

How to update or close an existing facility:

[Start]

In this tutorial I am going to show you how to update or close an existing facility.

Once you have logged into the application, 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.

Select the facility you wish to update or close. You can find a facility by scrolling through the facilities list or by using the search options and clicking the corresponding buttons.

Once the facility has been selected, you may update the fields under the “State Submission” column on the left.

After making the changes, click on the “Save and Return to Facilities List” button at the bottom of the screen and then click “OK.”

If you go back into the record you have just updated, you will notice that the fields you updated are in red. Red letters indicate that the changes have not yet been added to the database.

In order to close a facility, click on the status dropdown and select “Inactive,” “Physically Closed,” or the selection that best fits the facility.

Click the “Save and Return to Facilities List” button at the bottom of the screen and then click “OK.”

You have just learned how to update or close a facility. Thank you for following along. [End].