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Inventory of Behavioral Health Services (I-BHS) Online State User Manual 4.7

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1 Introduction

1.1 Purpose and Scope

This document is intended for use by state personnel who work with the Inventory of Behavioral Health Services (I-BHS). It provides instructions for using the I-BHS Online application to update the I-BHS.

1.1.1 Inventory of Behavioral Health Services (I-BHS)

The I-BHS is an electronic national inventory of behavioral health facilities maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA) in cooperation with the states. It contains all substance abuse and mental health facilities known to SAMHSA, including facilities that have been approved by their state's behavioral health agency as well as facilities that are not state approved. The I-BHS contains basic information about each facility such as name, location address, mailing address, telephone number, director name, and general services offered. Keeping the I-BHS current is of critical importance to the Behavioral Health Services Information System (BHSIS) programs.

Information about new facilities, closed facilities, and changes in facility data is provided primarily by state behavioral health agencies, but it also comes from individual facilities and the National Survey of Substance Abuse Treatment Services (N-SSATS) and the National Mental Health Services Survey (N-MHSS). The I-BHS Project Team have comprehensive access to the I-BHS Online application and the authority to approve changes made to the I-BHS database.

1.1.2 I-BHS Online Application

The I-BHS Online application is an Internet-based application that provides access to the I-BHS to allow state behavioral health agency staff to review and update facility information. It allows authorized state users to add new facilities and view and modify the information for existing I-BHS facilities in their state.

1.2 Behavioral Health Services Information System (BHSIS)

The Behavioral Health Services Information System comprises four components: I-BHS, the Treatment Episode Data Set (TEDS), N-SSATS, and N-MHSS. Complete information about all BHSIS components, including the latest versions of all manuals and other materials, is available on the BHSIS Resource Center at <https://bhsisresourcecenter.smdi.com/>

1.2.1 I-BHS

I-BHS is one of four BHSIS components and is described above.

1.2.2 TEDS

TEDS is a compilation of data on substance abuse and mental health treatment events (admissions and discharges) that are routinely collected by states in monitoring their individual substance abuse treatment systems and mental health programs. It primarily includes information about clients admitted to programs that receive public funds.

1.2.3 N-SSATS

N-SSATS is an annual survey of all eligible substance abuse treatment facilities included in the I-BHS. The survey collects information from public and private substance abuse treatment facilities about the facilities' organizational characteristics, services provided, and client counts. Data are collected at the facility level.

Facilities that respond to N-SSATS and are approved or licensed by the state are included in the *National Directory of Drug and Alcohol Abuse Treatment Facilities* and on the web-based version of the National Directory, called the Behavioral Health Treatment Services Locator at <https://findtreatment.samhsa.gov>.

1.2.4 N-MHSS

N-MHSS is a survey of all eligible mental health treatment facilities included in the I-BHS. The survey collects information from public and private mental health treatment facilities about the facilities' organizational characteristics and services provided. Data are collected at the facility level.

Facilities that respond to N-MHSS appear in the *National Directory of Mental Health Treatment Facilities* and on the web-based version of the National Directory, called the Behavioral Health Treatment Services Locator at <https://findtreatment.samhsa.gov>.

1.3 Document Overview

Section 2 explains how state users can obtain user IDs and passwords and access the I-BHS Online application.

Section 3 provides an overview of all functionality available to state users and describes the features and functions on the Facility Groups page. All facilities and key information can be accessed through this page.

Section 4 provides detailed instructions on how to perform tasks using the I-BHS Online application. It provides details and descriptions of the tasks that were highlighted in Section 3.

2 Using I-BHS Online

All users require a valid user ID and password to access the I-BHS Online application.

2.1 User ID and Password

Contact the I-BHS Project Office to have an account activated:

- Telephone: 1-888-301-1143
- Email: ibhs_help@smdi.com

The I-BHS Project Team will provide a user ID and password that gives the appropriate level of access to authorized state personnel. There are three types of user IDs because some state personnel manage data for substance abuse facilities only, some manage data for mental health facilities only, and some manage data for both substance abuse and mental health facilities.

2.2 Getting Started

There are two ways to access the I-BHS Online application. It can be accessed by typing <https://dasis3.samhsa.gov/ibhs> on your web browser or through the BHSIS Resource Center at <https://bhsisresourcecenter.smdi.com>, click I-BHS on the BHSIS Program Materials panel of the Home Page and from the I-BHS page, click I-BHS Online.

Substance Abuse and Mental Health Services Administration
SAMHSA

Welcome to I-BHS

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Login

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Password

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 5600 Fishers Ln • Rockville, MD 20852
 1-877-SAMHSA-7 (1-877-726-4727)

SAMHSA
 SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION

To open the application:

1. Enter the user ID and password; and
2. Click on the Submit button.

The Facility Groups page will be displayed. The user ID and the Logout link are in the upper right corner. This page provides the core features of the application. Other features that state users might have access to are on the Facility Log and Correspondence pages.

Note: ONLY features that the user has permission to access will be displayed, so a user might not see all of the tabs that are displayed in the images and described in this manual.

Substance Abuse and Mental Health Services Administration
SAMHSA

Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home Facility Groups

Facility Groups

Facility Groups | Similar Facilities

+ Create a Facility

System Groups

Group Name	Description
- All Facilities	All IBHS facilities
Inactive Facilities	Inactive IBHS facilities
- Active Facilities	Active IBHS facilities
Facilities A-M	Active IBHS facilities with names beginning with the letters A thru M
Facilities N-T	Active IBHS facilities with names beginning with the letters N thru T
Facilities U-Z	Active IBHS facilities with names beginning with the letters U thru Z
State Approved	All IBHS facilities that are State Approved
Non-State Approved	All IBHS facilities that are not State Approved
- Pending Facilities	All IBHS facilities pending approval
New Facilities	New IBHS facilities pending approval
Updated Facilities	IBHS facility changes pending approval

3 Understanding the I-BHS Facility Groups Page

State users have access to all of their respective state's facilities in the I-BHS, including state-approved and non-approved facilities.

Functionality available through the I-BHS Online Application is **not** identical for all state users. When access is granted, the I-BHS Project Team will determine which features will be available to each state user and assign permissions accordingly. All possible functionality available to a state user is identified in the list below.

For the state associated with the user ID, state users can

- Review all facilities;
- Create new facilities for approval;
- Clone existing facilities for approval;
- Edit all facilities for approval;
- Delete pending facility changes;
- Perform sorts and simple queries;
- Produce complex queries to search facilities;
- Output simple results from queries to different formats;
- Produce customizable reports from query results;
- View historical changes within the facility record;
- View historical changes to all facilities in a central location;
- Directly communicate with other state and I-BHS Team Members within the facility record;
- View communication about all facilities in a central location; and
- Write and read comments within the facility record.

After logging in to the I-BHS Online application, users will see the Facility Groups page.

All facilities in the I-BHS database and the staging area are displayed in lists that can be accessed through the Facility Groups page. The facilities displayed will be for the particular state determined by the state user's user ID. The state user can choose to look at all facilities or facilities that have been logically organized into smaller, more manageable subsets.

The categories on the Facility Groups page are:

- All active and inactive I-BHS facilities;
- All active I-BHS facilities;
- All inactive I-BHS facilities;
- All active I-BHS facilities with facility names beginning with A-M;
- All active I-BHS facilities with facility names beginning with N-T;
- All active I-BHS facilities with facility names beginning with U-Z;
- All I-BHS facilities that are state approved;
- All I-BHS facilities that are not state approved;
- All facilities with changes pending approval; and
- All new facilities pending approval.

3.1 Facilities Lists

The Facilities List that will be displayed depends upon which category is selected on the Facility Groups page.

Throughout this document, all lists of facilities are referred to as the Facilities List.

The Facilities List is displayed when a category is selected by clicking on the group name. The format and functionality of all the Facilities Lists pages are identical except for the pages with the Updated Facilities List and the New Facilities List.

3.1.1 All Facilities Lists

The information identifying the facility is displayed in six columns on the Facilities List:

- I-BHS ID;
- State ID;
- Facility Name;
- Type;
- Location Address; and
- Status.

Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by any of these fields. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: Apple Isats_State_C | Logout

Facility

Home / Facility Groups / Updated Facilities

Updated Facilities

New Facilities Updated Facilities

Showing 1 to 4 of 4 entries Search:

I-BHS ID	Facility Name	State	Undo Changes
CA000183	Gilroy High School	CA	Undo
CA000188	Mount Madonna High School	CA	Undo
CA000301	Clinical Services Department	CA	Undo
CA000401	El Centro de Libertad	CA	Undo

Show 10 entries

10
25
50
100

Previous 1 Next

SAMHSA.gov Strategic Initiatives About Us THE WHITE

3.1.2 New Facilities List

The information identifying the updated facility is displayed in three columns on the Facilities List:

- I-BHS ID;
- Facility Name; and
- State.

Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by I-BHS ID or Facility Name. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing

stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.

The screenshot displays the 'New Facilities' section of the I-BHS Online 4.7 State User Manual. At the top, the SAMHSA logo and 'Substance Abuse and Mental Health Services Administration' are visible. The user is logged in as 'State Test'. The interface includes a navigation bar with 'Facility', 'Facility Log', and 'Correspondence'. The main content area shows 'New Facilities' with a search bar and a table of facilities. The table has columns for 'IBHS ID', 'Facility Name', and 'State'. A dropdown menu is open for 'Show 10 entries', with options 10, 25, 50, and 100. The footer contains 'SAMHSA.gov', 'Strategic Initiatives', 'About Us', and social media icons.

IBHS ID	Facility Name	State
NV100511	HELP of Southern Nevada	NV
NV100512	Nevada Treatment Center	NV
NV100514	WestCare Nevada Inc	NV

3.1.3 Updated Facilities List

The information identifying the updated facility is displayed in three columns on the Facilities List:

- I-BHS ID;
- Facility Name; and
- State.

A fourth column—Undo Changes—enables state users to delete changes.

Initially, the facilities are displayed in numerical, ascending order by I-BHS ID.

Sorting. The Facilities List can be sorted in ascending or descending order by I-BHS ID or Facility Name. The fields are mutually exclusive, so sorting can be performed on one field at a time only.

Sorting symbols. Each field that can be sorted has a symbol of an up and down arrow to the right of the field name. The field on which the list has been sorted will have a different symbol—a down arrow with an increasing or decreasing stack identifying the sort as ascending or descending. The symbols are toggles and the order can be reversed by clicking on any of the symbols.

Number of entries displayed. The number of entries displayed in the Facilities List can be changed by selecting a number from the Show Entries drop-down menu in the lower left corner. More facilities can be displayed by clicking on the Previous, Next, or number buttons in the lower right corner.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: Apple Isats_State_C | Logout

Facility

Facility Groups / Updated Facilities

Updated Facilities

New Facilities Updated Facilities

Showing 1 to 4 of 4 entries Search:

IBHS ID	Facility Name	State	Undo Changes
CA000183	Gilroy High School	CA	Undo
CA000188	Mount Madonna High School	CA	Undo
CA000301	Clinical Services Department	CA	Undo
CA000401	El Centro de Libertad	CA	Undo

Show 10 entries
 10
 25
 50
 100

Previous 1 Next

SAMHSA.gov Strategic Initiatives About Us THE WHITE

3.2 Search Fields

There is a search function on all of the Facilities Lists. (The search function on the New Facilities List and the Updated Facilities List is simpler than the search function described here—see section 3.2.7.) Facility information can be found by entering a value and searching one of the fields in the Criteria drop-down list (All, I-BHS ID, State ID, Facility Name, Type, Location Address, or Status).

Searching can be performed on only one field at a time unless All is selected; the other fields are mutually exclusive. If All is selected, the specified value will be searched for in all of the fields in a single search.

- Full or partial searches can be performed.
- The search phrase entered in the Value field is not case sensitive.

All search results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search fields and above the Facilities List.
- The search results can be sorted for further refinement.
- Clicking on the Clear Search button will reset the page and redisplay the original Facilities List.

- Resetting between searches is not necessary because the previous searches do not affect subsequent searches.

To perform a search:

1. Select the Search field from the Criteria drop-down menu.
2. Type or select the value (dependent on Criteria).
3. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups | All Facilities

All Facilities

Criteria: All (dropdown) Value: Contains [] Search Clear Search Advanced Search

State ID	Facility Name	Type	Location Address	Status
NV901399	Saint Marys Hospital Parkside Recovery Center	SA	235 West 6th Street Reno, NV 89520	Physically Closed
NV901381	Reno Professional Counseling Center	SA	310 Doria Court Zephyr Cove, NV 89448	Physically Closed
NV901373	Nevada Treatment Center Residential	SA	401 South Highland Drive Las Vegas, NV 89106	Physically Closed
NV901365	Nevada Treatment Center	SA	1721 East Charleston Boulevard Las Vegas, NV 89104	Physically Closed
NV901357	Reality Therapy Associates	SA	--- Fallon, NV 89406	Physically Closed
NV901340	University Health Professionals	SA	941 North Virginia Street Reno, NV 89503	Physically Closed
NV901332	Saint Marys Regional Medical Center Adult Chemical Dependency Unit	SA	235 West 6th Street, Wing 3w Reno, NV 89520	Physically Closed
NV901324	Westcare Inc Day Care Clinic/Youth	SA	401 South Martin Luther King Boulevard Las Vegas, NV 89106	Physically Closed
NV901316	Carson City Community Counseling Ctr	SA	205 South Pratt Street Carson City, NV 89701	Active
NV901308	Vitality Unlimited Ruby View Counseling Service	SA	1250 Lamoille Highway Elko, NV 89801	Active

Show 10 entries Previous 1 2 3 4 5 ... 58 Next

3.2.1 Search by I-BHS ID

The I-BHS ID field can contain a maximum of 8 characters.

1. Select I-BHS ID from the Criteria drop-down menu.
2. Type all or part of the I-BHS ID in the Value field.
3. Click on the Search button.

The screenshot shows the SAMHSA I-BHS Online interface. At the top, the SAMHSA logo is displayed with the text "Substance Abuse and Mental Health Services Administration" and "Logged In: State Test | Logout". Below the logo are navigation tabs: "Facility", "Facility Log", and "Correspondence". The main content area is titled "All Facilities" and contains a search form. The search form has a "Criteria" dropdown menu set to "IBHS ID" and a "Value" input field containing "NV901". There are "Search", "Clear Search", and "Advanced Search" buttons. Below the search form, it says "Showing 1 to 10 of 31 entries (filtered from 574 total entries)". A table lists the search results with columns for IBHS ID, State ID, Facility Name, Type, Location Address, and Status. The table shows 10 entries, with the first 9 marked as "Physically Closed" and the last one as "Active".

IBHS ID	State ID	Facility Name	Type	Location Address	Status
NV901399	NV901399	Saint Marys Hospital Parkside Recovery Center	SA	235 West 6th Street Reno, NV 89520	Physically Closed
NV901381	NV901381	Reno Professional Counseling Center	SA	310 Dorla Court Zephyr Cove, NV 89448	Physically Closed
NV901373	NV901373	Nevada Treatment Center Residential	SA	401 South Highland Drive Las Vegas, NV 89106	Physically Closed
NV901365	NV901365	Nevada Treatment Center	SA	1721 East Charleston Boulevard Las Vegas, NV 89104	Physically Closed
NV901357	NV901357	Reality Therapy Associates	SA	- - - Fallon, NV 89406	Physically Closed
NV901340	NV901340	University Health Professionals	SA	941 North Virginia Street Reno, NV 89503	Physically Closed
NV901332	NV901332	Saint Marys Regional Medical Center Adult Chemical Dependency Unit	SA	235 West 6th Street, Wing 3w Reno, NV 89520	Physically Closed
NV901324	NV901324	Westcare Inc Day Care Clinic/Youth	SA	401 South Martin Luther King Boulevard Las Vegas, NV 89106	Physically Closed
NV901316	NV901316	Carson City Community Counseling Ctr	SA	205 South Pratt Street Carson City, NV 89701	Active
NV901308	NV901308	Vitality Unlimited Ruby View Counseling Service	SA	1250 Lamoille Highway Elko, NV 89801	Active

At the bottom of the table, there is a "Show 10 entries" dropdown and a pagination control with "Previous", "1", "2", "3", "4", and "Next" buttons.

3.2.2 Search by State ID

The State ID field can contain a maximum of 15 characters.

- 1. Select State ID from the Criteria drop-down menu.
- 2. Type all or part of the State ID in the Value field.
- 3. Click on the Search button.

The screenshot shows the SAMHSA web application interface. At the top, there is a header with the SAMHSA logo and the text "Substance Abuse and Mental Health Services Administration". On the right side of the header, it says "Logged In: State Test | Logout". Below the header, there are navigation tabs: "Facility", "Facility Log", and "Correspondence". The main content area is titled "All Facilities" and contains a search form. The search form has a "Criteria" dropdown menu set to "State ID", a "Value" input field containing "abi", and buttons for "Search", "Clear Search", and "Advanced Search". Below the search form, it says "Showing 1 to 10 of 16 entries (filtered from 574 total entries)". A table displays the search results with columns for IBHS ID, State ID, Facility Name, Type, Location Address, and Status. The table contains 10 rows of data. At the bottom of the table, there is a "Show" dropdown menu set to "10" and a pagination control with "Previous", "1", "2", and "Next" buttons.

IBHS ID	State ID	Facility Name	Type	Location Address	Status
NV100874	ABI400773055	Las Vegas Energy Works	SA	8620 South Eastern Avenue, Suite 11 Las Vegas, NV 89123	Physically Closed
NV101025	ABI415236475	Jeff Osmonson	SA	247 Bluffs Avenue, Suite 102 Elko, NV 89801	Active
NV101023	ABI416108150	Capital City Counseling	SA	841 East 2nd Street Carson City, NV 89701	Active
NV101026	ABI416108151	Ruth Ann Wright	SA	327 Thoma Street Reno, NV 89502	No Longer Provides MHSA Services
NV100024	ABI433971220	University NV School Medicine	SA	6375 West Charleston Boulevard Las Vegas, NV 89146	Physically Closed
NV100025	ABI435155406	Renown Behavioral Health Child	SA	15 McCabe Drive, Suite 200 Reno, NV 89511	No Longer Provides MHSA Services
NV100023	ABI436695708	Seven Hills Hospital	SA	3021 West Horizon Ridge Parkway Henderson, NV 89052	Active
NV100055	ABI438518635	Nevada Court Counseling Services	SA	1016 Rock Boulevard, Suite 102 Sparks, NV 89431-0982	Active
NV100056	ABI438518636	Saint Peter Jo	SA	421 West Plumb Lane Reno, NV 89509-3766	Ineligible Closed
NV100816	ABI659279202	Leigh Church	SA	325 East Liberty Street Reno, NV 89501	Active

3.2.3 Search by Facility Name

The Facility Name field can contain a maximum of 38 characters.

1. Select Facility Name from the Criteria drop-down menu.
2. Type all or part of the Facility Name in the Value field.
3. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups / All Facilities

All Facilities

Criteria: Facility Name | Value: Contains Family | Search | Clear Search | Advanced Search

Showing 1 to 10 of 28 entries (filtered from 574 total entries)

IBHS ID	State ID	Facility Name	Type	Location Address	Status
NV100967	3200218	Central Neighborhood Family Service Center	MH	121 South Martin Luther King Boulevard Las Vegas, NV 89106	Physically Closed
NV100970	3200263	West Neighborhood Family Servs Ctr	MH	6171 West Charleston Boulevard, Building 7 Las Vegas, NV 89146	Active
NV100971	3200276	North Neighborhood Family Service Center	MH	4538 West Craig Road, Suite 290 North Las Vegas, NV 89032	Ineligible Closed
NV101495	AUG9800361	Family Counseling Services of Northern Nevada Inc	SA	575 East Plumb Lane, Suite 101 Reno, NV 89502	Physically Closed
NV100354	B226685360	Family Counseling Clinic	SA	1250 Lamoille Highway, Suite 312 Elko, NV 89801-4396	Active
NV101289	B899575112	Family Therapy Center	SA	7331 West Charleston Boulevard, Suite 140 Las Vegas, NV 89117-1600	Active
NV101222	B945850741	Valley View Family Counseling	SA	3180 West Sahara Avenue, Suite C-25 Las Vegas, NV 89102-6073	Physically Closed
NV101826	B986280618	Counseling Opportunities Inc DBA Great Basin Family Counseling	SA	3710 Grant Drive, Suite K Reno, NV 89509	Active
NV100047	NV100047	Family Behavioral Health	SA	2105 Capurro Way , Suite 260 Sparks, NV 89431	Active
NV100061	NV100061	New Outlook Family Services LLC New Outlook Christian Fellowship Intl	SA	4107 West Cheyenne Avenue, Suite 205 North Las Vegas, NV 89032	Active

Show 10 entries | Previous | 1 | 2 | 3 | Next

3.2.4 Search by Facility Type

The Facility Type field can be either Substance Abuse or Mental Health. The Value input field will change to a drop-down menu containing those two entries.

1. Select Facility Type from the Criteria drop-down menu.
2. Select Substance Abuse or Mental Health from the Value drop-down menu.
3. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Facility Groups / All Facilities

All Facilities

Criteria: Facility Type Contains Value: -- Select -- Search Clear Search Advanced Search

Showing 1 to 10 of 28 entries (filtered from 574 total entries)

IBHS ID	State ID	Facility Name	Type	Location Address	Status
NV100967	3200218	Central Neighborhood Family Service Center	MH	121 South Martin Luther King Boulevard Las Vegas, NV 89106	Physically Closed
NV100970	3200263	West Neighborhood Family Servs Ctr	MH	6171 West Charleston Boulevard, Building 7 Las Vegas, NV 89146	Active
NV100971	3200276	North Neighborhood Family Service Center	MH	4538 West Craig Road, Suite 290 North Las Vegas, NV 89032	Ineligible Closed
NV101495	AUG9800361	Family Counseling Services of Northern Nevada Inc	SA	575 East Plumb Lane, Suite 101 Reno, NV 89502	Physically Closed
NV100354	B226685360	Family Counseling Clinic	SA	1250 Lamolille Highway, Suite 312 Elko, NV 89801-4396	Active
NV101289	B899575112	Family Therapy Center	SA	7331 West Charleston Boulevard, Suite 140 Las Vegas, NV 89117-1600	Active
NV101222	B945850741	Valley View Family Counseling	SA	3180 West Sahara Avenue, Suite C-25 Las Vegas, NV 89102-6073	Physically Closed
NV101826	B986280618	Counseling Opportunities Inc DBA Great Basin Family Counseling	SA	3710 Grant Drive, Suite K Reno, NV 89509	Active
NV100047	NV100047	Family Behavioral Health	SA	2105 Capurro Way, Suite 260 Sparks, NV 89431	Active
NV100061	NV100061	New Outlook Family Services LLC New Outlook Christian Fellowship Intl	SA	4107 West Cheyenne Avenue, Suite 205 North Las Vegas, NV 89032	Active

Show 10 entries Previous 1 2 3 Next

3.2.5 Search by Location Address

The Location Address includes street address, city, and zip code. A search can be performed on any of these parts of an address.

1. Select Location Address from the Criteria drop-down menu.
2. Type all or part of the Location Address in the Value field.
3. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups | All Facilities

All Facilities

Criteria: Location Address | Value: main | Search | Clear Search | Advanced Search

Showing 1 to 6 of 6 entries (filtered from 574 total entries)

IBHS ID	State ID	Facility Name	Type	Location Address	Status
NV100989	3200438	Rural Clinics Community MH Centers Fallon Mental Health Center	MH	151 North Maine Street Fallon, NV 89406	Active
NV100181	NV100181	Lyon Council on Alcohol and Other Drugs	SA	720 South Main Street, Suite C Yerington, NV 89447	Physically Closed
NV100299	NV100299	Yomba Shoshone Tribe Substance Abuse Prevention	SA	Main Road Reese River Austin, NV 89310	Physically Closed
NV100877	NV100877	Tonopah Counseling Center	SA	1100 Erie Main Street Tonopah, NV 89049	No Longer Provides MH/SA Services
NV101021	NV101021	Rural Nevada Counseling	SA	720 South Main Street, Suite C Yerington, NV 89447	Active
NV900623	NV801955	Churchill Council Community Service Clinic	SA	90 North Maine Street Fallon, NV 89406	Physically Closed

Show 10 entries | Previous 1 Next

3.2.6 Search by Status

When Status is chosen from the Criteria drop-down menu, the Value input field will change to a drop-down menu with nine entries that represent the different statuses of the facilities in the I-BHS database. Basically, facilities are either active or not active, but the system uses eight different statuses to specify why a facility is not active. The statuses are described in Table 1 below.

Table 1 - Facility Status

STATUS	DESCRIPTION
Active	Facility is in operation and active
Duplicate Closed	Facility is closed because it is a duplicate of another active facility in the I-BHS
Physically Closed	Facility is closed because it is no longer is in business
Merged with Another Facility	Facility is closed because it merged with another active facility in the I-BHS
No Longer Provides MH/SA Services	Facility is still in business, but it does not provide substance abuse or mental health services
Satellite Closed	Facility is closed because it is a satellite office only
Ineligible Closed	Facility is closed because it is ineligible for the I-BHS
Inactive	Facility is closed but the reason is unknown
Deleted	Facility has been deleted

1. Select Status from the Criteria drop-down menu.
2. Select a Status from the Value drop-down menu.
3. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA

Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups | All Facilities

All Facilities

Criteria: Status Contains -- Select -- Search Clear Search Advanced Search

Showing 1 to 10 of 574 entries

IBHS ID	State ID		Type	Location Address	Status
NV100984	02XXXX01002	Montevista Hospital Inc	SA	5900 West Rochelle Avenue Las Vegas, NV 89103	Duplicate Closed
NV100992	169583325	Arthur B Pitterman MD	SA	1706 Bearden Drive Las Vegas, NV 89106-4107	No Longer Provides MH/SA Services
NV101016	169794856	Lawrence D Sullivan	SA	309 East John Street, Suite 1 Carson City, NV 89706-3039	Physically Closed
NV100949	3200014	Carson Tahoe Health BH Services Inpatient	MH	1080 North Minnesota Street, 2nd Floor Carson City, NV 89703	Active
NV100950	3200027	Carson Tahoe Regional Healthcare Behavioral Health Services Inpatient	MH	P.O. Box 2168 Carson City, NV 89702	Duplicate Closed
NV100951	3200030	Carson Tahoe Health BH Services Outpatient	MH	775 Fleischmann Way, Floor 2 Carson City, NV 89703	Active
NV100952	3200043	Willow Springs Center	MH	690 Edison Way Reno, NV 89502-4100	Active
NV100953	3200056	Willow Springs Outpatient Services	MH	650 Edison Way Reno, NV 89502-4100	Active
NV100954	3200072	Center for Hope of the Sierras	MH	1453 Pass Drive Reno, NV 89509	No Longer Provides MH/SA Services
NV100955	3200085	Northern Nevada Medical Center Senior Bridges	MH	2375 East Prater Way Sparks, NV 89434-9641	Active

Show 10 entries

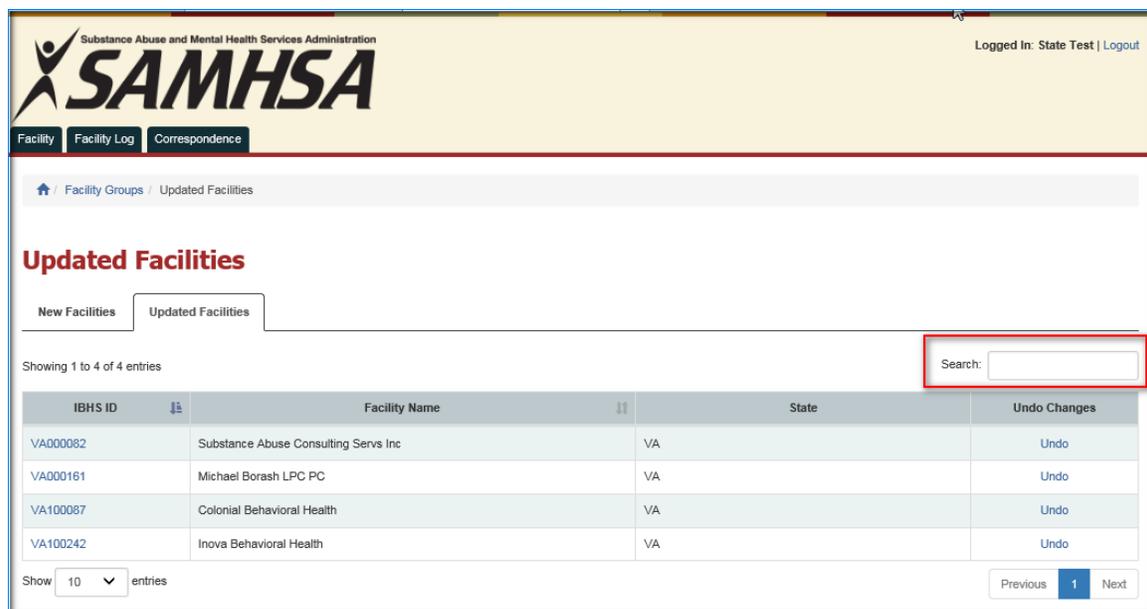
Previous 1 2 3 4 5 ... 58 Next

3.2.7 New Facilities and Updated Facilities Search

On the New Facilities List and the Updated Facilities List, facility information can be found by searching on the I-BHS ID and Facility Name. (A search can be performed on the state, but that is irrelevant because state users can view facilities for only a single state.)

Searching is simple and rudimentary.

- The search phrase is typed into a search field above the list to the right of the page.
- Full or partial searches can be performed.
- The search phrase is not case sensitive.



The screenshot shows the SAMHSA I-BHS Online interface. At the top, the SAMHSA logo is displayed on the left, and the text 'Substance Abuse and Mental Health Services Administration' is above it. On the right, it says 'Logged In: State Test | Logout'. Below the logo, there are navigation tabs for 'Facility', 'Facility Log', and 'Correspondence'. The main content area is titled 'Updated Facilities' and has two tabs: 'New Facilities' and 'Updated Facilities'. Below the tabs, it says 'Showing 1 to 4 of 4 entries'. To the right of this text is a search bar with the label 'Search:'. Below the search bar is a table with the following data:

IBHS ID	Facility Name	State	Undo Changes
VA000082	Substance Abuse Consulting Servs Inc	VA	Undo
VA000161	Michael Borash LPC PC	VA	Undo
VA100087	Colonial Behavioral Health	VA	Undo
VA100242	Inova Behavioral Health	VA	Undo

At the bottom left, there is a 'Show' dropdown menu set to '10' and the text 'entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

Results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search field and above the Facilities List to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original Facility List.
- Resetting between searches is not necessary because the previous searches do not affect subsequent searches.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / Updated Facilities

Updated Facilities

New Facilities | Updated Facilities

Showing 1 to 2 of 2 entries (filtered from 4 total entries) Search: heal x

IBHS ID	Facility Name	State	Undo Changes
VA100087	Colonial Behavioral Health	VA	Undo
VA100242	Inova Behavioral Health	VA	Undo

Show 10 entries Previous 1 Next

4 Using the I-BHS Online Application

The I-BHS Online application allows state users to create new I-BHS facilities, copy new and existing I-BHS facilities, and modify existing I-BHS facilities. The application provides consolidated lists of all new facilities and changes to facilities that are awaiting approval by I-BHS Team Members. All of the facilities can be modified while approval is pending. State users can delete pending changes for any facility.

The I-BHS online application provides state users the ability to

- View all I-BHS facilities for their respective state;
- Perform simple and complex searches for I-BHS facility information;
- Produce reports from the complex queries;
- View previous facility changes for a particular facility and to view previous facility changes for all facilities;
- Communicate with other users about specific facilities and read all previous communications about all facilities;
- Read and write comments about a particular facility.

Detailed instructions for performing these tasks are provided below.

4.1 Create a New I-BHS Facility

A new I-BHS facility can be created, saved, submitted for review, and modified while it is still pending approval.

1. Select Mental Health or Substance Abuse from the Create a Facility drop-down menu on the Facility Groups page.

Note: State users in states that manage data for both substance abuse and mental health facilities will be the only ones with the option to select “Mental Health” or “Substance Abuse” from the Create a Facility drop-down list. In states that manage only mental health facilities there will only be the option to select Mental Health, and in states that manage only substance abuse facilities there will only be the option to select Substance Abuse, but state users must still make that selection.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility Facility Log Correspondence

Facility Groups

Facility Groups

Facility Groups Similar Facilities

+ Create a Facility

Mental Health

Substance Abuse

Group Name	Description
All Facilities	All IBHS facilities
Inactive Facilities	Inactive IBHS facilities
Active Facilities	Active IBHS facilities
Facilities A-M	Active IBHS facilities with names beginning with the letters A thru M
Facilities N-T	Active IBHS facilities with names beginning with the letters N thru T
Facilities U-Z	Active IBHS facilities with names beginning with the letters U thru Z
State Approved	All IBHS facilities that are State Approved
Non-State Approved	All IBHS facilities that are not State Approved
Pending Facilities	All IBHS facilities pending approval
New Facilities	New IBHS facilities pending approval
Updated Facilities	IBHS facility changes pending approval

Depending on the option chosen, the Create Substance Abuse Facility page or Create Mental Health Facility page will be displayed.

On either page:

- The Facility Information section will be displayed;
- The Facility Information tab will be dark blue; and
- The required fields will be highlighted.

Create a Substance Abuse Facility

Substance Abuse

Facility Info

Facility Information Director Information Other Facility Details
Reset Cancel Submit

Important Note

Message goes here.

Facility Information

<p>State ID: <input style="width: 100%;" type="text" value="State ID"/></p> <p>* Facility Name: <input style="width: 100%;" type="text" value="Facility Name"/> <small>Please fill out this field.</small></p> <p><input style="width: 100%;" type="text" value="Facility Name 2"/></p> <p>Attention: <input style="width: 100%;" type="text" value="Attention"/></p> <p>* Facility Address: <input style="width: 100%;" type="text" value="Facility Address"/> <small>Please fill out this field.</small></p> <p><input style="width: 100%;" type="text" value="Address 2"/></p> <p>* City: <input style="width: 100%;" type="text" value="City"/> <small>Please fill out this field.</small></p> <p>Approved City: <input style="width: 100%;" type="text" value="Approved City"/></p> <p>* State: <input style="width: 100%;" type="text" value="Nevada"/></p> <p>* Zip: <input style="width: 50%;" type="text" value=""/><input style="width: 50%;" type="text" value=""/> <small>Please fill out this field.</small></p> <p>County Name: <input style="width: 100%;" type="text" value="County Name"/></p> <p>State Reviewed: <input style="width: 100%;" type="text" value="No"/></p> <p>Web Address: <input style="width: 100%;" type="text" value=""/></p>	<p>Mailing Same as Location: <input type="checkbox"/></p> <p>Mailing Address: <input style="width: 100%;" type="text" value="Mailing Address"/> <input style="width: 100%;" type="text" value="Mailing Address 2"/></p> <p>City: <input style="width: 100%;" type="text" value="City"/></p> <p>State: <input style="width: 100%;" type="text" value="-- Select --"/></p> <p>Zip: <input style="width: 50%;" type="text" value=""/><input style="width: 50%;" type="text" value=""/></p> <p>* Facility Phone: <input style="width: 100%;" type="text" value=""/> <small>Please fill out this field.</small></p> <p>Intake 1: <input style="width: 100%;" type="text" value=""/></p> <p>Intake 2: <input style="width: 100%;" type="text" value=""/></p> <p>Facility Fax: <input style="width: 100%;" type="text" value=""/></p> <p>State Approved: <input style="width: 100%;" type="text" value="No"/></p> <p>* Facility Service: <input style="width: 100%;" type="text" value="-- Select --"/> <small>Please select an item in the list.</small></p>
---	---

2. Enter the information into the fields.

- Required fields: Facility Name, Facility Address, City, Zip, Facility Phone, and Facility Service.
- Fields filled in by the application: Approved City, State, and County Name.
- Automatically assigned: I-BHS ID

The Submit button becomes enabled when data have been entered into all of the required fields.

The input fields and Facility Service entries, for both Substance Abuse and Mental Health facilities, on the Facility Information page are listed and described in Table 2.

Table 2 - Facility Information Page Fields

INPUT FIELD	TYPE	REQ	DESCRIPTION
State ID	Text Field		Defaults to the I-BHS ID and may be changed
Facility Name	Text Field	Yes	Line 1 should include the corporate or highest level name of the facility Line 2 should include a unit or program name that uniquely identifies the facility
Attention	Text Field		Person to whom mail should be addressed (Read Only; Determined by I-BHS Team Members)
Facility Address	Text Field	Yes	Street address for facility where services are provided; Address can be 1 to 38 characters. Do not enter a P.O. box number
City	Text Field	Yes	City in which facility is located
Approved City	Text Field		Filled in by application; might not match entered City (Read Only)
State	Drop-down List		Filled in by application (Read Only)
Zip	Text Field	Yes	Zip code for facility's location
County Name	Text Field		Filled in by application (Read Only)
State Reviewed	Checkbox		Identifies whether or not the facility been reviewed by the State (Read Only. Determined by I-BHS Team Members)
Web Address	Text Field		URL of website home page for this facility.
Mailing Same as Location	Checkbox		Check if the mailing address is identical to the location address
Mailing Address	Text Field		Street address for facility's mailing address; can be a P.O. box number
City	Text Field		City for facility's mailing address; can be in a different state
State	Drop-down List		State for facility's mailing address; can be a different state.
Zip	Text Field		Zip code for facility's mailing address
Facility Phone	Text Field	Yes	Telephone number for facility providing services
Intake 1	Text Field		Receiving phone number for the facility
Intake 2	Text		Receiving phone number for the facility
Facility Fax	Text Field		Fax number for facility providing services
State Approved	Drop Down List		Identifies whether or not the facility has been approved for inclusion by the Single State Agency. Default: checked yes.

INPUT FIELD	TYPE	REQ	DESCRIPTION
Facility Service	Drop-down List	Yes	<p>Type Facility Service</p> <p>Substance Abuse <u>Administrative Services Only</u>: Facility provides administrative services only.</p> <p>Substance Abuse <u>Treatment/Detoxification Services</u>: Facility provides services that focus on initiating and maintaining an individual's recovery from substance abuse and the management of acute intoxication and withdrawal</p> <p>Substance Abuse <u>Non treatment Halfway House</u></p> <p>Substance Abuse <u>Other Non-treatment Services</u>: Facility provides ONLY services such as intake, assessment, referral, sobering-up stations, and collateral services</p> <p>Mental Health <u>Mental Health Services Treatment</u>: Facility provides services that focus on treating mental health issues</p> <p>Mental Health <u>Non-Treatment (Intake, Assessment, referral, etc.)</u>: Facility provides services such as intake, assessment, referral, and collateral services</p> <p>Mental Health <u>Administrative Only</u>: Facility provides administrative services only</p>

Note: If the Mailing Same as Location checkbox has been checked and the facility address is modified after checking this box, it is important to adhere to the following sequence of steps when making corrections.

First, remove the checkmark from the Mailing Same as Location checkbox.

Second, enter the correct facility address.

Third, click on the Mailing Same as Location checkbox.

This will ensure both addresses are identical.

3. Click on the Director Information tab next to the Facility Information tab.

The Director Information section will be displayed.

Director Information

Director Prefix:

First Name:

Middle Initial:

Last Name:

Director Suffix:

Title:

Phone:

Origin Type:

* Origin:

OTP ID No. for Methadone/LAAM:

EIN:

National Provider ID:

DEA Registration Number:

TEDS Reporter:

4. Enter the director information and other details.

The input fields are described in Table 3.

Table 3 - Director Information and Other Details

INPUT FIELD	TYPE	DESCRIPTION
Director Prefix	Text Field	Self-explanatory (e.g., Dr., Ms.)
Director First Name	Text Field	Self-explanatory
Director MI	Text Field	Self-explanatory
Director Last Name	Text Field	Self-explanatory
Director Suffix	Text Field	Self-explanatory (e.g., Jr., Sr.)
Director Title	Text Field	Self-explanatory (e.g., “Director”)
Director Phone	Text Field	Should be entered even if identical to facility phone
Origin Type	Drop-down List	A list providing Origin types (Read Only. State I-BHS Online is the default. Modified by I-BHS Team Members.)
Origin	Text Field	Identifies the source where facility information originated (Read Only. WFR is the default and is the code for State I-BHS Online. Modified by I-BHS Team Members.)
OTP ID Number for Methadone/Buprenorphine	Text Field	<u>Substance Abuse facility:</u> Number issued if facility is an opioid treatment program that uses drugs such as methadone or buprenorphine in the treatment of narcotic addiction and is assigned by CSAT. <u>Mental Health facility:</u> n/a
EIN	Text Field	<u>Substance Abuse facility:</u> Employer Identification Number <u>Mental Health facility:</u> n/a
National Provider ID	Text Field	Assigned by HHS to health care providers

INPUT FIELD	TYPE	DESCRIPTION
DEA Registration Number	Text Field	Substance Abuse facility: Drug Enforcement Agency registration number. Nine digit number. Format is 2 characters, A-Z, followed by 7 numbers, 0-9: aannnnnnn Mental Health facility: n/a
TEDS Reporter	Drop-down List	Identifies whether or not this facility reports client admissions and discharges to the Treatment Episode Data Set (TEDS).

- Click on the Other Facility Details tab next to the Director Information tab.

The Other Facility Details section will be displayed.

- Enter the other facility details into the fields.

The input fields on the Other Facility Details section are described in Table 4.

Table 4 - Other Facility Details Page Fields

INPUT FIELD	TYPE	DESCRIPTION
Creator ID	Text Field	The user ID of the state user that created the Facility record. (Read Only. Determined by the application.)
Date Added	Date Field	The date that the facility record was added to the I-BHS. Defaults to today's date. (Read Only. Determined by the application.)
TTY/TDD	Text Field	Phone number for Telecommunications Device for Deaf
Federal Agency	Drop-down List	Identifies the federal agency that operates the facility instead of the state. (Read Only. Determined by the federal user.)
National Directory Eligible	Drop-down List	Identifies whether or not the facility is eligible to be in the National Directory. Defaults to Yes if State Approved = Yes; otherwise, defaults to No.

INPUT FIELD	TYPE	DESCRIPTION
Frozen File Ineligible	Drop-down List	Identifies whether or not this facility should be included in files to be sent for surveying. Defaults to No. (Read Only. Determined by I-BHS Team Members.)
Non Published	Drop-down List	Identifies whether or not information about this facility can be published. Defaults to No. (Read Only. Determined by the I-BHS Team Members.)
Not Google API	Drop-down List	Identifies whether or not information about this facility is in Google API. Defaults to No. (Read Only. Determined by the I-BHS Team Members.)

7. Click on the Submit button to save the information.

A confirmations message will display on the top of the Facility Groups page. The confirmation message will identify the new I-BHS ID and confirm that the facility was successfully created and is pending approval.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Facility with IBHS ID VA100472 created successfully for pending approval

Facility Groups

Facility Groups

Facility Groups | Similar Facilities

+ Create a Facility

Group Name	Description
All Facilities	All IBHS facilities
Inactive Facilities	Inactive IBHS facilities
Active Facilities	Active IBHS facilities
Facilities A-M	Active IBHS facilities with names beginning with the letters A thru M
Facilities N-T	Active IBHS facilities with names beginning with the letters N thru T
Facilities U-Z	Active IBHS facilities with names beginning with the letters U thru Z
State Approved	All IBHS facilities that are State Approved
Non-State Approved	All IBHS facilities that are not State Approved
Pending Facilities	All IBHS facilities pending approval
New Facilities	New IBHS facilities pending approval
Updated Facilities	IBHS facility changes pending approval

The new, approval-pending facility will be found on the Facilities List on the New Facilities page. It will remain on that list until approved by an I-BHS Team Member.

After the I-BHS Project Team reviews and accepts the new facility, it will be found on the All, Active, or Inactive Facilities Lists depending upon its status.

4.2 Edit an I-BHS Facility

The functionality available to the state user when requesting to modify facility information is *almost* identical to that which is available when requesting to add a new facility. Facilities can be modified from any Facility List accessed from the Facility Groups page; However, the method of modifying a facility is slightly different for the Pending Facilities Lists than on any of the Active, Inactive, State Approved, Non State Approved, or Updated Facilities Lists.

4.2.1 Modifying from the Active, Inactive, State Approved, Non-State Approved, or Updated Facilities List

1. Click on any of the Active, Inactive, State Approved, or Non-State Approved links on the Facility Groups page.
2. Select a Facility Name from the Facilities List.

The screenshot shows the SAMHSA website interface. At the top, the SAMHSA logo is on the left, and 'Logged In: State Test | Logout' is on the right. Below the logo are navigation tabs for 'Facility', 'Facility Log', and 'Correspondence'. The main content area is titled 'State Approved' and includes a search filter with 'Criteria' set to 'All' and 'Value' set to 'Contains'. Below the search bar, it says 'Showing 11 to 20 of 1,317 entries'. A table lists various facilities with columns for IBHS ID, State ID, Facility Name, Type, Location Address, and Status. The entry for 'Colonial Behavioral Health' (IBHS ID VA100087, State ID VA100087) is highlighted with a red box. At the bottom, there is a pagination control showing '10' entries and page numbers from 1 to 132.

IBHS ID	State ID	Facility Name	Type	Location Address	Status
VA100077	VA100077	Horizon Behavioral Health Courtland Center	SA	620 Court Street Lynchburg, VA 24504	Active
VA100085	VA100085	Blue Ridge Behavioral Healthcare	MH	301 Elm Avenue SW Roanoke, VA 24016	Duplicate Closed
VA100086	VA100086	Chesterfield Community Services Board	MH	6801 Lucy Corr Boulevard Chesterfield, VA 23832	No Longer Provides MH/SA Services
VA100087	VA100087	Colonial Behavioral Health	MH	473 McLaws Circle Williamsburg, VA 23185	Active
VA100088	VA100088	Crossroads Community Services Board	MH	60 Bush River Drive Farmville, VA 23901	Active
VA100090	VA100090	Cumberland Mountain Community Services	MH	113 Cumberland Road Cedar Bluff, VA 24609	Active
VA100091	VA100091	Dickenson County Behavioral Hlth Servs Clinical Services	MH	440 Foxdown Road Clintwood, VA 24228	Duplicate Closed
VA100092	VA100092	District 19 Community Services Board	MH	20 West Bank Street, Suite 6 Petersburg, VA 23803	Active
VA100093	VA100093	Frontier Health PD 1	MH	1941 Park Avenue SW Norton, VA 24273	No Longer Provides MH/SA Services
VA100094	VA100094	Horizon Behavioral Health	MH	2241 Langhorne Road Lynchburg, VA 24501	Duplicate Closed

The Facility Information page for that facility will be displayed. All of the fields will be read only.

3. Click on the Edit button.

Facility Information Clone Facility ▾

Colonial Behavioral Health - VA100087 - Mental Health

Facility Info | Field Level Changes | Correspondence

Facility Information | Director Information | Other Facility Details Edit

Important Note

Message goes here.

Facility Information

State ID:	VA100087 ?	Status:	Active ▾
* Facility Name:	Colonial Behavioral Health	Mailing Same as Location:	<input type="checkbox"/>
	Facility Name 2	Mailing Address:	Mailing Address
Attention:	Attention		Mailing Address 2
* Facility Address:	473 McLaws Circle	City:	City
	Address 2	State:	-- Select -- ▾
* City:	Williamsburg	Zip:	<input type="text"/> <input type="text"/>
Approved City:	Williamsburg	* Facility Phone:	757-253-4061
* State:	Virginia ▾	Intake 1:	<input type="text"/>
* Zip:	23185 <input type="text"/>	Intake 2:	<input type="text"/>
County Name:	James City	Facility Fax:	757-253-4208
State Reviewed:	No ▾	State Approved:	Yes ▾
Web Address:	www.colonialbh.org	* Facility Service:	Administrative Only ▾

The Facility Information page label will change to Edit Facility. The state user will be able to write to all of the fields for which modification permission has been granted. The fields that can be modified only by the I-BHS Project Team will remain read only for the state user. Three buttons will be available: Reset, Cancel, and Submit.

Edit Facility Clone Facility

Colonial Behavioral Health - VA100087 - Mental Health

Facility Info | Field Level Changes | Correspondence

Facility Information | Director Information | Other Facility Details

Reset **Cancel** **Submit**

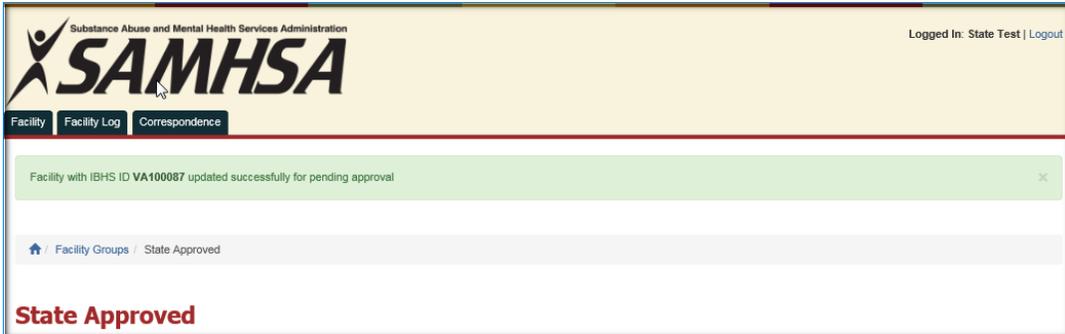
Important Note
Message goes here.

Facility Information

State ID:	VA100087	Status:	Active
* Facility Name:	Colonial Behavioral Health	Mailing Same as Location:	<input type="checkbox"/>
	Facility Name 2	Mailing Address:	Mailing Address
Attention:	Attention		Mailing Address 2
* Facility Address:	473 McLaws Circle	City:	City
	Address 2	State:	-- Select --
* City:	Williamsburg	Zip:	
Approved City:	Williamsburg	* Facility Phone:	757-253-4061
* State:	Virginia	Intake 1:	
* Zip:	23185	Intake 2:	
County Name:	James City	Facility Fax:	757-253-4208
State Reviewed:	No	State Approved:	Yes
Web Address:	www.colonialbh.org	* Facility Service:	Administrative Only

- 4. Make the necessary changes to the facility information.
- 5. Click on the Submit button.

The Facility List will redisplay with a confirmation message identifying the I-BHS ID for the facility that was modified and is pending approval displayed at the top of the Facility List.



An entry will be added to the Updated Facilities List.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Facility Groups / Updated Facilities

Updated Facilities

New Facilities | Updated Facilities

Showing 1 to 3 of 3 entries

IBHS ID	Facility Name	State	Undo Changes
VA000082	Substance Abuse Consulting Servs Inc	VA	Undo
VA100087	Colonial Behavioral Health	VA	Undo
VA100242	Inova Behavioral Health	VA	Undo

Show 10 entries

Previous 1 Next

6. Click on the I-BHS ID on the Updated Facilities List.

Facility Information

Clone Facility

Michael Borash LPC PC - VA000161 - Substance Abuse

Facility Info | Field Level Changes | Correspondence

Facility Information | Director Information | Other Facility Details | Edit

Important Note
Message goes here.

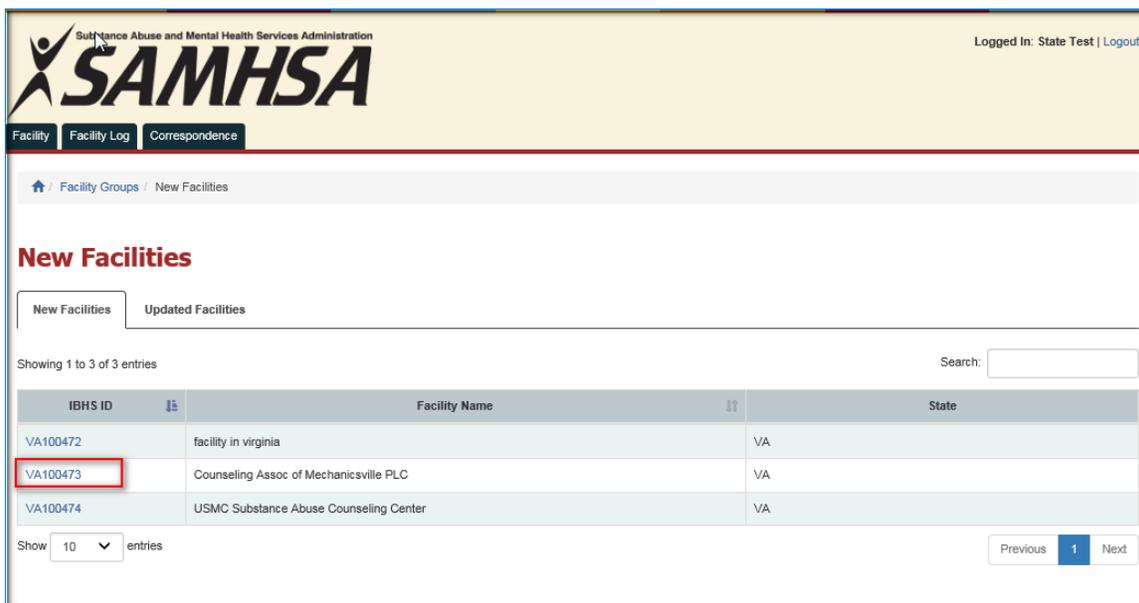
Facility Information

State ID:	VA000161	Status:	Active
* Facility Name:	Different Facility Name	Mailing Same as Location:	<input type="checkbox"/>
	facility name 2	Mailing Address:	Mailing Address
Attention:	Attention		Mailing Address 2
* Facility Address:	1388 Old Bridge Road	City:	City
	Suite 999	State:	-- Select --
* City:	Fairfax	Zip:	
Approved City:	Fairfax	* Facility Phone:	(703) 492-8939
* State:	Virginia	Intake 1:	(703) 492-8939
* Zip:	22032	Intake 2:	
County Name:	Fairfax	Facility Fax:	
State Reviewed:	No	State Approved:	No
Web Address:		* Facility Service:	Treatment/Detoxification Services

The changes will be highlighted in red.

4.2.2 Modifying from the New Facilities List

1. Click on the link for the New Facilities List on the Facilities Group page.
2. Select an I-BHS ID from the Facilities List.



Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / New Facilities

New Facilities

New Facilities | Updated Facilities

Showing 1 to 3 of 3 entries Search:

IBHS ID	Facility Name	State
VA100472	facility in virginia	VA
VA100473	Counseling Assoc of Mechanicsville PLC	VA
VA100474	USMC Substance Abuse Counseling Center	VA

Show 10 entries Previous 1 Next

The State New Pending Approval Screen will be displayed. It is not necessary to click an edit button to modify the fields. The state user can modify all fields for which permission was granted. The fields that only the I-BHS Project Team can modify will be read only. Two buttons are available: Cancel and Save.

Substance Abuse and Mental Health Services Administration
SAMHSA

Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / State New - Pending Approval Screen for VA100473

State New - Pending Approval Screen for VA100473

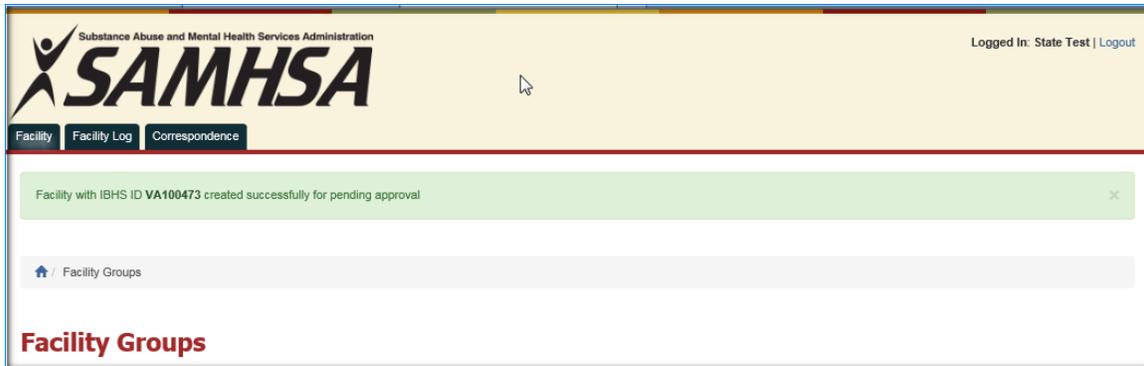
Cancel Save

Facility Information

State ID:	<input type="text" value="State ID"/>	?	Mailing Same as Location:	<input type="checkbox"/>
* Facility Name:	<input type="text" value="Counseling Assoc of Mechanicsville PLC"/>		Mailing Address:	<input type="text" value="Mailing Address"/>
	<input type="text" value="Facility Name 2"/>			<input type="text" value="Mailing Address 2"/>
Attention:	<input type="text" value="Attention"/>		City:	<input type="text" value="City"/>
* Facility Address:	<input type="text" value="Hanover Plaza"/>		State:	<input type="text" value="-- Select --"/>
	<input type="text" value="7494 Lee Davis Road Suite 16-D"/>		Zip:	<input type="text" value=""/>
* City:	<input type="text" value="Mechanicsville"/>		* Facility Phone:	<input type="text" value="(804) 427-5500"/>
Approved City:	<input type="text" value="Mechanicsville"/>		Intake 1:	<input type="text" value="(804) 427-5500"/>
* State:	<input type="text" value="Virginia"/>	▼	Intake 2:	<input type="text" value=""/>
* Zip:	<input type="text" value="23111"/>	<input type="text" value=""/>	Facility Fax:	<input type="text" value="(804) 427-5501"/>
County Name:	<input type="text" value="Hanover"/>		State Approved:	<input type="text" value="No"/>
State Reviewed:	<input type="text" value="No"/>	▼	* Facility Service:	<input type="text" value="Mental Health Services Treatment"/>
Web Address:	<input type="text" value=""/>			

- 3. Make the necessary changes to the facility information.
- 4. Click on the Save button.

The Facility Groups page will redisplay with a confirmation message identifying the I-BHS ID for the facility that was modified at the top of the page. The message will state that the facility has been created for pending approval because a new, approval-pending facility was modified.



The entry will remain on the New Facilities List.

4.3 Clone an I-BHS Facility

A new facility entry can be created by copying a facility that exists in the I-BHS. Most of the fields will be copied. The rules for cloning a facility are the same as those when creating a new facility and can be found in Section 4.1, Create a New I-BHS Facility. The specific details about each field can be found in Table 1 in Section 4.1.

If cloning a Substance Abuse facility to another Substance Abuse facility or a Mental Health Facility to another Mental Health facility, the Facility Service will be copied. If cloning a Substance Abuse facility to a Mental Health facility or a Mental Health facility to a Substance Abuse facility, the state user will need to identify the correct Facility Service.

The facility's Status and Origin will not be copied. The Status will be set to Active by the application when it is approved. The Origin will be set to "WFR" by the application when the facility is created. A new I-BHS ID and State ID will be generated.

Any facility can be cloned by accessing it from any of the Facilities Lists except the New Facilities List. If the facility chosen for cloning has changes pending, the changes will not be copied when cloned.

Note: If the state user modifies facility information and does not save it before cloning, the changes will be lost. The application will not prompt the user to save the changes.

1. Edit a facility and select Mental Health or Substance Abuse from the Clone Facility drop-down list.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / All Facilities / Facility Information

Facility Information

Clinch Valley Treatment Center - VA100325 - Substance Abuse

Clone Facility

- Mental Health
- Substance Abuse

Facility Info | Field Level Changes | Correspondence

Facility Information | Director Information | Other Facility Details | Edit

Important Note
 Message goes here.

Facility Information

State ID: VA100325 ? Status: Active

* Facility Name: Clinch Valley Treatment Center Mailing Same as Location:

facility name2 Mailing Address: 111 Town Hollow Road

Attention: Sterlyn Lineberry mailing address 2

* Facility Address: 111 Town Hollow Road City: Cedar Bluff

address 2 State: Virginia

* City: Cedar Bluff Zip: 24609 4321

Approved City: Cedar Bluff * Facility Phone: 276-963-3554

* State: Virginia Intake 1: 800-797-6237

Note: State users in states that manage data for both substance abuse and mental health facilities will be the only ones with the option to select “Mental Health” or “Substance Abuse” from the Create a Facility drop-down list. In states that manage only mental health facilities there will only be the option to select Mental Health, and in states that manage only substance abuse facilities there will only be the option to select Substance Abuse, but state users must still make that selection.

The Create a Mental Health Facility page or Create a Substance Abuse Facility page will be displayed. See Section 4.3 about the fields that will have been copied and/or need to be modified.

2. Make all necessary changes to the facility information.
3. Click on the Submit button to save the information.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / All Facilities / Create a Mental Health Facility

Create a Mental Health Facility

Mental Health

Facility Info

Facility Information | Director Information | Other Facility Details

Reset | Cancel | **Submit**

Important Note
Message goes here.

Facility Information

State ID:	<input type="text" value="State ID"/>	?	Mailing Same as Location:	<input type="checkbox"/>
* Facility Name:	<input type="text" value="Clinch Valley Treatment Center"/>		Mailing Address:	<input type="text" value="111 Town Hollow Road"/>
	<input type="text" value="facility name2"/>			<input type="text" value="mailing address 2"/>
Attention:	<input type="text" value="Sterlyn Lineberry"/>		City:	<input type="text" value="Cedar Bluff"/>
* Facility Address:	<input type="text" value="111 Town Hollow Road"/>		State:	<input type="text" value="Virginia"/>
	<input type="text" value="address 2"/>		Zip:	<input type="text" value="24609"/> <input type="text" value="4321"/>
* City:	<input type="text" value="Cedar Bluff"/>		* Facility Phone:	<input type="text" value="276-963-3554"/>

The Facility List from where the facility was accessed will be displayed with a confirmation message at the top of the page. The confirmation message will identify the new I-BHS ID and confirm that the facility was successfully created for pending approval.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Facility with IBHS ID VA100503 created successfully for pending approval

Home / Facility Groups / All Facilities

All Facilities

Criteria Value
 IBHS ID Contains VA100325 Search Clear Search Advanced Search

Showing 1 to 1 of 1 entries (filtered from 1,782 total entries)

IBHS ID	State ID	Facility Name	Type	Location Address	Status
VA100325	VA100325	Clinch Valley Treatment Center facility name2	SA	111 Town Hollow Road, address 2 Cedar Bluff, VA 24609-1234	Active

Show 10 entries Previous 1 Next

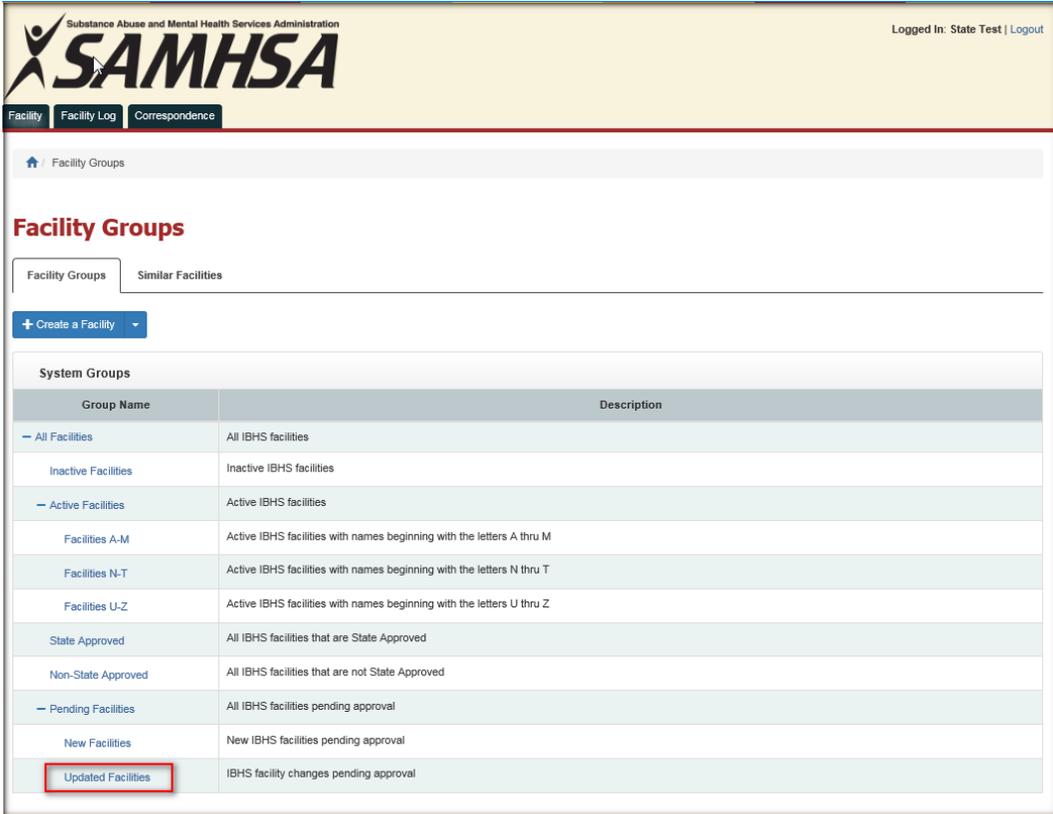
The new, approval pending facility will be found on the Facilities List on the New Facilities page. It will remain on that list until approved by an I-BHS Team Member.

After the I-BHS Project Team reviews and accepts the new facility, it will be found on the All, Active, or Inactive Facilities Lists depending upon its status.

4.4 Delete Pending Facility Changes

Changes pending for a facility can be removed by following the steps outlined below.

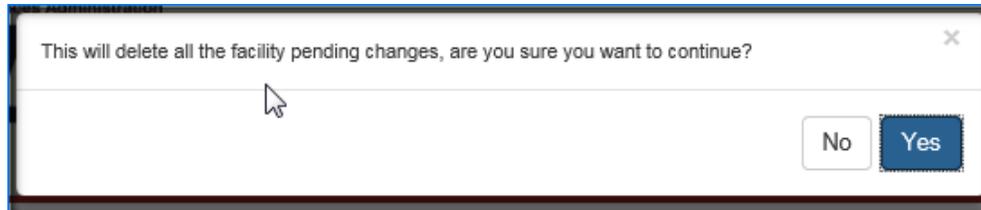
1. On the Facility Groups page, click on the Updated Facilities link.



- 2. Identify the facility on the Facilities List.
- 3. Click on the Undo link under the Undo Changes column for that facility.

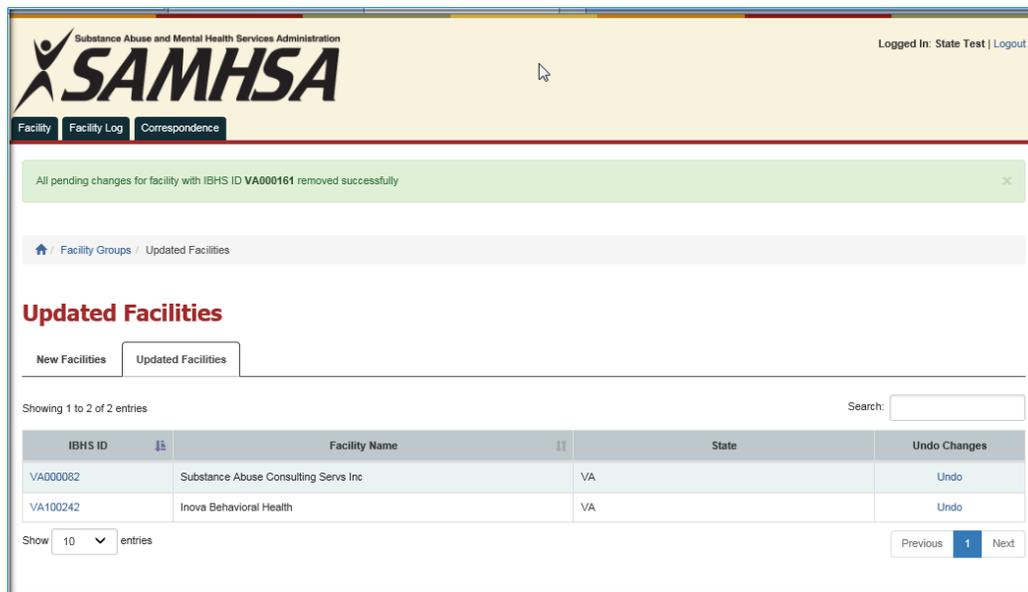


A pop-up window will display the message, “This will delete all the facility pending changes, are you sure you want to continue?” Two buttons are provided: Yes and No.



4. Click on the Yes button.

The Updated Facilities List will redisplay. A confirmation message identifying the I-BHS ID for the pending facility changes that were deleted will be displayed at the top of the page. The facility will no longer be on the list.



4.5 Produce Complex Queries with Advanced Search

Find facility information on the Active and Inactive Facilities Lists through the Advanced Search feature. Advanced Search provides state users with the flexibility to build simple or complex searches. They can search on 1 of 25 fields or they can build complex logical queries to search on any combination of the 25 fields. The search fields are dependent on each other so that the scope of the search can be very narrow and produce very specific results. Full or partial searches can be performed. The search phrase entered in the Value field is not case sensitive.

4.5.1 Features and Functionality on the Advanced Search Page

In the Search Criteria section, 25 fields can be selected from the drop-down menu on the left. When one of the 25 fields is selected, the appropriate Value field, either an input field or a drop-down menu, will be displayed. At the same

time, a drop-down menu with a list of operators appropriate for that field will be displayed between the search field and the value field.

More drop-down menus for choosing more search fields will be displayed after clicking on the Add Rule button or Add Group button.

The purpose of the Add Rule, Add Group, And, and Or buttons is to group searches on fields in a manner that is equivalent to nesting queries within parentheses in a logical statement.

- Clicking on the Add Rule button is comparable to putting the search expression (the query on that particular field) within parentheses.
- Clicking on the Add Group button is comparable to putting the search expression (the query on that particular field) in a different set of parentheses.
- The And button and the Or button determine the order, inclusiveness, and scope of the search.

Individual search phrases can be deleted by clicking on the x button to the right of the search phrase.

Clicking on the Reset button will remove all search phrases and redisplay the default Advanced Search page. Resetting between searches is necessary.

4.5.2 Building and Executing a Complex Query

The following identifies the steps required to perform a complex advanced search.

1. Click on the Advanced Search button on any Active or Inactive Facilities page.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / All Facilities

All Facilities

Criteria Value

All Contains

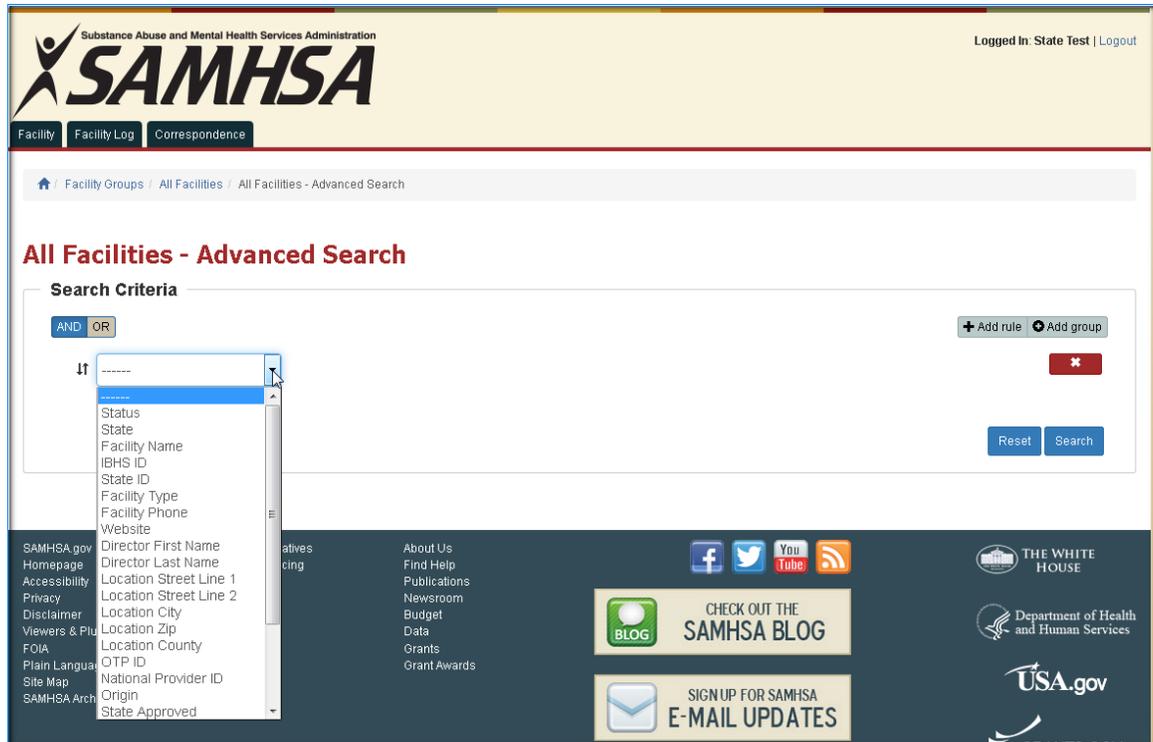
Showing 1 to 10 of 1,780 entries

IBHS ID	State ID	Facility Name	Type	Location Address	Status
MN100940	MN100940	Saint Francis Community Programs Linley House	SA	205 Circle Drive Arlington, VA 22209	Physically Closed
RI100402	RI100402	Adcare/Southern New England Treatment Center Inc	SA	1202 Rosa Lane Arlington, VA 22209	Physically Closed
VA000021	VA000021	Goochland Powhatan Community Services Powhatan Village Building	SA	3910 Old Buckingham Road Powhatan, VA 23139	Active
VA000061	VA000061	Crossroads Amelia Clinic	SA	Washington and Church Streets Amelia, VA 23002	Active
VA000081	VA000081	Chesapeake Comm Serv Board/SAT Prog Broad Lawn Office	SA	2550 Stowe Street Chesapeake, VA 23324	Satellite Closed
VA000082	VA000082	Substance Abuse Consulting Servs Inc	SA	5001 West Broad Street Richmond, VA 23230	Active
VA000101	VA000101	Danville Pittsylvania Community Services DPCS	SA	245 Harston Street Danville, VA 24540	Duplicate Closed
VA000102	VA000102	Danville Pittsylvania Community Services	SA	245 Hairston Street Danville, VA 24540	Duplicate Closed
VA000141	VA000141	Army Substance Abuse Program Clinic	SA	Solomon Road, Building 534 Fort Story, VA 23459	Satellite Closed
VA000161	VA000161	Michael Borash LPC PC	SA	1388 Old Bridge Road Woodbridge, VA 22192	Active

Show 10 entries

Previous 1 2 3 4 5 ... 178 Next

2. Select a field from the drop-down menu in the Search Criteria section.



The 25 fields in the drop-down menu are described in Table 5.

Table 5 - Advanced Search Fields

INPUT FIELD	DESCRIPTION
Status	Drop-down list; status of the facility whether active or inactive and specific reason if not active
State	Drop-down list; the only entry is the state associated with User ID
Facility Name	The corporate or highest level name and the unit or program name that uniquely identifies the facility
I-BHS ID	Unique 8-character ID identifying the facility
State ID	Unique ID assigned by the state
Facility Type	Drop-down list; options are Substance Abuse or Mental Health
Facility Phone	Telephone number for facility providing services
Website	URL of home page of this facility's website
Director First Name	First name of the director
Director Last Name	Last name of the director
Location Street Line 1	Street address where services are provided, not P.O. Box number
Location Street Line 2	Second line of street address
Location City	City in which facility is located and services are provided
Location Zip	Zip code for facility location where services are provided

INPUT FIELD	DESCRIPTION
Location County	County in which facility is located and services are provided
OTP ID	Opioid Treatment Program ID assigned by CSAT
National Provider ID	National Provider Identification Number issued by HHS
Origin	Drop-down list; identifies the source where facility information originated
State Approved	Drop-down list; identifies whether or not the facility has been approved for inclusion by the Single State Agency
TEDS Reporter	Drop-down list; identifies whether or not the facility reports data to TEDS
National Directory Eligible	Drop-down list; identifies whether or not the facility is eligible to be in the National Directory
Facility Service	Drop-down list; services provided at the facilities—Substance Abuse and Mental Health services are identified
Federal Agency	Drop-down list identifies the federal agency that operates the facility instead of the state
Date Added	Date that the facility was added to the I-BHS
Last Updated Date	Date that the facility information was last updated

3. Select a Value from the Value drop-down menu or enter a value in the Value field.
4. Select the desired operator from the drop-down menu between the Search and Value fields.
5. Click on the And button or the Or button. The blue button will be the selected option.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility Facility Log Correspondence

Home / Facility Groups / All Facilities / All Facilities - Advanced Search

All Facilities - Advanced Search

Search Criteria

AND OR + Add rule + Add group

Facility Name contains health

equal
not equal
begins with
ends with

Reset Search

6. Click on the Add Rule button.

7. Select a field from the drop-down menu in the Search Criteria section.
8. Select a Value from the Value drop-down menu or enter a value in the Value field.
9. Select the desired operator from the drop-down menu between the Search and Value fields.
10. Click on the And button or the Or button. The blue button will be the selected option.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / All Facilities / All Facilities - Advanced Search

All Facilities - Advanced Search

Search Criteria

AND OR

+ Add rule Add group

Facility Name contains health

Facility Service equal

- Administrative Services Only (SA)
- Treatment/Detoxification Services (SA)
- Non treatment Halfway House (SA)
- Other Non-treatment Services (SA)
- Mental Health Services Treatment (MH)**
- Non-Treatment (Intake, Assessment, referral, etc) (MH)
- Administrative Only (MH)

Reset Search

11. Click on the Add Group button.
12. Select a field from the drop-down menu in the Search Criteria section.
13. Select a Value from the Value drop-down menu or enter a value in the Value field.
14. Select the desired operator from the drop-down menu between the Search and Value fields.
15. Click on the And button or the Or button. The blue button will be the selected option.

Substance Abuse and Mental Health Services Administration
SAMHSA

Logged In: State Test | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups | All Facilities | All Facilities - Advanced Search

All Facilities - Advanced Search

Search Criteria

AND OR

Facility Name contains health

Facility Service equal Mental Health

AND OR

Date Added between [] 07-May-2016

« November 2013 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

+ Add rule + Add group

+ Add rule + Add group + Delete

Reset Search

16. Click on the Search button.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: State Test | Logout

Facility Facility Log Correspondence

Home / Facility Groups / All Facilities / All Facilities - Advanced Search

All Facilities - Advanced Search

Search Criteria

AND OR + Add rule + Add group

Facility Name contains health

Facility Service equal Mental Health Services Treatment (MH)

AND OR + Add rule + Add group Delete

Date Added between 01-Nov-2013 07-May-2016

Reset Search

Output

Select Field(s): Selected Items: 30 selected Download To Excel

Showing 1 to 3 of 3 entries Copy Excel CSV Print

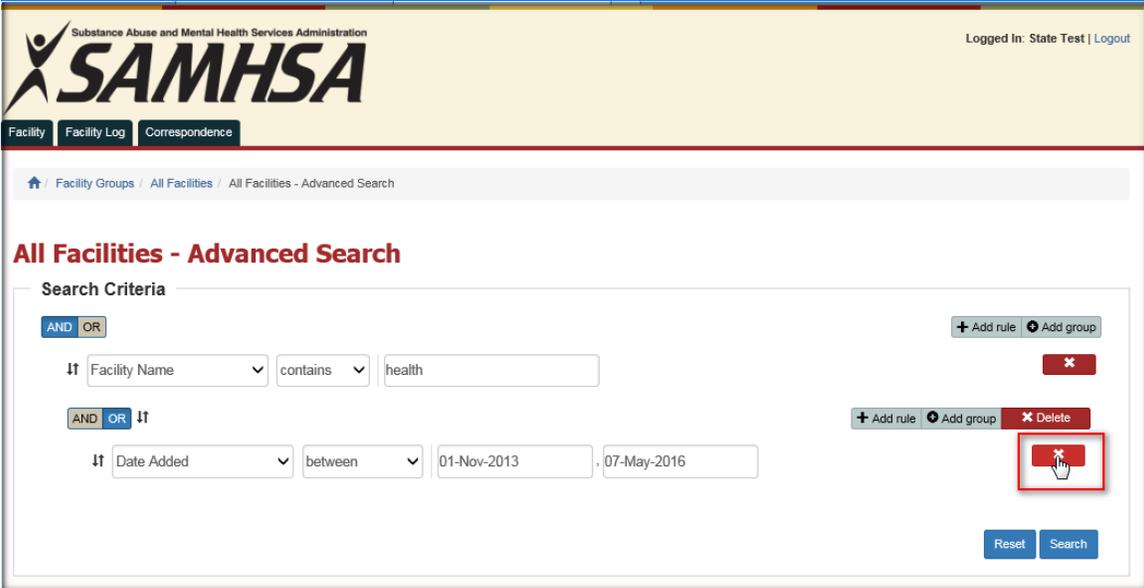
IBHS ID	State ID	Facility	Type	Location Address	State	Status	Frozen File
VA100242	VA100242	Inova Behavioral Health Assessment Center	MH	8221 Willow Oaks Corporate Drive, Suite 4-420 Fairfax, VA 22031	VA	Active	MPR
VA100316	VA100316	Braleay and Thompson Mental Health Support Services	MH	2965 Colonnade Drive, Suite 130 Roanoke, VA 24018	VA	Active	MPR
VA100370	VA100276	Virginia Hospital Center Behavioral Health Outpatient Services	MH	601 South Carlin Springs Road Arlington, VA 22204	VA	Active	MPR

Show 10 entries Previous 1 Next

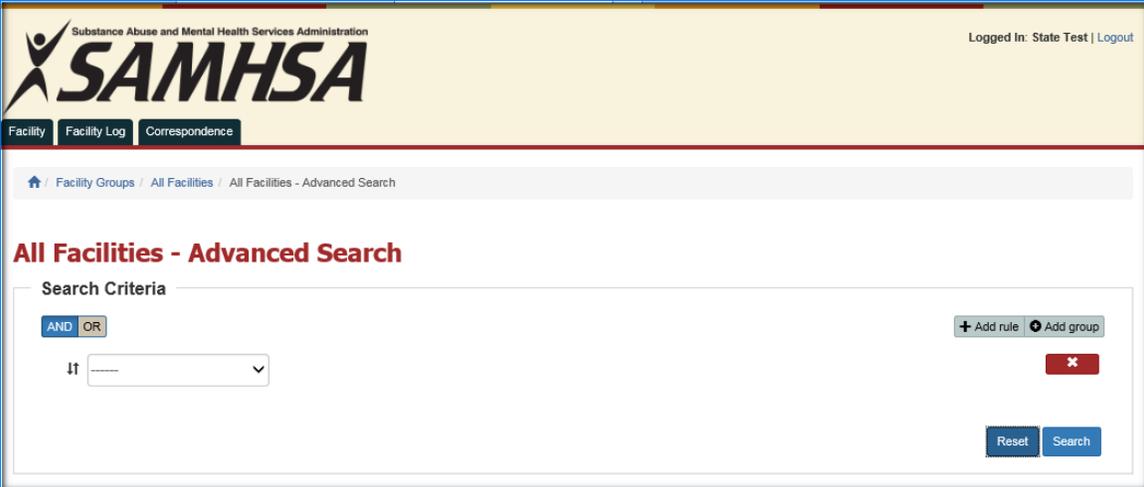
All search results will be displayed in the Facilities List in ascending I-BHS ID number order.

- The number of facilities that match the search criteria will be displayed below the search fields and above the Facilities List.
- The search results can be sorted for further refinement.
- Four buttons—Copy, Excel, CSV, and Print—are displayed. By clicking on these buttons, the data that are displayed on the list can be copied to memory in order to be pasted to any document, transformed into an Excel or csv file, or sent to the printer.
- A Download to Excel button becomes available. It and the Select Fields drop-down menu can be used to create a custom report from the information in the facilities retrieved by the search. It is described in Section 4.6.

17. Click on the “x” to the right of a phrase to remove one of the search phrases.



18. Click on the Reset button.



4.6 Produce a Custom Report

The search results from an Advanced Search are displayed in a list on the Advanced Search page. The page displays only eight fields: I-BHS ID, State ID, Facility Name, Facility Type, Location Address, State, Status, and Frozen File Eligibility. A more detailed Excel spreadsheet containing up to 30 different fields from the facility record can be produced by clicking on the Download To Excel button. The Select Field(s) drop-down menu identifies the 30 fields that can be included in the report.

The following provides the steps required to produce a custom report.

1. Perform an Advanced Search.

The screenshot displays the SAMHSA I-BHS Online Advanced Search interface. At the top, the SAMHSA logo and navigation tabs (Facility, Facility Log, Correspondence) are visible. The page title is "All Facilities - Advanced Search".

Search Criteria:

- AND OR
- Facility Name contains health
- Facility Service equal Mental Health Services Treatment (MH)
- Date Added between 01-Dec-2013 and 08-May-2016

Output: (Highlighted with a red box)

Select Field(s): Selected Items: 30 selected [Download To Excel](#)

Showing 1 to 3 of 3 entries

IBHS ID	State ID	Facility	Type	Location Address	State	Status	Frozen File
VA100242	VA100242	Inova Behavioral Health Assessment Center	MH	8221 Willow Oaks Corporate Drive, Suite 4-420 Fairfax, VA 22031	VA	Active	MPR
VA100316	VA100316	Braley and Thompson Mental Health Support Services	MH	2965 Colonnade Drive, Suite 130 Roanoke, VA 24018	VA	Active	MPR
VA100370	VA100276	Virginia Hospital Center Behavioral Health Outpatient Services	MH	601 South Carlin Springs Road Arlington, VA 22204	VA	Active	MPR

Showing 10 entries

- Click on the drop-down menu label. By default, all 30 fields are selected and displayed with a blue background and white lettering. The drop-down menu label will state that 30 items are selected.

The screenshot displays the 'Output' section of the I-BHS Online system. At the top, there is a 'Select Field(s):' dropdown menu showing 'Selected Items: 30 selected' and a 'Download To Excel' button. Below this, a table of facility data is visible, with columns for IBHS ID, Facility Name, Type, Location Address, State, Status, and Frozen File. A dropdown menu is open over the table, listing 30 fields for selection. The background of the page includes a footer with SAMHSA and USA.gov logos, social media icons, and a sign-up for email updates.

The 30 fields in the drop-down menu are described in Table 6.

Table 6 - Custom Report Fields

INPUT FIELD	DESCRIPTION
I-BHS ID	Unique 8-character ID identifying the facility; cannot be deselected
State	The only entry is the state associated with User ID
State ID	Unique ID assigned by the state
Facility Name 1	The corporate or highest level name of the facility
Facility Name 2	The unit or program name that uniquely identifies the facility
Status	Status of the facility whether active or inactive and specific reason if not active
Federal Agency	Identifies the federal agency that operates the facility instead of the state
State Approved	Identifies whether or not the facility has been approved for inclusion by the Single State Agency

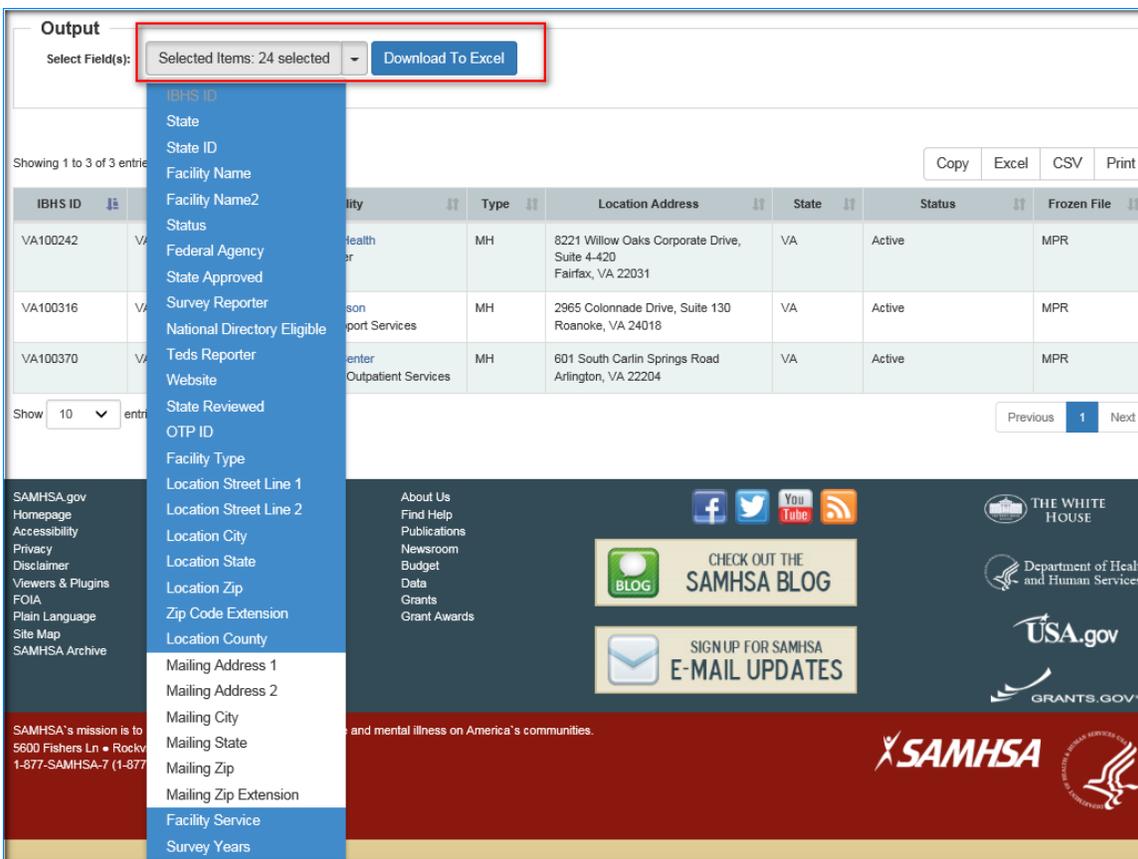
INPUT FIELD	DESCRIPTION
Survey Reporter	Identifies whether or not the facility has replied to the latest N-SSATS or N-MHSS survey
National Directory Eligible	Identifies whether or not the facility is eligible to be in the National Directory
TEDS Reporter	Identifies whether or not the facility reports data to TEDS
Website	URL of home page of this facility's website
State Reviewed	Identifies whether or not the state has reviewed this facility
OTP ID	Opioid Treatment Program ID assigned by CSAT
Facility Type	Drop-down list; options are Substance Abuse or Mental Health
Location Street Line 1	Street address where services are provided, not P.O. Box number
Location Street Line 2	Second line of street address
Location City	City in which facility is located and services are provided
Location State	State in which facility is located and services are provided
Location Zip	5-digit zip code for facility location where services are provided
Zip Code Extension	4-digit zip code extension for facility location where services are provided
Location County	County in which facility is located and services are provided
Mailing Address 1	Street address for facility's mailing address; can be a P.O. Box number
Mailing Address 2	Second line of mailing address
Mailing City	City of the facility's mailing address
Mailing State	State of the facility's mailing address
Mailing Zip	5-digit zip code for facility's mailing address
Mailing Zip Extension	4-digit zip code extension for facility's mailing address
Facility Service	Services provided at the facility
Survey Years	The last 4 years that surveys were completed

Clicking on a field de-selects it and excludes it from the report. After clicking on a field and deselecting it, that field will be displayed with a white background and black lettering.

The drop-down menu label will be dynamically updated as fields are deselected and will identify the number of fields selected.

The I-BHS ID cannot be deselected and must be included in the report.

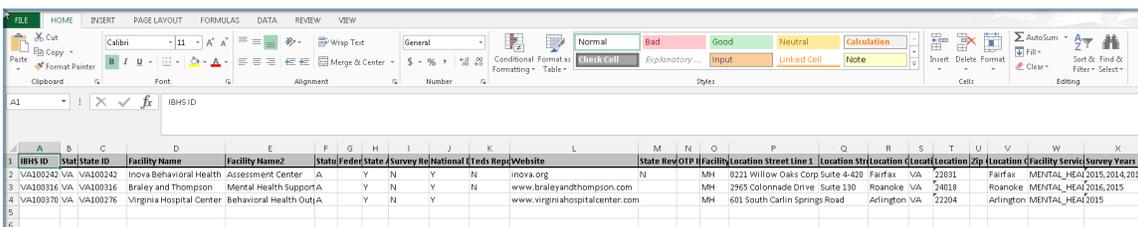
3. Deselect fields to be excluded from the report by clicking on each field in the Select Field(s) drop-down list.



4. Click on the Download To Excel button.

A system prompt, whose style, appearance, and functionality depend upon the browser being used, will ask the state user to open or save the spreadsheet.

5. Click on “Open” and proceed to use the spreadsheet.



4.7 View Previous Facility Changes

All changes to facility information, whether made by the I-BHS Project Team, state user, or through an automated process, are recorded and can be viewed by the state user.

- The facility changes for a specific I-BHS facility can be seen on the Field Level Changes page in the facility record. This page can be accessed from the Facility Information page for a particular I-BHS facility record.
- The facility changes for all facilities in the state for which the state user has access can be seen on the Facilities Field Level Changes page. This page can be accessed from the Facility Groups page.

The columns on the list that are common to both the Field Level Changes page and the Facilities Field Level Changes page are identified in Table 7.

Table 7 - Field Level Changes Columns

COLUMN	DESCRIPTION
Field	The field in the facility that was modified
New Value	Self-explanatory
Old Value	Self-explanatory
Source	The source of the facility change; this can be any of the following: Admin Changes, State Changes, Survey Facilities, Block A, Bulk Changes, Geocode Changes, and Updated I-BHS Online. The most commonly seen will be Admin Changes, which are those made by the I-BHS Project Team; State Changes, which will be those changes made by the state user, and Survey Facilities, which will be those changes made through an automated process.
Changed By	The User ID of the user that made the change. Note: Although state changes must be approved by the I-BHS Project Team, the User ID of the state user that initiated the change will be recorded.

4.7.1 Previous Facility Changes for a Specific Facility

All of the changes that were made to a specific facility are displayed in the facility record under the Field Level Changes tab. The facility changes are grouped under the date on which the changes were made. The columns on the list are the five columns that are described in Table 7. Any comments about a particular change will be written to the right of the date that the facility record was changed. The number of changes made will be identified above the list to the left. All columns can be sorted. A simple search can be performed on all of the five columns by typing the search phrase into the Search field above the list on the right of the page. Full or partial searches can be performed. The search phrase entered in the Value field is not case sensitive. The search fields are not mutually exclusive.

The following provides the steps required to view facility changes for a specific facility and to query the list of changes.

1. From the Facility Information page, click on the Field Level Changes tab.

Facility Information Clone Facility

Western Pacific ReHab - CA105965 - Substance Abuse

Facility Info **Field Level Changes** Correspondence

Showing 1 to 9 of 9 entries Search:

Field	New Value	Old Value	Source	Changed By
Nov 4, 2015 10:29:40 AM				
Facility Name	Western Pacific ReHab	Western Pacific Rehab	Block A	NANCEPLATES
Facility Name2	Western Pacific Stanton RH	Stanton	Block A	NANCEPLATES
Facility Fax	714-821-8302		Block A	NANCEPLATES
Parent IBHS ID	CA917181		Block A	NANCEPLATES
Nov 10, 2015 12:18:42 PM				
Coordinates	33.8029131, -117.98450209999998	.	Geocode Changes	JONESTE
Geocode Location Type	MANUAL	RANGE_INTERPOLATED	Geocode Changes	JONESTE
May 10, 2016 9:56:39 AM				
Location Address 2	Suite 911		State Changes	MORGANC
Jul 27, 2015 11:39:40 AM				
Facility Name	Western Pacific Rehab	Western Pacific RE-HAB	Admin Changes	JONESTE
Dec 3, 2015 6:09:54 PM - Geo code changes				
Coordinates	33.806243, -117.984494	33.8029131, -117.98450209999998	Admin Changes	ISATS

Show 10 entries Previous 1 Next

2. Type a search phrase into the Search field.

Facility Information Clone Facility

Western Pacific ReHab - CA105965 - Substance Abuse

Facility Info Field Level Changes Correspondence

Showing 1 to 3 of 3 entries (filtered from 9 total entries) Search: X

Field	New Value	Old Value	Source	Changed By
Nov 10, 2015 12:18:42 PM				
Coordinates	33.8029131, -117.98450209999998	.	Geocode Changes	JONESTE
Geocode Location Type	MANUAL	RANGE_INTERPOLATED	Geocode Changes	JONESTE
Dec 3, 2015 6:09:54 PM - Geo code changes				
Coordinates	33.806243, -117.984494	33.8029131, -117.98450209999998	Admin Changes	ISATS

Show 10 entries Previous 1 Next

Results will be displayed in the list.

- The number of changes that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.

- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

4.7.2 Previous Facility Changes for All Facilities

All changes to facility information for all facilities in the state for which the state user has access can be seen on the Facilities Field Level Changes page. This page can be accessed from the Facility Groups page. Although many fields may have been changed in one facility at a specific time, each entry on the list represents a change to a single field for a particular facility. All changes made at a specific time for a specific facility will be listed separately, but grouped together sequentially. There are nine columns in the list: the five columns described in Table 7 (Field, New Value, Old Value, Source, and Changed By), plus I-BHS ID, Facility Name, Date Changed, and Comments.

- The number of changes made will be identified above the list to the left.
- All columns can be sorted.
- A simple search can be performed on all of the nine columns by typing the search phrase into the Search field above the list on the right of the page.
- Full or partial searches can be performed.
- The search phrase is not case sensitive.
- The search fields are not mutually exclusive.

The following provides the steps required to view facility changes for all facilities and to query the list of changes.

1. From the Facility Groups page, click on the Facility Log tab.

Substance Abuse and Mental Health Services Administration
SAMHSA
Logged In: Apple Isats_State_C | Logout

Facility **Facility Log** Correspondence

Facilities Field Level Changes

Facilities Field Level Changes

Facilities Field Level Changes

Showing 1 to 10 of 7,636 entries

IBHS ID	Facility Name	Field	New Value	Old Value	Source	Changed By	Date Changed	Comments
CA108507	2nd Chance for Recovery Inc	Location Address 2	Suite 999		Updated I-BHS online	MORGANC	May 10, 2016 11:14:35 AM	
CA108507	2nd Chance for Recovery Inc	Attention	John Smith		Updated I-BHS online	MORGANC	May 10, 2016 11:14:35 AM	
CA101064	New MH facility in California	Attention	somebody		Admin Changes	MORGANC	May 10, 2016 10:44:38 AM	
CA105985	Western Pacific ReHab	Location Address 2	Suite 911		State Changes	MORGANC	May 10, 2016 9:56:39 AM	
CA100559	A Better Tomorrow	State Reviewed	N		Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	
CA100559	A Better Tomorrow	Location Zip	93105	92102	Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	
CA100559	A Better Tomorrow	County	Santa Barbara	San Diego	Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	
CA100559	A Better Tomorrow	Approved City	Santa Barbara	San Diego	Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	
CA100559	A Better Tomorrow	Location City	Santa Barbara	San Diego	Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	
CA100559	A Better Tomorrow	Location Address 1	2981 Calle Noguera	2456 East Street	Updated I-BHS online	ISATS_ADMIN	May 9, 2016 2:52:15 PM	

Show 10 entries

Previous 1 2 3 4 5 ... 764 Next

2. Type a search phrase into the Search field.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: Apple Isats_State_C | Logout

Facility | Facility Log | Correspondence

Facilities Field Level Changes

Facilities Field Level Changes

Facilities Field Level Changes

Showing 1 to 9 of 9 entries (filtered from 7,636 total entries)

IBHS ID	Facility Name	Field	New Value	Old Value	Source	Changed By	Date Changed	Comments
CA105965	Western Pacific ReHab	Location Address 2	Suite 911		State Changes	MORGANC	May 10, 2016 9:58:39 AM	
CA105965	Western Pacific ReHab	Coordinates	33.806243, -117.984494	33.8029131, -117.98450209999998	Admin Changes	ISATS	Dec 3, 2015 8:09:54 PM	Geo code changes
CA105965	Western Pacific ReHab	Coordinates	33.8029131, -117.98450209999998	.	Geocode Changes	JONESTE	Nov 10, 2015 12:18:42 PM	
CA105965	Western Pacific ReHab	Geocode Location Type	MANUAL	RANGE_INTERPOLATED	Geocode Changes	JONESTE	Nov 10, 2015 12:18:42 PM	
CA105965	Western Pacific ReHab	Facility Name	Western Pacific ReHab	Western Pacific Rehab	Block A	NANCEPLATES	Nov 4, 2015 10:29:40 AM	
CA105965	Western Pacific ReHab	Parent IBHS ID	CA917181		Block A	NANCEPLATES	Nov 4, 2015 10:29:40 AM	
CA105965	Western Pacific ReHab	Facility Fax	714-821-8302		Block A	NANCEPLATES	Nov 4, 2015 10:29:40 AM	
CA105965	Western Pacific ReHab	Facility Name2	Western Pacific Stanton RH	Stanton	Block A	NANCEPLATES	Nov 4, 2015 10:29:40 AM	
CA105965	Western Pacific ReHab	Facility Name	Western Pacific Rehab	Western Pacific RE-HAB	Admin Changes	JONESTE	Jul 27, 2015 11:39:40 AM	

Show 10 entries

Previous 1 Next

The results will be displayed in the list.

- The number of changes that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

Note: In this example, the user searched on CA105965, which was the same facility viewed in Section 4.7.1 in order to demonstrate the differences between the lists.

4.8 Facility Correspondence

Communication between all users about facilities is accomplished through Facility Correspondence. Messages about an I-BHS facility are exchanged when accessing the facility record without using email. All communication about a

facility is stored with the facility record and displayed in chronological order. Any user that has permission to access the facility information can read and write messages. Messages cannot be written about pending new facilities. A central repository contains and displays in chronological order the most recent message for all facilities.

4.8.1 State Correspondence for a Facility

Messages between all users about a facility are written and read when accessing the facility record. The following identifies the steps required to communicate about an I-BHS facility.

1. From the Facility Information page, click on the Correspondence tab.
2. Click on the State tab.

The screenshot displays the SAMHSA (Substance Abuse and Mental Health Services Administration) interface. At the top, the SAMHSA logo is on the left, and the user is logged in as 'Iggy Isats_State_H'. Below the logo, there are navigation tabs for 'Facility', 'Facility Log', and 'Correspondence'. The main content area shows the 'Facility Information' page for 'Hina Mauka/Teen Care - HI100358 - Substance Abuse'. A breadcrumb trail indicates the path: 'Home / Facility Groups / All Facilities / Facility Information'. On the right side of the page, there is a 'Clone Facility' button. The 'Facility Information' section has three tabs: 'Facility Info', 'Field Level Changes', and 'Correspondence'. The 'Correspondence' tab is highlighted with a red box. Below the tabs, there is a 'Comments' section with a 'State' tab highlighted by a red box. The 'State' section contains a list of comments from users: MORGANC, ISATS_STATE_HI, MORGANC, MORGANC, and NEWUSERY, with their respective timestamps and messages. At the bottom, there is a 'Comment:' section with a text input field labeled 'Type your message here' and a 'Comment' button.

3. Type the message in the Comment input field.
4. Click on the Comment button located in the lower right corner to save the message.

The screenshot shows the SAMHSA online interface. At the top, the SAMHSA logo is on the left, and the user is logged in as 'Iggy Isats_State_HI'. Below the logo, there are navigation tabs for 'Facility', 'Facility Log', and 'Correspondence'. The main content area is titled 'Facility Information' and shows details for 'Hina Mauka/Teen Care - HI100358 - Substance Abuse'. There are tabs for 'Facility Info', 'Field Level Changes', and 'Correspondence'. Under the 'Correspondence' tab, there is a 'State' section with a list of comments. The comments are as follows:

- MORGANC added a comment - May 10, 2016 10:33:02 PM
Have satisfactorily identified my intermediate school and high school.
- ISATS_STATE_HI added a comment - May 10, 2016 10:04:25 PM
message evaluation complete
- MORGANC added a comment - May 10, 2016 9:59:38 PM
please evaluate the previous message
- MORGANC added a comment - May 10, 2016 9:56:36 PM
Evaluate the situation as planned
- NEWUSERY added a comment - May 10, 2016 9:52:03 PM
The situation is being evaluated

At the bottom of the page, there is a 'Comment:' input field with the text 'Facility record will be updated appropriately|' and a 'Comment' button.

The message will be saved and included with the other messages in chronological order.

Substance Abuse and Mental Health Services Administration
SAMHSA
 Logged In: Iggy Isats_State_H | Logout

Facility | Facility Log | Correspondence

Home / Facility Groups / All Facilities / Facility Information

Facility Information

Clone Facility

Hina Mauka/Teen Care - HI100358 - Substance Abuse

Facility Info | Field Level Changes | Correspondence

Comments | State

State

ISATS_STATE_HI added a comment - May 11, 2016 2:14:38 AM
 Facility record will be updated appropriately

MORGANC added a comment - May 10, 2016 10:33:02 PM
 Have satisfactorily identified my intermediate school and high school.

ISATS_STATE_HI added a comment - May 10, 2016 10:04:25 PM
 message evaluation complete

MORGANC added a comment - May 10, 2016 9:59:38 PM
 please evaluate the previous message

MORGANC added a comment - May 10, 2016 9:56:36 PM
 Evaluate the situation as planned

NEWUSERY added a comment - May 10, 2016 9:52:03 PM
 The situation is being evaluated

Comment:
 Type your message here

Comment

4.8.2 Recent Correspondence for All Facilities

All communication about facilities in the state for which the state user has access can be accessed through the Correspondence page. The list on this page serves as a central repository for the most recent message about all I-BHS facilities. The Correspondence page can be accessed from the Facility Groups page.

There are five columns in the list: I-BHS ID, Facility Name, Text, Created Date, and Created By. The number of facilities with messages will be identified above the list to the left.

- All columns can be sorted.

- A simple search can be performed on all of the columns by typing the search phrase into the Search field above the list on the right of the page.
- Full or partial searches can be performed.
- The value of the search phrase is not case sensitive.
- The search fields are not mutually exclusive.
- The facility information can be accessed by clicking on the Facility Name.

The following provides the steps required to view the most recent correspondence for all facilities and to search the list.

1. From the Facility Groups page, click on the Correspondence tab.

The screenshot shows the SAMHSA I-BHS Online 4.7 State User Manual interface. The top navigation bar includes 'Facility', 'Facility Log', and 'Correspondence' (highlighted). Below the navigation bar, there is a search field and a 'Search' button. The main content area displays a table of correspondence entries. The table has the following columns: IBHS ID, Facility Name, Text, Created Date, and Created By. The table contains 6 entries, with the first entry being: IBHS ID: HI10023, Facility Name: Big Island Substance Abuse Council West Hawaii Explorations Academy, Text: assigning morganc to complete research at this facility, Created Date: May 11, 2016 12:31:59 AM, Created By: ISATS_ADMIN. The table is sorted by Created Date in descending order. At the bottom of the table, there is a 'Show' dropdown menu set to '10' and 'entries', and a pagination control showing 'Previous', '1', and 'Next'.

IBHS ID	Facility Name	Text	Created Date	Created By
HI10023	Big Island Substance Abuse Council West Hawaii Explorations Academy	assigning morganc to complete research at this facility	May 11, 2016 12:31:59 AM	ISATS_ADMIN
HI100167	Maui Kookua Services	Assigning self to do research at this facility	May 11, 2016 12:25:30 AM	MORGANC
HI100104	Department of Health FGC Maui Lahaina	need to research this facility	May 11, 2016 12:24:03 AM	ISATS_STATE_HI
HI100358	Hina Mauka/Teen Care Radford High School	Facility record will be updated appropriately	May 11, 2016 12:14:37 AM	ISATS_STATE_HI
HI900962	Tripler Army Medical Center MCHK/PST Tri Serv Addictions Recovery Facility	Tripler hospital confirmed active and state approved	May 10, 2016 10:47:22 PM	ISATS_STATE_HI
HI100745	Hina Mauka/Teen Care Aliamanu Middle School	Program status has been satisfactorily determined	May 10, 2016 10:31:31 PM	MORGANC

2. Type a search phrase into the Search field.

The results will be displayed in the list.

- The number of messages that match the search criteria will be displayed above the list to the left of the search field.
- The search results can be sorted for further refinement.
- Clicking on the “x” on the right side of the search field will clear the search field and redisplay the original list of changes.
- Resetting between searches is not necessary, because the previous searches do not affect subsequent searches.

4.9 Write and Read Comments about a Facility

It might be necessary to provide additional information about a facility that cannot be entered into fields provided in the facility record. Comments can be written in any I-BHS facility record by any user that has permission to access the facility information. All comments will be stored and displayed in chronological order. Any user that has permission to access the facility information can read the comments.

The following identifies the steps required to write and read comments about an I-BHS facility. Comments cannot be posted about pending new facilities.

1. From the Facility Information page, click on the Correspondence tab.
2. Click on the Comments tab.

The screenshot shows the SAMHSA I-BHS online interface. At the top, the SAMHSA logo and 'Substance Abuse and Mental Health Services Administration' are visible. The user is logged in as 'Iggy Isats_State_HI'. The navigation menu includes 'Facility', 'Facility Log', and 'Correspondence'. The main content area is titled 'Facility Information' and shows details for 'Hina Mauka/Teen Care - HI100358 - Substance Abuse'. There are three tabs: 'Facility Info', 'Field Level Changes', and 'Correspondence'. The 'Correspondence' tab is highlighted with a red box. Below the tabs, there are three sub-tabs: 'Comments', 'State', and another unlabeled tab. The 'Comments' sub-tab is also highlighted with a red box. The 'Comments' section displays a list of comments from users MORGANC, ISATS_STATE_HI, and NEWUSERY, along with a 'Comment' input field at the bottom.

3. Type the comment in the Comment input field.

4. Click on the Comment button located in the lower right corner to save the comment.

The screenshot displays the SAMHSA (Substance Abuse and Mental Health Services Administration) interface. At the top, the SAMHSA logo is on the left, and the user is logged in as 'lggy Isats_State_H'. Below the logo are navigation tabs for 'Facility', 'Facility Log', and 'Correspondence'. The main content area is titled 'Facility Information' and includes a breadcrumb trail: 'Home / Facility Groups / All Facilities / Facility Information'. A 'Clone Facility' button is visible in the top right. The facility name is 'Hina Mauka/Teen Care - HI100358 - Substance Abuse'. There are three tabs: 'Facility Info', 'Field Level Changes', and 'Correspondence'. Below these are sub-tabs for 'Comments' and 'State'. The 'Comments' section shows a list of previous comments with their authors and timestamps. At the bottom, there is a 'Comment:' text area containing the text 'All comments have been made and issues have been addressed' and a 'Comment' button. A red rectangular box highlights the text area and the button.

The comment will be posted and included with the other comments in chronological order.

Substance Abuse and Mental Health Services Administration
SAMHSA

Logged In: Iggy Isats_State_H | Logout

Facility | Facility Log | Correspondence

Home | Facility Groups | All Facilities | Facility Information

Facility Information

Clone Facility

Hina Mauka/Teen Care - HI100358 - Substance Abuse

Facility Info | Field Level Changes | Correspondence

Comments | State

Comments

ISATS_STATE_HI added a comment - May 11, 2016 1:01:13 AM
All comments have been made and issues have been addressed

MORGANC added a comment - May 10, 2016 10:32:27 PM
I graduated from this high school: Radford Senior High

ISATS_STATE_HI added a comment - May 10, 2016 10:03:47 PM
assessing the situation immediately

MORGANC added a comment - May 10, 2016 9:58:13 PM
Assess the situation as planned

NEWUSERY added a comment - May 10, 2016 9:51:41 PM
Per orders need to assess the situation

Comment:
Type your message here

Comment

OMB Burden Statement

Public burden statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0335. Public reporting burden for this collection of information is estimated to average 336 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: SAMHSA Reports Clearance Officer, 5600 Fishers Lane. Room 15E57B, Rockville, Maryland 20857.