# Facility Dashboard Screen

*Updated on August 2017*

**Home > Facility Management > Dashboard**

## Business Purpose:

The Facility Management Dashboard page displays 6 tabs of grouped aggregate data as information about the entire Facility containing 1 or more Programs.  They are **Occupancy**, **Bed Nights, Incidents, Service Restrictions, Complaints** and **Case Notes**.

## How to:

1. **Program Type** as a report parameter can be chosen based upon the type of Program (e.g. All, Bed or Service) that takes place in the Facility.

2. The details of each cell on the screen are explained below:

| Occupancy | | | |
|---|---|---|---|
| **Active intakes without admission** | *This number represents all the active intakes that were entered at your shelter facility.  All intakes that have been active for 18 hours or more and are not admitted to your facility will expire at midnight each night.* | **Vacancy** | *This number represents funded capacity less the active admissions or occupancy of your facility and cannot be negative.* |
| **Referrals from other Facilities** | *This number represents referrals from other facilities* | **Vacancy rate** | *Vacancy divided by funded capacity* |
| **Queue** | *This number includes external referrals as well as internal intakes* | **Current capacity** | *The number represents active beds available in your shelter facility. This will not include any beds you have made unavailable* |

| | | | *because of e.g. bed bugs, maintenance, etc.*<br>*This number will be less than or equal to your space capacity* |
|---|---|---|---|
| **Occupancy (active admissions)** | *This number represents currently occupied beds* | **Funded capacity** | *As per Operating Agreement* |
| **Occupancy rate** | *100% minus the Vacancy Rate* | | |

| **Bed Nights** | | | |
|---|---|---|---|
| **Yesterday** | *Number of beds occupied as of 4:00 a.m. this morning represents the bed nights for yesterday* | **Past 30 Days** | *All occupied beds for the past 30 days up to yesterday (4:00 a.m. this morning)* |
| **Current Month** | *Includes the number of all occupied beds for the current month, up to 4:00 a.m. this morning* | **Previous Month** | *All occupied beds in the previous calendar month* |

| **Incidents** | |
|---|---|
| **New incidents past 30 days** | *All New incidents occurred in the past 30 days up till 4:00 a.m. this morning* |
| **New incidents this calendar month** | *All New incidents occurred in the current month up till 4:00 a.m. this morning* |
| **Open incidents** | *This number represents all incidents that have not been concluded or closed. All incidents should be completed and closed through internal review and sign off procedure.* |

| Service Restrictions | | | | | | | |
|---|---|---|---|---|---|---|---|
| *This report does not provide aggregate numbers. One restriction may be represented in more than one category. The duration will be recorded as the original duration applied at the time of recording the service restriction. All service restrictions recorded up to 4:00 a.m. this morning will be included.* <br> *You must notify and discuss all lengthy service restrictions with your Agency Review Officer at Hostel Services* | | | | | | | |
| Original duration of restriction (in days) | 1-7 | 8-14 | 15-30 | 31-60 | 61-90 | 91-180 | 180+ |
| New restrictions past 30 days | | | | | | | |
| New restrictions this calendar month | | | | | | | |
| Currently active | | | | | | | |
| Terminated early past 30 days | | | | | | | |
| Expired past 30 days | | | | | | | |

| Complaints | | | |
|---|---|---|---|
| New Complaints Past 30 Days | | | |
| New Complaints This Calendar Month | | | |
| Open Complaints (<30 Days Old) | | | |
| Open Complaints (30-60 Days Old) | | | |
| Open Complaints (>60 Days Old) | | | |

| Case Notes | | | |
|---|---|---|---|
| New Notes Past 30 Days | | | |
| New Notes This Calendar Month | | | |
| Incomplete Notes (<30 Days Old) | | | |

| Incomplete Notes (30-60 Days Old) | | | |
|---|---|---|---|
| **Incomplete Notes (>60 Days Old)** | | | |


Important Notes: