

Menu Item #13 – Slot Management

The following services can all be referred to directly from STR: basic or diagnostic assessments, targeted case management, ACTT and SAIOP.

- ☐ Functions
 - ☐ Provider Slot Management
 - Basic Referral Information
 - Provider Slot Creation
 - Provider Slot Review
 - ☒ Quit

Basic Referral Information

To begin using the slot management system you must first click Basic Referral Information to give us the email address your agency wants SMC to send slot fill notifications to.

99377	MERIDIAN BEHAVIORAL HEALTH SERV		
	CURRENTLY ACCEPTING REFERRALS?	04/27/2007	<input type="radio"/> No <input checked="" type="radio"/>
Referral Contact:	<input type="text" value="Christine Hoster"/>		
Referral Phone #:	<input type="text" value="828"/>	<input type="text" value="631-3973"/>	
Web Site:	<input type="text" value="www.meridianbhs.com"/>		
Slot Mgt Email:	<input type="text" value="shoestock@smokymountaincenter.com"/>		
	Last Updated By: trn		
	Last Updated on Date: 12/20/2007		
	Last Updated at Time: 10:18		

Make sure the contact information and the email address is complete. We suggest your agency setup a special email address for this which can be accessed by a group of your staff in the event that you serve multiple counties or one staff is out sick for a day. Check this email frequently. If we fill a slot for 2:00pm at 11:00am, you want to make sure you are ready for the Assessment. This screen also shows who updated this screen last. Once your agency has this done, you should not have to change it.

Provider Slot Creation

Now you are ready to add slots using Provider Slot Creation.

At this point you enter the details of the slots you want to add. This system allows you to create many repetitive slots quickly so it is important to understand how it works. Using the combination of Quantity of Identical Slots and Frequency along with the starting and ending date range, you enter the slot information you want repeated for each staff, one staff at a time. Make sure you check the radio button if you want to include weekends. A detail text box has been added to add any additional information about the slot. **Do not enter any abbreviations into the slot!** Once you click next, the system checks some items and asks you to confirm your entries.

Clicking confirm will begin the process of adding slots. After you have verified the slots you have entered the system takes you to the slot review screen which shows one slot per row.

RICK SHOESOTCK 3661 TESTING	000002073 Remove	02/04/2008 Monday	8:00am	1:00	Basic Assessment	Jackson	STAFF AGE GROUP
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Notice you have a remove button in case you want to remove a slot. Slots in Green are empty. Slots in Red have been filled with a client ID and the remove button is gone.

Kristy Whitaker	00000871 CLIENT 057912 DUCK DONALD MID	12/20/2007 Thursday	9:00am	2:00	Recovery Education Center Non- Threshold Clinical Need	Jackson	ADULT MH
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Once SMC access center staff have filled a slot, the system emails you the client ID along with information specific to that slot. At the top right, you have access to two calendars, one for all slots and one for Planned Events.

If you click on the slot calendar you'll see the calendar with columns for days of the week. You can switch to any month and tell when all the slots will take place.

slotcalrik by Rick Shoestock 8/07

Monday	Tuesday
<p>4</p> <p><input type="button" value="7:30a Jackson testing"/></p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p> <p><input type="button" value="8:00a Jackson RICK SHOESOTCK 3661 TESTING"/></p>	<p>5</p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>
<p>11</p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>	<p>12</p> <p><input type="button" value="7:30a Jackson testing"/></p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>
<p>18</p> <p><input type="button" value="7:30a Jackson testing"/></p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>	<p>19</p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>
<p>25</p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>	<p>26</p> <p><input type="button" value="7:30a Jackson testing"/></p> <p><input type="button" value="8:00a Ashe Tom McDevitt 1121 MR/DD"/></p>

The width of this screen is dependent upon how much data you type in the staff name field when entering the slots. If you click on one, the system will give you all the details. You can update a few pieces of information here.

Slot: 000002073	<input type="button" value="Remove this Slot"/>
Date: 02/04/2008	
Time: 8:00am	
Duration: 1:00	
Service: BASIC	
County: H	? Jackson
Client:	
Staff: RICK SHOESOTCK 3661 TES1	
Attendance Code: Was the client present at this initial appointment?	<input type="checkbox"/> ?
Telephone Number: 828-586-5501	
<input type="button" value="Update"/>	
<input type="button" value="Exit"/>	

If the client does not show up for the assessment, you could update the attendance code here or on the STR menu. SMC needs this attendance code to send back to the state.

There is a text box in the email as well that Access Center sends to the provider notifying them their slot has been filled. This box enhances communication between the Access Center and the provider. Information such as the following may be included:

For a REC consumer ***“confirmed with consumer they have no Medicaid”;***
“No new STR for this appt as this is a hospital discharge”;
“New telephone number than in existing STR- please call 336- 876-0909 for reminder calls”

See example of email a provider will receive below:

Slot ID: 000051148
Staff: ADULT BASIC ASSESSMENT
Client: ?
Date: 12/23/2009
Time: 9:30am
Consumer Consents to Followup Contact? Yes No

Assessment Type: BASIC Basic Assessment
County: CALDWELL
Age: ADULT
Disability: Disability Choices
Provider: 98999 NEW RIVER BEHAVIORAL HEALTHCARE
Date Assigned: 12/17/2009
Assigned By: 3256 LISA FRAZIER
Contact: New River Contacts at 828 - 733-5889
 This is a Hospital Discharge!
Detail Text:
Severity of Need: ?
Any other text to include in the email:

NOTE - It is very important that you update your slots regularly and remove outdated slots as this slows the BUI system down. If you no longer provide a service please remove those slots and update your Service By Location Details (Menu Item # 3) on your Provider Access Menu 855. You will also need to contact the Provider Relations Department at 1-866-990-9712. Provider Relations may send out emails to individual providers in various regions to ask for assistance in entering additional slots if the need arises, we ask that you respond as soon as possible.