screenshot shows the 'Create New User' form with the 'Name' tab selected. The form includes a navigation menu at the top with 'ports & Maps', 'Administration', 'Help', and 'Log Out'. A message indicates the user is logged in as 'Georgina.Agyekum'. Below the title, there are 'Options' for 'Save New User' and 'Cancel'. A red message states: 'There are unsaved changes to this user profile. Click "Save Changes" to make store your changes.' The 'This user account is:' dropdown is set to 'Enabled'. The 'Name' tab is active, showing fields for 'UserName: \*', 'First Name: \*', and 'Last Name: \*'.

Figure 70- New User Info

2. Then assign permissions. Click Add New Permission.



The screenshot shows the 'Create New User' form with the 'Permissions' tab selected. The navigation menu at the top includes 'Home', 'Bed Availability', 'Reports & Maps', 'Administration', 'Help', and 'Log Out'. The user is logged in as 'Georgina.Agyekum'. The 'Options' for 'Save New User' and 'Cancel' are visible. The red message about unsaved changes is present. The 'This user account is:' dropdown is set to 'Enabled'. The 'Permissions' tab is active, showing the text 'User Permissions: \*' and 'No Permissions Have Been Assigned'. A red arrow points to the 'Add New Permission' link.

Figure 71- Assigning Permissions to a New User

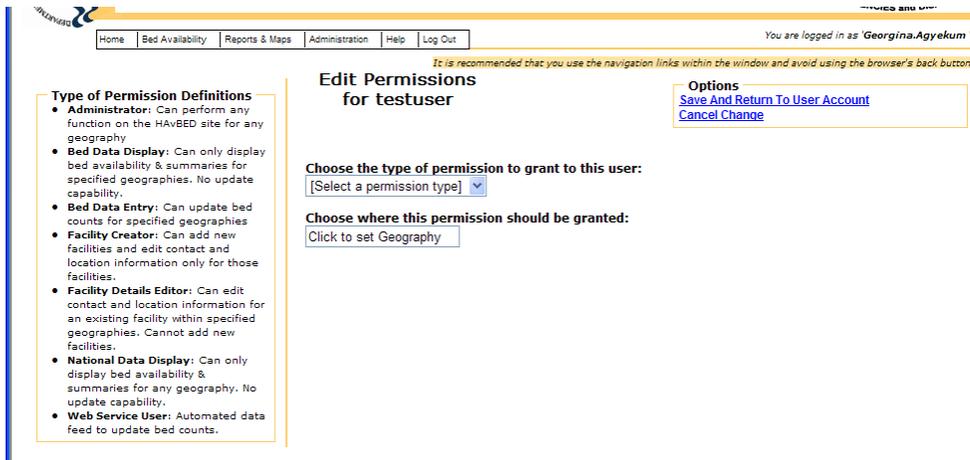


Figure 72- Assigning Permissions to a New User

3. Click to choose the type of permissions to grant and the geographic area of where the permission should be granted
4. Click Save and Return to the User Account under Options
5. Click Save Changes again
6. Create account password for the new user
7. Click Update Password to save the changes

### 7.5.2 Managing Users

1. Click on manage users under the Administration section (See Figure 68)
2. Click on the first letter of user's last name

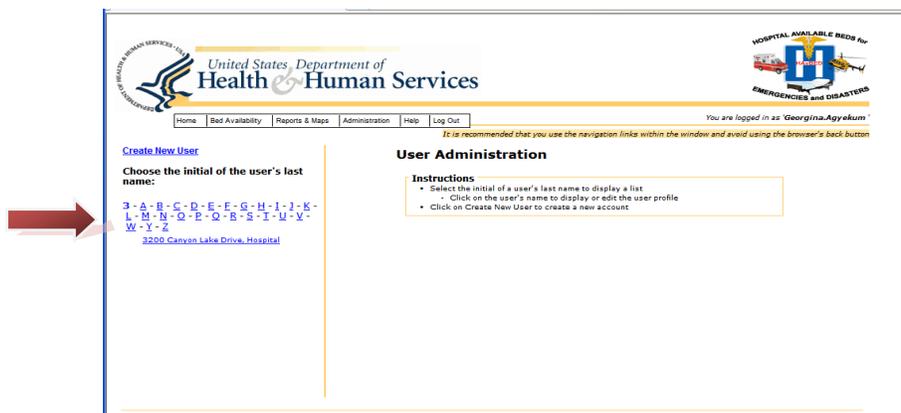


Figure 73- User's Last Name

3. Select Edit User Profile under the Options menu and edit the contact information or the permissions assigned to the user
4. Click Save and Return to the User Account under Options

### 7.6 Modifying My Profile (Including Password)

All users can maintain their own account information and password through the “My Profile” option.

1. Select the “My Profile” option from the top menu toolbar or Home page option.



Figure 72- Modifying My Profile

2. Click the appropriate link in the “Options” box for the desired action.

To change a password, select “Change Password.” To change your address, phone number, etc., click “Edit My Profile.”

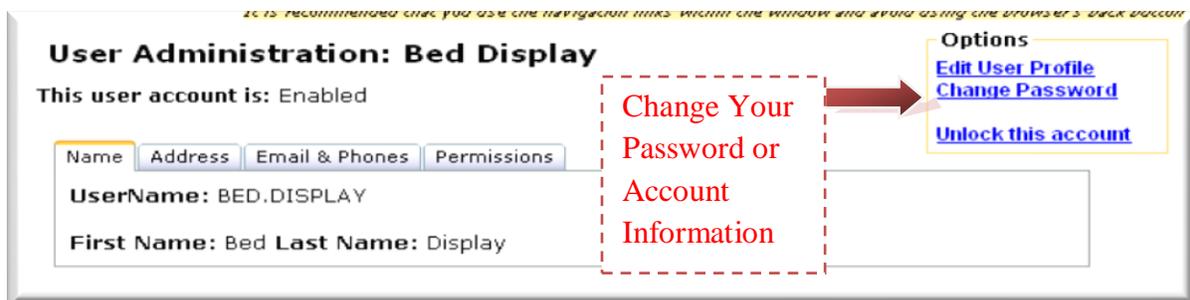


Figure 73 - My Profile Options

To change your password:

1. Verify your current password
2. Enter your new password twice.

**NOTE:** Passwords must be at least seven characters long and contain at least one character that is not a letter or a number (#, !, \*.are three examples). Also, Passwords are case sensitive

**Example Password:** XYZ123!

Click "Update Password." When your new password is successfully saved, you will be returned to the "My Profile" page.

**NOTE:** A warning will be displayed if the password fields do not match when resetting the password. Be sure the password is entered correctly in both fields. Also, passwords must be at least 7 characters long and contain at least 1 non-alphanumeric character.

Figure 74 – My Profile – Change Password

To update your profile (phone number, etc.):

- A. Click "Edit My Profile."
- B. Select the tab that contains the information you want to update. You will not be able to update your HAvBED permissions. If you desire to change to your permissions, you must contact the system administrator using the "Help" menu at the top of the screen, and then selecting "Contact Us."

- C. Once you have completed your updates, click "Save Changes" in the Options Menu at the top right corner. You will then be taken back to the "My Profile" page.



Figure 75 - Edit My Profile Page

## 8. Getting Help for HAvBED

### 8.1 Help Menus - Explain This Page & Glossary

Users can get more information and assistance for HAvBED in the "Help" menu tab at the top of the page.

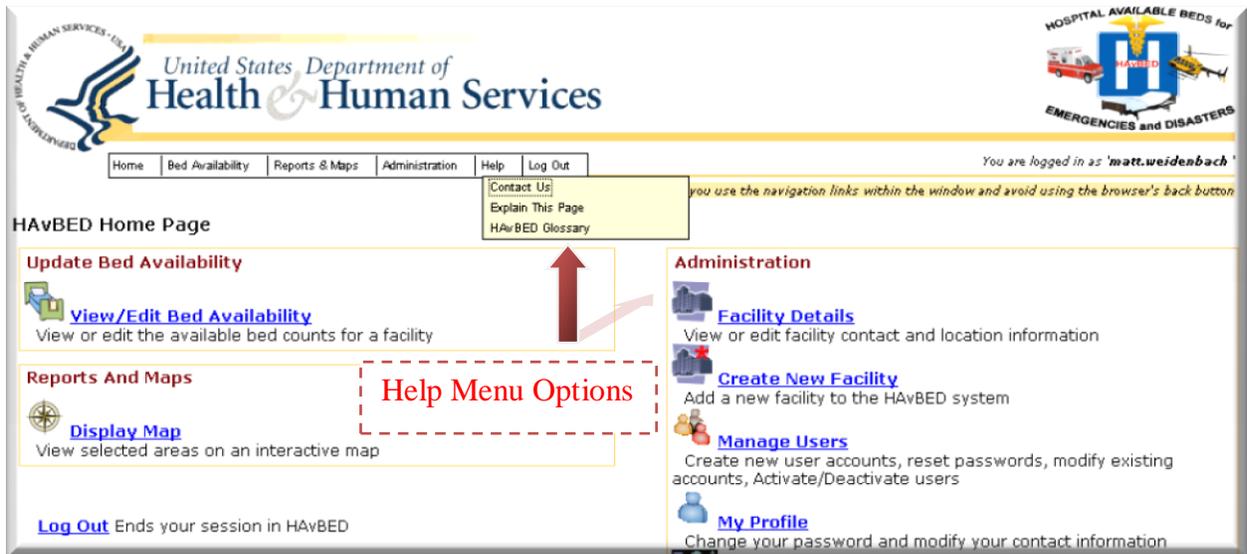


Figure 76 - HAvBED Home Page - Help Menu Options

Three items are available in the “Help” menu:

**Contact Us** – Provides information for users to contact system administrators with questions, issues, feedback, comments, etc.

**Explain This Page** – Provides a context-sensitive explanation of the current page that you are viewing. This information will open in a new window to avoid navigation away from what you are working on in HAvBED.

**HAvBED Glossary** - Defines terms that are used throughout all pages of the HAvBED site, including bed count definitions, emergency department status, bed categories, and resources.

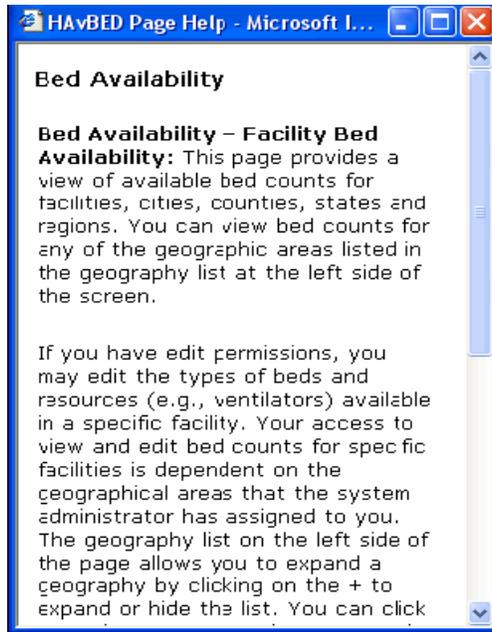


Figure 77 - Explain This Page - Help Page for Bed View/Edit Bed Availability

## 8.2 System Contact Information

Administrators are responsible for maintaining HAvBED system information, including administrator contact information (phone and email), user account contact information (phone and email) for users that require account assistance, and HAvBED version information.

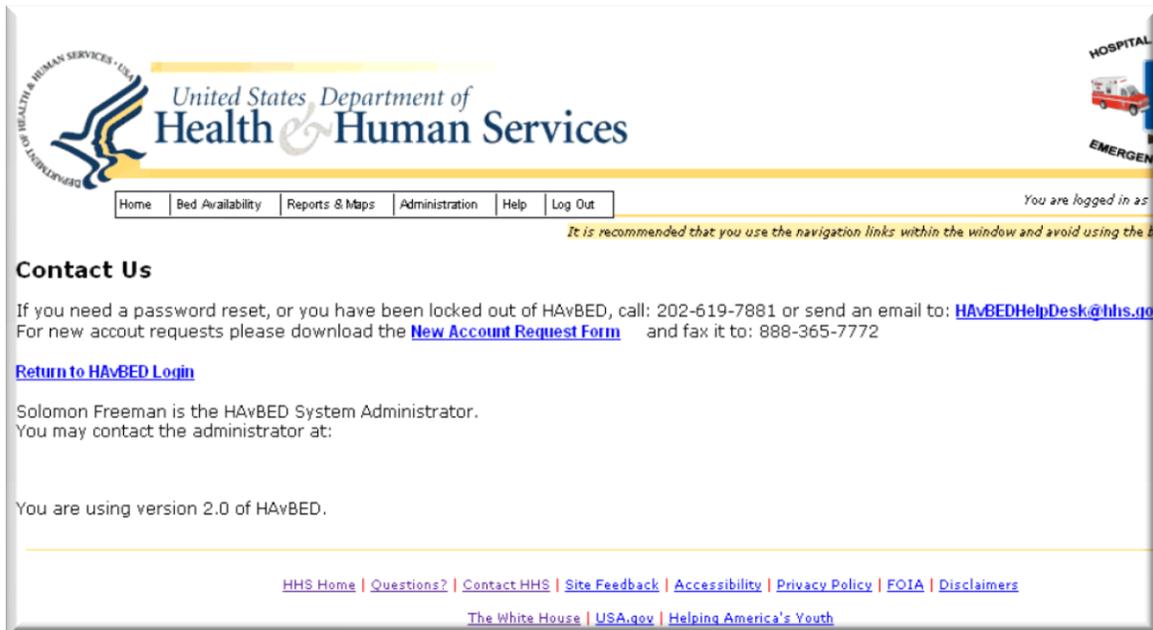


Figure 78 – System Contact Information

**9. Tables**

**9.1 HAvBED Roles/Permissions Matrix:**

Role	Role Description	System Administrator	State Coordinator	General ** State User	General * Federal User
Bed Data Display	Can view bed availability & summaries for specified geographies.	X	X	X	X
Bed Data Entry	Can update Bed Counts for specified geographies.	X	X	X	
National Data Display	Can view bed Availability & summaries for any geography.	X			X
Facility Details Editor	Can edit contact and location information for an existing facility within specified geographies.	X	X	X	
Facility Creator	Can create new facilities and edit contact and location information for those facilities.	X			

***NOTE: HAvBED State Coordinators and/or System administrators assign roles according to specific user responsibilities and then coordinates each role with a HAvBED geography.***

*\*\* General State User- Any designated user at the state level other than the State Coordinator. He/ She may be assigned some or all of the state user roles.*

*\* General Federal User- Any designated user at the federal level other than the System Administrator*

**9.2 HAvBED Rules/Administrative Matrix**

Rule	Rule Description	System Administrator	State Coordinator	General** State User	General* Federal User
Create New User	Can create and assign new user permissions.	X	X		
Manage User	Can manage existing users	X	X		
System Activation	Can activate HAvBED	X	X		
Define How State Reports	Determines whether state submits aggregate data by sub-state regions or individual facility data	X	X		
Define/Edit Sub-State Regions	Can create and edit sub-state regions	X	X		
Edit Profile	Can make changes to one's personal profile	X	X	X	X

\*\* General State User- Any designated user at the state level other than the State Coordinator. He/ She may be assigned some or all of the state user roles.

\* General Federal User- Any designated user at the federal level other than the System Administrator

**9.3 Facility Type Definitions**

Facility	Definition
Hospital	Civilian facilities that routinely provide inpatient medical care.
Basic Alternate Care Site	A non-traditional location for limited, basic health care comparable to hospital inpatient ward care that has been specifically created to deal with a specific event or disaster.
Advanced Alternate Care Site	Same as "Basic Alternate Care Site," but as a result of advanced staffing, equipment, and infrastructure, a more robust level of care is able to be provided.
DoD Facility	A hospital owned and operated by the military.
VA Facility	A hospital owned and operated by the Veterans' Administration.
Clinic	A location where routine ambulatory healthcare is provided.
Federal Medical Station	A pre-packaged alternate care site developed by the Department of Health and Human Services that can be transported and established in a structure of convenience.
Hospital Vessel	Vessels of the U.S. Navy that are specifically utilized for the provision of healthcare.
Mental Health Institution	A facility dedicated to the inpatient treatment of mental illness.
Nursing Home	An extended care facility usually with the capability to provide basic level healthcare.
Quarantine Station	A non-traditional location that has been designated to hold individuals who require a period of quarantine.
Shelter	A traditional or non-traditional facility which has been designated to provide food and shelter.

***NOTE: The terms "Alternate Care Site" and "Alternate Care Facility" refer to the same type of facility, and are used interchangeably throughout the HAvBED application and supporting HAvBED documentation.***

**9.4 HAvBED Geography Definitions**

Geographic Region	Definition
Facility	An individual institution that is used most often as a medical facility. This may be a permanent or temporary facility. Types of facilities include: hospital, basic alternate care site, advanced alternate care site, clinic, federal medical station, nursing Home / extended care site, DoD facility, hospital vessel (e.g., ships), quarantine station, shelter, and mental health institution.
City	An urban area, town, village, borough, or hamlet that has within its' borders a hospital or other medical facility.
Metropolitan (Metro) Area	A large population center consisting of a large metropolis and its adjacent zone of influence or support, or of more than one closely adjoining neighboring cities and their zone of influence or support. One or more large cities may serve as its hub or hubs, and the metropolitan area is normally named after either the largest or most important city within it. Metropolitan areas may be defined by a HAvBED administrator and may consist of any combination of cities and counties, usually geographically contiguous. Several metropolitan areas have been defined as a part of initial development.
County	A sub-unit of regional self-government within a sovereign jurisdiction, such as a state.
Sub-State Region	A sub-unit of the state delineated by the state.
State	The 50 states within the United States of America as well as Washington, D.C, Puerto Rico and the Virgin Islands.
FEMA/ NDMS/ PHS Federal Regions	<p><i>Region I: MA, ME, NH, CT, RI, VT (Massachusetts, Maine, New Hampshire, Rhode Island, Vermont, Connecticut) Region II: NY, NJ, (New Jersey, New York) Region III: DC, DE, MD, PA, VA, WV (Washington DC, Delaware, Maryland, Pennsylvania, Virginia, West Virginia) Region IV: AL, FL, GA, KY, MS, NC, SC, TN (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee) Region V: IL, IN, MN, WI, MI, OH (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin) Region VI: AR, LA, OK, NM, TX (Arkansas, Louisiana, New Mexico, Oklahoma and Texas) Region VII: IA, KS, MO, NE (Iowa, Kansas, Missouri, Nebraska) Region VIII: CO, MT, UT, WY, ND, SD (Colorado, Montana, Utah, Wyoming, North Dakota, South Dakota) Region IX: AZ, CA, HI, NV (Arizona, California, Hawaii and Nevada) Region X: AK, WA, OR, ID (Alaska, Idaho, Oregon, Washington)</i></p>

CDC Federal Regions	New England: Connecticut, Maine, Massachusetts,
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	<p>New Hampshire, Rhode Island, Vermont          Mid-Atlantic: New Jersey, New York, Pennsylvania          East North Central: Wisconsin, Michigan, Illinois, Indiana, Ohio          West North Central: Minnesota, North Dakota, South Dakota, Iowa, Missouri, Nebraska, Kansas          South Atlantic: Florida, Georgia, North Carolina, South Carolina, Virginia, West Virginia, Maryland, Delaware, District of Columbia          East South Central: Tennessee, Alabama, Mississippi, Kentucky          West South Central: Texas, Louisiana, Oklahoma, Arkansas          Mountain: Montana, Idaho, Wyoming, Colorado, Utah, Nevada, Arizona, New Mexico          Pacific: Washington, Oregon, California, Alaska, Hawaii</p>
East/ West Regions	<p>East: All states east of the Mississippi River: Wisconsin, Illinois, Michigan, Indiana, Ohio, Kentucky, Tennessee, Alabama, Mississippi, Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia, Maryland, Delaware, New Jersey, New York, Pennsylvania, New Hampshire, Rhode Island, Massachusetts, Vermont, Maine, Connecticut, District of Columbia</p>
National	<p>The 50 states within the United States of America as well as Washington D.C., Puerto Rico and the Virgin Islands.</p>

**9.5 Bed Category Definitions**

Bed Category	Definition
Adult Intensive Care (ICU)	Beds that can support critically ill/injured patients, including ventilator support.
Medical/Surgical	Also thought of as "Ward" beds.
Burn	Thought of as Burn ICU beds either approved by the American Burn Association or self-designated. (These beds are NOT to be included in other ICU bed counts.)
Pediatric ICU	As for Adult ICU, but for patients 17 years and younger.
Pediatrics	"Ward Medical/Surgical" beds for patients 17 and younger.
Psychiatric	"Ward" beds on a closed/locked psychiatric unit or ward beds where a patient will be attended by a sitter.
Negative Pressure/Isolation	Beds provided with negative airflow, providing respiratory isolation. NOTE: This value may represent available beds included in the counts of other bed categories.
Operating Rooms	An operating room that is equipped and staffed, and could be made available for patient care in a short period of time.

## 9.6 HAvBED Optional Data Elements- Definitions

### Facility Type

**Facility:** An individual institution that is used in most cases as a medical facility. This may be a permanent or temporary facility that currently reports status to the state and could be used for surge. Types of facilities include: hospital, basic alternate care site, advanced alternate care site, clinic, federal medical station, nursing Home / extended care site, DoD facility, hospital vessel (e.g., ships), quarantine station, shelter, and mental health institution .

Note: States will report data on facilities that have beds they deem would be used for surge. Typically these are facilities that already report to the state.

**Hospital:** Civilian facilities that routinely provide inpatient medical care.

**Basic Alternate Care Site:** a non-traditional location associated or affiliated with a hospital that is converted, equipped and staffed to specifically deal with an emergency event or disaster. A basic alternate care site provides basic health care comparable to hospital inpatient ward care.

**Advanced Alternate Care Site:** Same as "Basic Alternate Care Site", but as a result of advanced staffing, equipment, and infrastructure, a more robust level of care is able to be provided.

**DoD Facility:** Hospital owned, operated or contracted by the Department of Defense.

**VA Facility:** A hospital owned, operated or contracted by the Veteran's Administration

**Hospital Beds:**

**Licensed Beds:** The maximum number of beds for which a hospital holds a license to operate. Many hospitals do not operate all of the beds for which they are licensed.

**Physically Available Beds:** Beds that are licensed, physically set up, and available for use. These are beds regularly maintained in the hospital for the use of patients, which furnish accommodations with supporting services (such as food, laundry, and housekeeping). These beds may or may not be staffed but are physically available.

**Currently Available:** Beds that are vacant (not occupied) and to which patients can be transported immediately. These must include supporting space, equipment, medical material, ancillary and support services, and staff to operate under normal circumstances. These beds are licensed, physically available, and have staff on hand to attend the patient.

**Staffed Beds:** Beds that are licensed and physically available for which staff members are available to attend to the patients. Staffed beds include those that are occupied and those that are vacant.

**Occupied Beds:** Beds that are licensed, physically available, staffed, and occupied by a patient.

**Unstaffed Beds:** Beds that are licensed and physically available and have no current staff on hand to attend to a patient who would occupy the bed.

**Bed Type Definitions:**

**Adult Intensive Care Unit (ICU):** Beds that can support critically ill/injured patients, including ventilator support

**Adult Medical and Surgical (Med/Surg):** Also thought of as "Ward" beds

**Burn:** Thought of as Burn ICU beds either approved by the American Burn Association or self-designated. (These beds are NOT to be included in other ICU bed counts.)

**Pediatric Intensive Care Unit:** As for Adult ICU, but for patients from birth to 17 years of age.

**Pediatric Medical and Surgical:** "Ward Medical/Surgical" beds for patients from birth to 17 years of age.

**Psychiatric:** "Ward" beds on a closed/locked psychiatric unit, or ward beds where a patient will be attended by a sitter.

**Airborne Infection Isolation:** Beds provided with negative airflow, providing respiratory isolation.

*NOTE: This value may represent Available Beds included in the counts of other bed categories.*

**Operating Rooms:** An operating room that is equipped and staffed and could be made available for patient care in a short period of time

**Mass Decontamination Status:** Provides information about the facility's Mass Decontamination status. Persons suspected of being contaminated are usually separated by sex, and led into a decontamination facility where they shed their potentially contaminated clothes and wash the toxic substance off of their skin. If the facility does not have a decontamination facility or does not have the staff to conduct decontamination operations, code as None/Unavailable. If a facility has decontamination capability that is staffed, indicate whether the facility can decontaminate only one patient at a time (single lane) or whether multiple lanes are possible.

**Ventilators:**

- Total number of full feature ventilators available to the facility that can support patients > 5kg

**Available to the facility:** Ventilators owned, stockpiled or committed by vendor to the facility.

**Full feature:** Full feature ventilator is a continuous full life-supporting ventilator that is intended to mechanically control or assist patient breathing by delivering a predetermined percentage of oxygen in the breathing gas. It would not include manual (e.g. ambu bags) or powered emergency resuscitators (demand valve or inhalator) that are intended to provide emergency respiratory support. These ventilators can support patients who weigh >5kg or more.

- Number of patients who are currently being managed on rescue therapies (e.g. ECMO, high frequency oscillation, etc.)
  - Number of adults and children > 12 years of age

- Number of children birth to 12 years of age

The purpose of this question is to understand how many severely ill patients there are. States could collect specific numbers of patients on each type of therapy. For purposes of evaluating stress and potential need for Federal assistance, it does not matter which therapy they are on.

**Rescue Therapies (any of the following):**

- ECMO or ECCOR (extracorporeal membrane oxygenation or extra-corporeal carbon dioxide removal)
- Inhaled nitric oxide
- Inhaled epoprostenol sodium
- Prone positioning with mechanical ventilation
- High frequency oscillatory ventilation
- Airway pressure release ventilation
- Pressure control with inverse ratio ventilation

**Facility Stress:**

- Since the last reporting period, what is the total number of facilities in the sub-state region that have seen an increasing demand for patient care services, such as scheduling, triage, assessment, treatment, admission, transfer and discharge as compared to the demand typically seen during this time of year?

This question is in reference to the current event(s). Many facilities routinely see increasing demands on patient care services during different times of the year. However, we are looking for increasing demands that are not normally expected due to the current situation. Data that facilities typically collect that can inform the answer to this question include: total visits to the ED over the previous 24 hours, total number of admissions from the ED over the previous 24 hours and total number of discharges or transfers over the previous 24 hours.

- What is the Total number of facilities in the sub-state region that have activated their facility's disaster protocol/emergency operations plan to manage a response?

Facilities activate their disaster/emergency protocols/plans to different levels depending on the situation. Lower levels of activation can support information gathering and situational awareness. Higher levels of activation can support managing response operations within the facility. Responses to this question are interested in any activation of these plans/protocols as an indicator of potential for stress on the facility. These data are analyzed across the region to identify patterns of activation

September 1, 2011

that may indicate increasing stress that may signal a need for Federal assistance. These data can also be used to inform CMS's decision of whether to grant 1135 waivers.

- What is Total number of facilities in the sub-state region that have activated any of the following surge strategies?
  - Expand bed capacity within existing spaces
  - Early discharge, canceling elective surgeries, etc.
  - Augment personnel (e.g. extra shifts, volunteers, change in nurse patient ratios, etc.)
  - Expand capacity beyond existing facility spaces (alternate care sites or mobile units)
  - Requested mutual aid
  - Other

Data will indicate whether there is an increase in demand for services such that the facility has implemented surge strategies to meet demand. The number and type of surge strategies will indicate stress on the system and the potential need for Federal assistance and what type of assistance may be needed (e.g. personnel augmentation, Federal Medical Stations, Disaster Medical Assistance Teams, etc.).

- What is total number of facilities in the sub-state region that anticipate staffing shortages that will affect your ability to provide services?

Many facilities deal with staffing shortages on a regular basis. This question addresses staffing shortages above those that occur regularly. An indicator would be an assessment of the trend in absenteeism over the past reporting period. Is it more than 30% above the routine shortages the facility experiences? The answer to the HAvBED question regarding demand for patient care services also factors into this answer. If the demand for patient care services is increasing (indicating increasing burden of illness or impact of an event in the community) and absenteeism is higher than normal, it is likely that staffing shortages will affect your ability to provide services. Regional patterns will be analyzed and if mutual aid has already been requested (see surge question) this would be an indicator of stress that might signal a need for Federal assistance.

- What is total number of facilities in the sub-state region that anticipate difficulty in obtaining or replenishing enough general medical supplies to meet demand?

General medical supplies include IV related supplies (tubing, solutions, needles, etc.); oxygen supplies (cannulas, masks, tubing, connectors, regulators, etc); supplemental nutrition supplies; needles and syringes; or any other supplies where a shortage would greatly impact the ability of the facility to care for patients. Anticipation of whether enough supplies are available would be based on current usage (is demand more than 30% above routine demand?) and delays in shipping, back order or other delivery problems. These data can be used by the Federal government to intervene as appropriate with the supply

chain and manufacturers via the Federal Critical Infrastructure Protection program. In some instances, the Strategic National Stockpile of medical equipment could be deployed to meet the demands. In addition, the Federal government could engage subject matter experts to provide guidance on allocation of scarce resources to include conserving, reusing, repurposing, etc.

- What is total number of facilities in the sub-state region that anticipate difficulty in obtaining or replenishing enough pharmaceuticals to meet demand?

Pharmaceuticals are chemical compounds/medical countermeasures used to treat the effects or consequences of a natural or man-made disaster or event. This may include antibiotics, antivirals, antitoxins, A shortage of these medical countermeasures would greatly impact the ability of the facility to care for patients. Anticipation of whether enough pharmaceuticals are available would be based on current usage (is demand more than 30% above routine demand?) and delays in shipping, back order or other delivery problems. These data can be used by the Federal government to intervene as appropriate with the supply chain and manufacturers via the Federal Critical Infrastructure Protection program. In some instances, the Strategic National Stockpile of countermeasures could be deployed to meet the demands. In addition, the Federal government could engage subject matter experts to provide guidance on allocation of scarce resources to include conserving, reusing, repurposing, etc.

- What is total number of facilities in the sub-state region that anticipate difficulty in obtaining or replenishing enough personal protective equipment (as defined by CDC, state or local guidance) to meet demand?

Personal protective equipment is any devices or clothing worn by the worker to protect against hazards in the environment. Examples are protective clothing, respirators, masks, gloves, eye protection (face shields/goggles). The type of protection required will be defined by the type of incident. A shortage would greatly impact the safety of the health care workforce and the ability of the facility to care for patients. Anticipation of whether enough personal protective equipment is available would be based on current usage (is demand more than 30% above routine demand?) and delays in shipping, back order or other delivery problems. These data can be used by the Federal government to intervene as appropriate with the supply chain and manufacturers via the Federal Critical Infrastructure Protection program. In some instances, the Strategic National Stockpile of personal protective equipment could be deployed to meet the demands. In addition, the Federal government through the Occupational Safety and Health Administration and/or the National Institute of Occupational Safety and Health could engage subject matter experts to provide guidance on allocation of scarce resources to include conserving, reusing, repurposing, etc.

- What is total number of facilities in the sub-state region that anticipate difficulty in obtaining adequate ancillary ventilator supplies (Circuits, ET tubes, nebulizers, filters, humidification equipment, and suction catheters, etc.) to meet demand?

In order to provide mechanical ventilator support to patients with respiratory failure, ancillary supplies such as endotracheal tubes, ventilator circuits, nebulizers, filters, humidification equipment, suction

catheters, and oxygen supplies are needed. A shortage would greatly impact the ability of the facility to provide ventilator support to those patients with respiratory failure. Anticipation of whether enough ancillary ventilator supplies are available would be based on current usage (is demand more than 30% above normal demand?) and delays in shipping, back order or other delivery problems. These data can be used by the Federal government to intervene as appropriate with the supply chain and manufacturers via the Federal Critical Infrastructure Protection program. In some instances, the Strategic National Stockpile of ventilators and associated equipment could be deployed to meet the demands. In addition, the Federal government could engage subject matter experts to provide guidance on allocation of scarce resources to include conserving, reusing, repurposing, etc.

**Facility Infrastructure:**

- What is the operational status of the facilities in the sub-state region?
  - Fully Operational, Limited Operation, Closed, and No Data Provided.
- What is the evacuation status of the facilities in the sub-state region?
  - Determines whether or not the facility has evacuated its patients: Shelter in Place, No Planned Evacuation, Evacuation (Partial), Evacuation (Full), and No Data Provided.
- What is the evacuation action of the facilities in the sub-state region?
  - If the facility has evacuated, what is the evacuation action that was taken (this only applies to those facility(s) that have a Total or Partial" evacuation status).
- What is the status of the following utilities for the facilities in the sub-state region?
  - Potable Water
  - Heating and Cooling
  - Sewer
  - Telephone Connectivity
  - Computer/Internet Connectivity
  - Vacuum Systems
    - Status includes: Compromised, Not Compromised, and No Data Provided
- Does the facility anticipate difficulty obtaining or replenishing medical gases to meet demand?
  - Yes, No, and No Data
- Is the facility currently using emergency power generation (or are on generators)?
  - Yes, No, and No Data
  - Mass Decontamination Status: Provides information about the facility's Mass Decontamination status. Persons suspected of being contaminated are usually separated by sex, and led into a decontamination facility where they shed their potentially contaminated clothes and wash the toxic substance off of their skin. If a facility has decontamination capability that is staffed, indicate whether the facility has lanes to decontaminate
  - Are there lanes available in the sub-state region? Available, Unavailable, and No Data