

ISDH Long Term Care
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- Long Term Care Bed and
Personnel Tracking System

INTRODUCING Indiana Long Term Care Bed and Personnel Tracking System

Overview of the Bed and Personnel Tracking System

The Indiana State Department of Health (ISDH) has developed a new online reporting system. The system will be used to track available beds in long term care facilities and track key facility personnel. The ISDH is implementing the Long Term Care Bed and Personnel Tracking System effective December 1, 2011.

This new system was developed and programmed by ISDH staff. It will be housed and accessed through the same ISDH Gateway System as the new Survey Report System that was implemented earlier in 2011.

The ISDH has prepared a program advisory letter to inform health care facilities about the ISDH Long Term Care Bed and Personnel Tracking System and their responsibilities in using the system. Attached please find the following:

- [ISDH LTC Advisory Letter LTC-2011-02](#)
- [ISDH LTC Advisory Letter LTC-2011-02 Attachment A](#)

What Information Will Be Tracked

The following available bed information will be tracked on a monthly basis.

Facility census on last day of month

Total bed occupancy

Subcategories of bed availability

Bed availability: male and female

Bed availability: Alzheimer's Unit

Ventilator beds available

Facilities will be asked to provide contact information for the following individuals:

Administrator(s)

Director(s) of Nursing

Medical Director(s)

Attending Physicians

Nurse Practitioners

Physician Assistants

Minimum Data Set (MDS) Coordinator

Wound Care Specialist(s)

Alzheimer's/Dementia Unit Director(s)

Social Services Director(s)

Implementation of the Bed and Personnel Tracking System

The ISDH will implement this system on December 1, 2011. The facility should expect to receive an email on or about November 30 requesting the facility to submit their monthly report. The email will be sent to the same email address used in the Survey Report System. The facility should then log in to the system and provide the requested information. The facility will then subsequently receive a reminder each month via email to update their data.

The Indiana State Department of Health is excited about the new bed and personnel tracking system. We believe that this is a much needed system and will provide many benefits towards increasing efficiency and improving emergency response. Thank you for your assistance in implementing and supporting this new system.

Terry Whitson
Assistant Commissioner
Indiana State Department of Health