

How to add a facility:

[Start]

In this tutorial I am going to show you how to create a new facility.

Once you have logged into IBHS, click on “Add or Update Facilities Using I-BHS.” This brings you to the main facilities page which shows you a list of all the facilities in your state

If your state also provides Mental Health Data, your screen will be a little different. You will have a dropdown at the top of your screen called “Type Facility.” Here you can select whether you want to work with Mental Health Facilities or Substance Abuse Facilities.

The process to submit a new facility is the same for both mental health and substance abuse facilities.

To create a new facility, click on “Submit New I-BHS Facility Application.” Begin entering the facility information. [Typing].

The State field is a read-only field that is populated with the state of the user.

You can also enter a mailing address. If the mailing address is the same as the facility address, click the “Mailing Same as Location” checkbox.

Next Enter Facility Phone Number.

In order to successfully add a new facility you must complete all the required fields. The required fields are identified by an asterisk in front of the field name. The required fields are Facility Name, Address, City, State, Zip, Facility Phone, and Service.

If you forget one, an error message will appear at the top of the screen when you try to save the record.

Once you have entered all the necessary information in the Facilities Information tab, you must select a service from the Select Services dropdown menu under the ISATS Services/Director Information tab.

Mental Health Service Facilities will have different options in the Facility Services dropdown menu. They will also not have fields for OTP for Methadone, EIN and DEA registration number in the first input area of the I-BHS Services/Director Information tab. These are the only other differences between Substance Abuse Facilities and Mental Health Facilities.

After completing all the required fields, you can go back through the form and fill in any additional information.

Once you have finished entering all data in the form, click the “Save and Return to Facilities List” button at the bottom of the screen and then click “OK.”

Once you return to your main facilities page you should see the facility you created. Congratulations! You have now successfully created a new facility. Thanks for following along. [End].