

PM06: Bed Reservations

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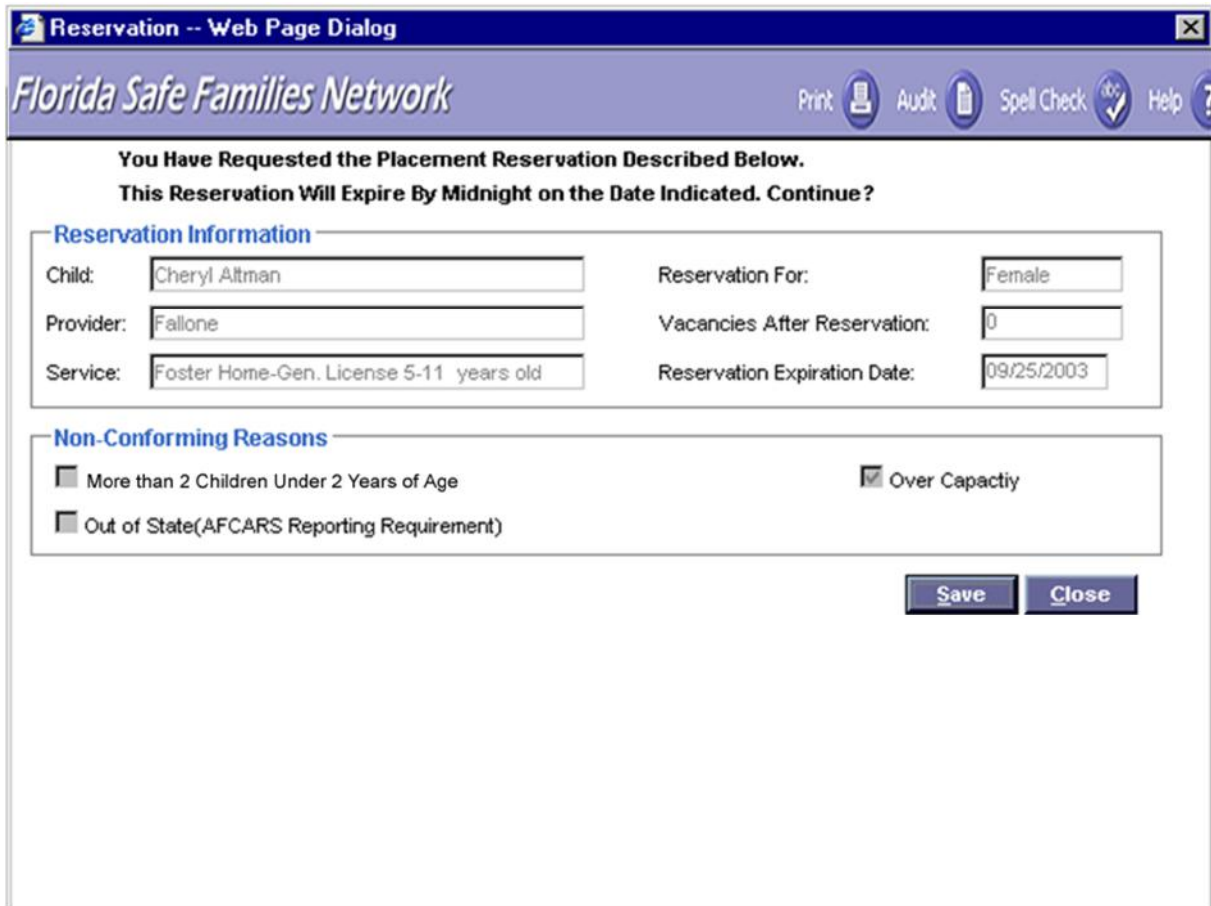
1.1. Introduction

The process of making a placement can be initiated in *SM10a: Out-of-Home Placement* topic paper. This topic uses the provider service search to locate potential out-of-home placements for children. When a placement worker has identified one or more potential homes in which a child could be placed, he/she can access the Reservation page from the pages of the *SM10a: Out-of-Home Placement* topic paper.

Bed Reservations become part of the capacity information used to calculate space availability. If a user reserves the last available slot with a service provider, the system will consider that provider's capacity to be 'full'. In the same way, upon expiration of a reservation, a provider's capacity is updated to indicate availability of an additional service slot.

1.2. Pages

1.2.1. Page – Reservation



Reservation -- Web Page Dialog

Florida Safe Families Network Print Audit Spell Check Help ?

**You Have Requested the Placement Reservation Described Below.
This Reservation Will Expire By Midnight on the Date Indicated. Continue?**

Reservation Information

Child:	Cheryl Altman	Reservation For:	Female
Provider:	Fallone	Vacancies After Reservation:	0
Service:	Foster Home-Gen. License 5-11 years old	Reservation Expiration Date:	09/25/2003

Non-Conforming Reasons

More than 2 Children Under 2 Years of Age Over Capacity

Out of State(AFCARS Reporting Requirement)

Save Close

1.2.1.1. Page Overview

The Reservation page can be accessed from the Placement Request page by selecting a child, inserting a provider, by adding a match via the Add Match button and then selecting Accepted in the Potential Matches Subject to Placement group box, in the Acceptance field. Once the page is saved, a Reserve hyperlink displays that the user can click to access the Reservation Page. When activated, the Reservation page displays the name of the child for whom a placement is being reserved, the name of the provider with whom a slot is being reserved, and the particular service. The Reservation For field indicates what gender is accepted by the provider for the slot being reserved and the number of remaining vacancies after the reservation is made also displays. All of this information is pre-filled by the system based upon the data specified in the page that is used to access the Reservation page as well as the data known to FSFN about the service provider.

If the Placement Request page is used to access this page, the reservation will expire three days subsequent to the date on which the reservation is arranged (displayed in the Reservation



Expiration Date field). When appropriate, reservations expire upon execution of the Release Bed function. The Release Bed function updates the provider service capacity information whenever the expiration date of a reservation is less than or equal to the current date.

In the Non-Conforming Reasons group box, the user may see whether FSFN has determined if a reservation is being made for a non-conforming placement. If so, then the check box(es) next to the appropriate reason(s) will be checked.

1.2.1.2. Page Information

Group Box:	Reservation	
Fields:	Child	The name of the child for whom a reservation is being made; system derived from the Placement Request page, view only
	Reservation For	Displays the gender of children accepted by the provider named in the Provider field; system derived from the Provider Service table (Male or Female), view only
	Provider	The name of the provider with whom a reservation is being made; system derived from the Placement Request page, view only
	Vacancies After Reservation	The number of vacant service slots that the provider named in the Provider field will have after the reservation has been made; system derived from the Provider Service table, view only
	Service	The service of the associated provider for which a reservation is being made; system



		derived from the Placement Request page, view only
	Reservation Expiration Date	Displays the expiration date of the reservation; if the page is accessed via the Placement Request page, the value defaults to three days from the date on which the reservation is made and the field is disabled, view only
Group Box:	Non-Conforming Reasons	
Fields:	Greater than 2 Children Under 2 Years of Age	Indication that the desired placement will be non-conforming because there will be more than 2 children under the age of two in the placement; system derived, view only
	Over Capacity	Indication that the desired placement will be non-conforming because the specified provider will be over-capacity; system derived, view only
	Out of State (AFCARS Reporting Requirement)	(AFCARS Reporting Requirement) Indication that the desired placement will be non-conforming because the specified provider is located outside of Florida; system derived, view only
Buttons	Save	Standard Save processing
	Close	Standard Close processing



1.2.1.3. Background Processing

- The information displayed in the Non-Conforming Reasons group box is system derived based upon the attributes in the associated placement record in the Episode table.
- The bed reservation expiration should default to three days from the current system date.

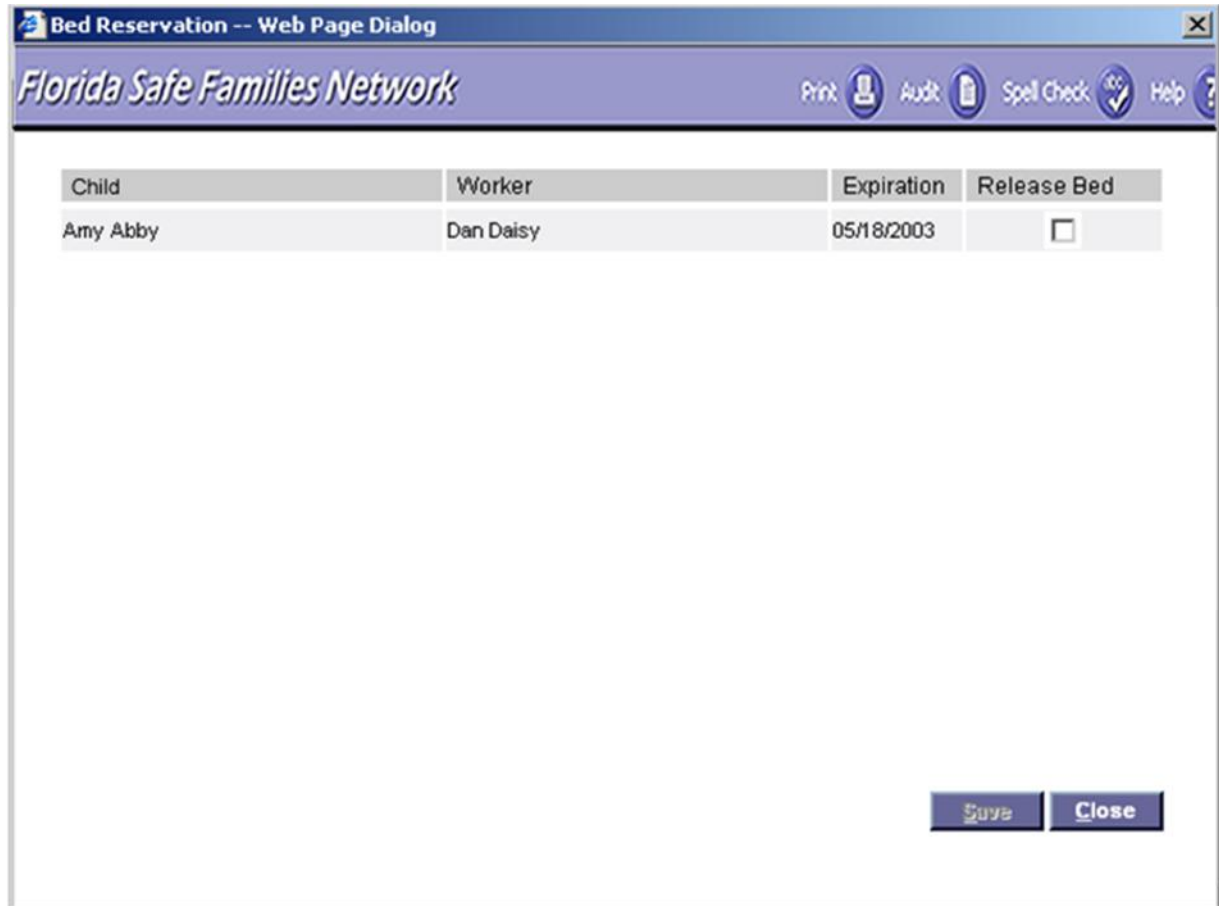
1.2.1.4. Save Processing

- Reservation information updates a row in the Bed Reservation table.
- Provider capacity information is updated in the Provider Service and PROVIDER_ORG tables

1.2.1.5. CRUD Matrix

Table Name	Create	Read	Update	Delete
BED_RESERVATION		X	X	
PERSON		X		
PROVIDER_ORG		X	X	
PROVIDER_SERVICE		X	X	

1.2.2. Pop-up Page - Bed Reservations



1.2.2.1. Page Overview

The Bed Reservation pop-up page can be accessed from the Bed Reservations hyperlink, located on the Person Provider Page, on the Services tab, in the Actions group box. Although the hyperlink displays, it will not work when clicked until the user makes a selection from the Service Specific group box. Also, the user must make a selection from the Licensed Services group box. Only those reservations that have the same fiscal agency and service type will show on the Bed Reservation pop-up page.

The Bed Reservation pop-up page can also be accessed for Organizational Providers from the Options drop down box, on the Services tag. It will display in the option drop down box after the user makes a selection from the Service Specifics group box and after they select a Service, either under the Other Services or the Licensed Services group box.

The pop-up page allows the worker to view the status of the bed reservations in regard to both



the Child and the Worker involved by first selecting the radio button to the left of the desired service row in the Service Specifics group box, and then selecting Bed Reservation from the Options drop down box. The date of reservation expiration can also be viewed from this page. Using this page, the worker can release a reserved bed if it is no longer needed by checking the Release Bed checkbox.

1.2.2.2. Page Information

Group Box:	NA	
Fields:	Child	The name of the client associated with the bed reservation; system derived; view only
	Worker	The name of the worker who made the bed reservation for the specific client; system derived; view only
	Expiration	The date of expiration for the reservation; view only
	Release Bed	Indicates that selected bed is no longer needed; worker selected check box; defaults to unchecked and enabled; editable
Buttons:	Save	Standard Save processing
	Close	Standard Close processing

1.2.2.3. Background Processing

- The fields are pre-filled based on any current reservations associated with the provider.



- Checking the Release Bed checkbox will set the Expiration field to the current system date. The Bed Reservation will be cleared upon save.

1.2.2.4.Save Processing

- Upon save, if the Release Bed checkbox is checked, the bed reservation table is updated with the new expiration date (current date). The Bed Reservation will be cleared upon selecting save.
- Upon save, if the Release Bed checkbox is checked, the Release Bed checkbox is disabled

1.2.2.5.CRUD Matrix

Table Name	Create	Read	Update	Delete
Bed Reservation		X	X	
Person		X		



1.3. Inventories

1.3.1. Table Descriptions

Table Name	Description
BED RESERVATION	The BED RESERVATION table stores all bed reservations initiated by a placement request for a specific provider organization.
PERSON	This PERSON table maintains information that identifies an individual known to DCF/SHERIFF'S OFFICE/COMMUNITY-BASED CARE PARTNERS or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART or PROVIDER PART. Primary search processing is centered around this data. Processes of CM01 (Manage Person) build and maintain this information.
PROVIDER ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private Provider) and updated in PM04a (Licensing Home Provider).
PROVIDER SERVICE	This table maintains information associated with SERVICES and their association to a PROVIDER ORG, such as a foster home or group home or facility, including cumulative counts of resources such as bed counts by service and provider as needed. Information maintained in Provider Service will also support worker services such as sexual abuse counseling and adolescent counseling provided by authorized workers. Records are created and updated by the following topics: PM02a/b (Maintain Home/Private Provider), PM06 (Reservation), SM10a (Out of Home Placement), and PM04a (Licensing Home Provider).



1.3.2. Reference Data

- None

1.3.3. Automated Messages

- None

1.3.4. Checklists

- None

1.3.5. Ticklers

- None

1.3.6. Notifications

- None

1.3.7. Text Templates

- None

1.3.8. Reports

- None

1.3.9. Triggers

- None



1.4. Batch Programs

1.4.1. Clear Provider Service Reservations

Program Name:	b-pm06-reservation.cbl
Script Name:	b-pm06-00.script
Process Summary:	The Clear Provider Service Reservations program updates reservations whose expiration dates fall on or before the current date.
Frequency:	Nightly
Dependencies:	None
Input Parameters:	None
Input Files:	cycle-date-override
Output Files:	None
Database Tables:	BED_RESERVATION R, U
	PERSON R
	PROVIDER_ORG R, U
	PROVIDER_SERVICE R, U

Process Description:

The program checks for reservations on the Bed Reservation table that have expired. For each row, if the expiration date is equal to or less than the current date, the reservation is removed from both the Provider Org and the Provider Service tables. This includes:

- The "reserved" slot is decremented by one in both the Provider Org and Provider Service tables. There are slots for total, male, female, and either in both tables.
- The "available" slots are then recomputed (total, male, female, under age 2) in both the Provider Org and Provider Service tables. For home providers, the "available" slots are recomputed for all service types associated with the provider.
- The Bed Reservation row is updated to remove the expiration date and the reservation status.



1.5. Requirements Covered in this Paper

- None