



# HAvBED Quick Reference Guide

## HAvBED



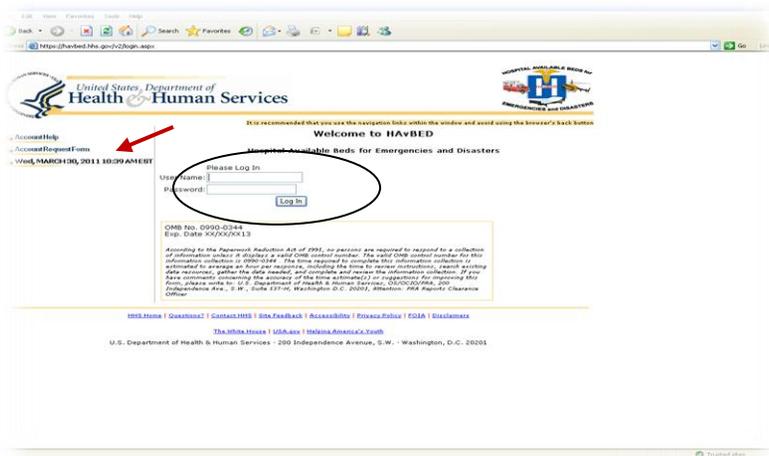
HOSPITAL AVAILABLE BEDS for  
EMERGENCIES and DISASTERS

## Accessing the HAVBED Web Site

The HAVBED site is located at: <https://havbed.hhs.gov/v3> . Access to the system is limited to individuals with an authorized account. Account requests can be made to State HAVBED coordinators or the HAVBED system administrator by clicking on the “Account Request Form” found on the left side of the HAVBED homepage (see arrow on figure below). A username and password will be issued upon approval of the request.

## Logging In

Once on the HAVBED homepage, all users are required to login with username and password. Once these fields are entered, click on the “Log In” tab to proceed. *Note: Passwords are case sensitive*



## Changing Your Password and Profile

Once logged in, users may access password and account information through the “My Profile” option located under the Administration section.

1. Select the “My Profile” tab
2. Click on the desired action found in the “Options” box on the top right side of the page.
  - a. To change password, select “Change Password”
  - b. To change address, phone number, email, etc., select “Edit My Profile”

To change your *password*:

1. Verify your current password
2. Enter your new password twice. (Note: Passwords are case sensitive and must be at least seven characters long)
3. Click “Update Password” , and you will be directed to the My Profile page once the new password is successfully saved

To change your *profile*:

1. Select the “Edit My Profile” link
2. Modify the field that specifies the information to update. HAVBED permissions can be changed by *first contacting your State HAVBED Coordinator or by the System Administrator* via the Help tab located towards the top of the page and then selecting “Contact Us”
3. Once updates are made, click “Save Changes” in the Options box at the top right and you will be taken back to the My Profile page

## New Procedures for State HAVBED Coordinators

State HAVBED Coordinators can create/manage new users:

### To Create-

1. Click on manage users under the Administration section
2. Then click on Create New User hyperlink on the top left side of the page
3. Insert the username, name, address, email and phone of the new user. Then assign user permissions (Bed Data Entry or Bed Data Display)
4. Click Save and Return to User Account under the Options menu
5. Create and Verify users password
6. Click Save Changes

### To Manage-

1. Click on manage users under the Administration section
2. Then click on the user’s last name
3. Select Edit User Profile under the Options menu
4. Finally, Click Save Changes under the Options menu

**State Coordinators must do the following to identify how state reports:**

1. Click on the Define HAVBED Reporting tab on the homepage under the Administration section
2. Click Edit to the left of the state name
3. Select *Individual Hospital Reporting OR Sub-state Regional Reporting*
4. Check the ‘Locked’ box located on the right of the reporting options
5. Select Update

## Viewing Bed Availability

Select the “View/Edit Bed Availability” link on the Home page or select the “Bed Availability” tab located on the menu toolbar at the top of each page

1. If you have view/edit permission for **one** facility you will be taken directly to the View/Edit Bed Availability screen for that facility
2. If you have view/edit permission for **multiple** regions or facilities, using the + symbol located in the geography pane on the left side of the page, expand the list under the sub-state region tab (or facilities tab) to select the desired view.
3. After selecting the sub-state region/or facility, the page is in View Mode. The time stamp of the last update is located at the top of the page followed by bed availability data.

## Updating Bed Availability

Updating bed availability requires **Edit permissions** (which can now be granted by State HAvBED coordinators)

1. Once on the sub-state/ facility page (see figure) click “Edit Availability” in the Options menu at the upper right side of the page (see arrow in figure). The page is now in Edit Mode.
2. Edit Bed Counts in two ways:
  - A. Web-Portal - Manually inputting aggregate data by Sub-State Region.

Manual Entry: 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.

- B. Web-Service – State /Facility’s web system automatically pushes individual or aggregate sub-state data to HAvBED system. **States using (or planning to use) this method should have their vendors contact our system administrator by emailing the [HAvBEDhelpdesk@hhs.gov](mailto:HAvBEDhelpdesk@hhs.gov).**

The screenshot shows the Allegheny Regional Hospital bed availability page. The page header includes the United States Department of Health & Human Services logo and the hospital name. The main content area displays a table of bed availability data for Allegheny Regional Hospital. The table has columns for 'Bed Category', 'Current', 'Staffed Beds', and 'Remarks'. The 'Current' column is circled in red. A red arrow points to the 'Options' menu in the top right corner, which includes 'Edit Bed Availability'.

Bed Category	Current	Staffed Beds	Remarks
Adult ICU	10	10	
Adult Medical/Surgical	37	72	
Burn	0	0	
Pediatric ICU	0	0	
Pediatric Medical/Surgical	4	4	
Psychiatric	0	0	
Airborne Infection Isolation	6	6	
Operating Rooms	5	5	

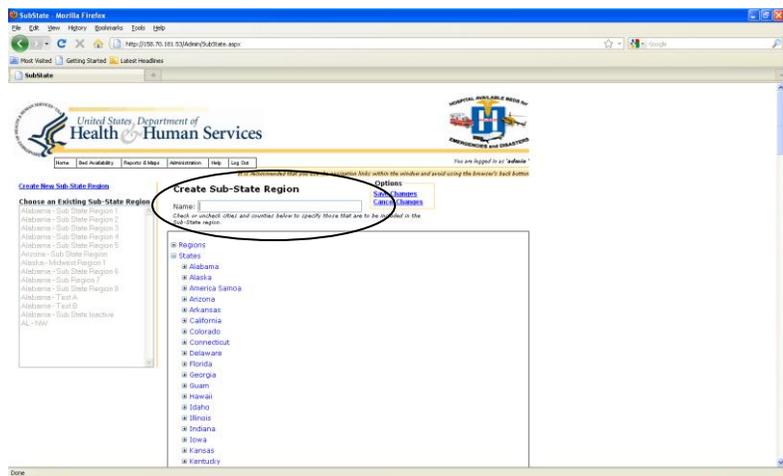
## Updating Facility Status/Medical Resource Info

*These questions are accessible if/when selected during activation.*

Once the page is in Edit Mode, (see #1 under Updating Bed Availability) use the mouse or the Tab key to select the desired Facility Status/Medical Resource field to update. Options include:

- a. Ventilator Status- Lists the number of available ventilators in the facility
- b. Facility Stress Status- Presents a series of questions used to assess facility stress
- c. Facility Infrastructure Status- Presents a series of questions used to determine the facility’s infrastructure capabilities

**\*\*Note\*\*** During activation **only bed data is requested at this time; unless otherwise denoted.**



## Creating / Editing Sub-State Regions

State HAVBED Coordinator and Administrator permissions only:

1. Click on the Administration Tab on the toolbar located at the top of the page.
2. Scroll down and select Define Sub-State Region
3. On the left side of the page click on the Create New Sub-state Region hyperlink.
4. Enter the name of the sub-state region (see fig. above) using the following naming convention:
  - A. State Abbreviation-Name of Sub-State Region (ex. TX-North West)
5. 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
6. Finally, click on Save Changes under the Options menu at the top right side of the page

### To Edit Sub-State Info:

1. Follow steps 1 and 2 above
2. Choose an existing Sub-State region located on the left side of the page.
3. Then select edit located on the right side of the page in the options menu

4. Check or Uncheck listed facilities to modify the given Sub-State region.
5. Then click Save Changes listed under the Options menu at the top right side of the page.

**\*\*Note\*\*** Names of the Sub-State Regions that States reported to HPP will be automatically added to the system; however, the State HAVBED coordinator can make changes as needed.

## System Activation

State HAVBED Coordinator and Administrator permissions only:

1. Click on the System Activation tab located in the Administration section of the homepage.
2. Then select the Start New Activation hyperlink at the upper left side of the page.
3. Determine the date and time the activation will start (note-by default the activation will end four hours after initiation).
4. Insert the Activation Name and then click Next.
5. You can select which questions (if any) you would like to include in the activation and then click Next.
6. Enter the email addresses of those being notified of the activation (separated by commas). Then Select Confirm and Activate.
7. An automatic prompt will appear to verify Activation. Click, OK.
8. An email will automatically be sent confirming the system's activation.

If you have questions regarding this reference guide and/or the HAVBED system, please contact [HAVBEDhelpdesk@HHS.gov](mailto:HAVBEDhelpdesk@HHS.gov) .