

ADDING/EDITING ROOMS AND BEDS

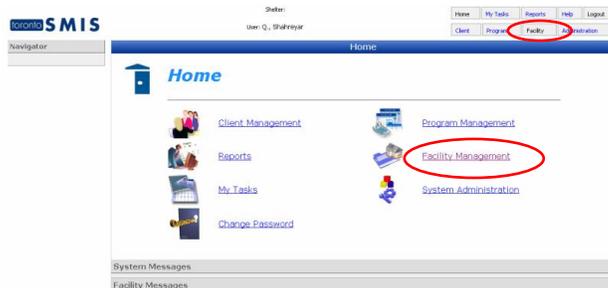
In the Facility Management module, you can create/update shelter rooms and beds. This function can be performed by Staff with Supervisor Rights within the SMIS application at your shelter.

Note the following guidelines for adding/editing rooms and beds:

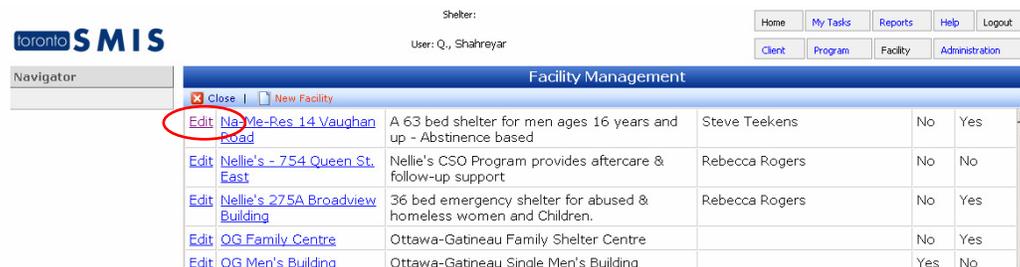
- Rooms & Beds cannot be added to a Service Program
- You cannot have more rooms / beds than your allowed Space capacity.
- Families are admitted to Rooms and Singles are admitted to Rooms and Beds
- You need UNIQUE Room Names in a Program. (For example: "Room 1" and "Room 2")
- You need UNIQUE Bed Names within a Room. (For example: Room 1 can have Bed #1 and Bed #2)
- A room cannot be deactivated if there are active beds in that room.
- A room or bed cannot be deactivated if there is a client admitted to that room or bed.
- Ensure the Active check box is de-selected in order to take a room or bed off-line.

ADDING A ROOM

1. Select  **Facility Management** on the Home page or **Facility** in the Nav Menu

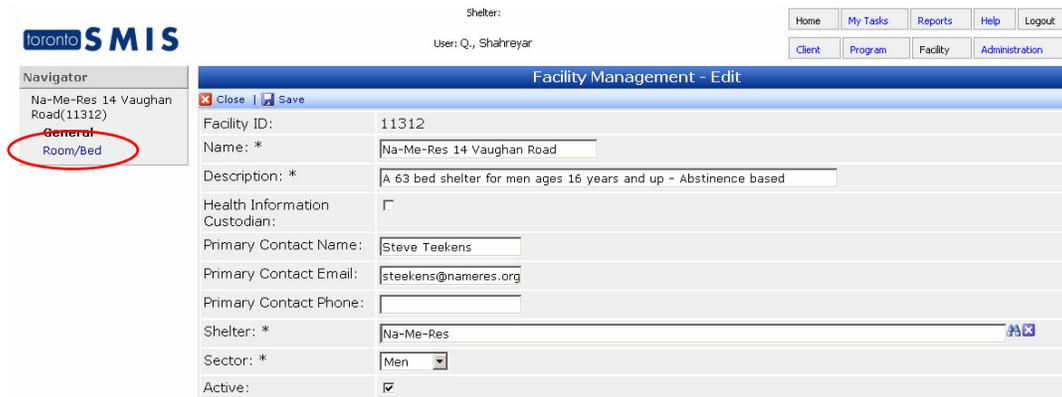


2. Select **Edit** next to the facility in which you wish to add / edit rooms/beds



Facility Management					
Close New Facility					
Edit	Navy-Res 14 Vaughan Road	A 63 bed shelter for men ages 16 years and up - Abstinence based	Steve Teekens	No	Yes
Edit	Nellie's - 754 Queen St. East	Nellie's CSO Program provides aftercare & follow-up support	Rebecca Rogers	No	No
Edit	Nellie's 275A Broadview Building	36 bed emergency shelter for abused & homeless women and Children.	Rebecca Rogers	No	Yes
Edit	OG Family Centre	Ottawa-Gatineau Family Shelter Centre		No	Yes
Edit	OG Men's Building	Ottawa-Gatineau Single Men's Building		Yes	No

3. Select **Room/Bed** on the Navigator



Shelter: User: Q., Shahreyar

Home My Tasks Reports Help Logout
Client Program Facility Administration

toronto SMIS Facility Management - Edit

Close Save

Na-Me-Res 14 Vaughan Road(11312)

General Room/Bed

Facility ID: 11312

Name: * Na-Me-Res 14 Vaughan Road

Description: * A 63 bed shelter for men ages 16 years and up - Abstinence based

Health Information Custodian:

Primary Contact Name: Steve Teekens

Primary Contact Email: steekens@nameres.org

Primary Contact Phone:

Shelter: * Na-Me-Res

Sector: * Men

Active:

4. Select **Add Room** in the header



Facility Management - Rooms List

Back to Facilities Add Room

Room Status Any Bed Program Any

Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	01	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	21	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	10	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	13	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	16	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	22	3	4-Bed Room	Y	4	4	Y
Na-Me-Res (Native Men's Residence)	23	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	03	2	3-Bed Room	Y	4	3	Y
Na-Me-Res (Native Men's Residence)	05	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	08	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	12	3	2-Bed Room	Y	2	2	Y

5. Enter a **unique Room Name, Floor** and room **Type**

6. For the **Assigned Beds** field: Families are assigned to individual rooms (not specific beds), select N from the Assigned Beds drop down. Note that each room can only be assigned one family. Single clients are assigned individual beds, select Y from the Assigned Beds drop down.

7. For **Room Capacity**, enter the maximum capacity of the room

8. Then select the **Program** for which the room is assigned and check the **Active** box to activate the room.

- And then select  Save Room.

Facility Management - New Room

Close | **Save Room**

Room

Room Name*

Floor

Type*

Assigned Beds*

Room Capacity (Only enforced when Assigned Beds=N)

Program*

Active

ADDING BEDS

- Select a Room from the Rooms List to access the [Facility Management – Edit Room](#) page

Facility Management - Rooms List

Back to Facilities | Add Room

Room Status Bed Program

Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	01	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	21	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	10	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	13	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	16	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	22	3	4-Bed Room	Y	4	4	Y
Na-Me-Res (Native Men's Residence)	23	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	03	2	3-Bed Room	Y	4	3	Y
Na-Me-Res (Native Men's Residence)	05	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	08	2	3-Bed Room	Y	3	3	Y

- Select [Beds](#) in the header to access the [Facility Management - Beds List](#) page

Facility Management - Edit Room

Close | Save Room | **Beds**

Room

Room Name*

Floor

Type*

Assigned Beds*

Room Capacity (Only enforced when Assigned Beds=N)

Program*

Active

3. Select  Add Bed

Facility Management - Beds List

Back to Room  Add Bed

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	01	2	3-Bed Room	Y	3	Y

Bed

3 items found, displaying all items. 1

Name	Type	Active
Emergency_1	Single	Y
Emergency_2	Single	Y
Emergency_3	Single	Y

4. Enter a **unique Bed Name**; select the **Type** and then check the **Active** checkbox, then select  Save Bed

Facility Management - New Bed

Close  Save Bed

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	01	2	3-Bed Room	Y	3	Y

Bed

Bed Name

Type

Active

5. Repeat steps 8 and 9 to add additional beds in a room.

EDIT ROOM

1. Select a Room from the Rooms List to access the [Facility Management – Rooms List](#) page

Facility Management - Rooms List

Back to Facilities | Add Room

Room Status: Any | Bed Program: Any

Program	Name	Floor	Type	Assigned Beds	Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	01	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	21	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	10	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	13	3	2-Bed Room	Y	2	2	Y
Na-Me-Res (Native Men's Residence)	16	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	22	3	4-Bed Room	Y	4	4	Y
Na-Me-Res (Native Men's Residence)	23	3	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	03	2	3-Bed Room	Y	4	3	Y
Na-Me-Res (Native Men's Residence)	05	2	3-Bed Room	Y	3	3	Y
Na-Me-Res (Native Men's Residence)	08	2	3-Bed Room	Y	3	3	Y

2. Edit any details pertaining to the room. If the room is operative then select the check box to indicate room is an **Active** room, leave it unchecked if the room is not in use, and then select  **Save Room**.

Facility Management - Edit Room

Close | Save Room | Beds

Room

Room Name*	23
Floor	3
Type*	3-Bed Room
Assigned Beds*	N
Room Capacity	(Only enforced when Assigned Beds=N)
Program*	Na-Me-Res (Native Men's Residence)
Active	<input checked="" type="checkbox"/>

EDIT BEDS

1. Select **Beds** in the header to access the **Facility Management - Beds List** page



Facility Management - Edit Room

Close | Save Room | **Beds**

Room

Room Name* Daily Planet

Floor 3

Type* 3-Bed Room

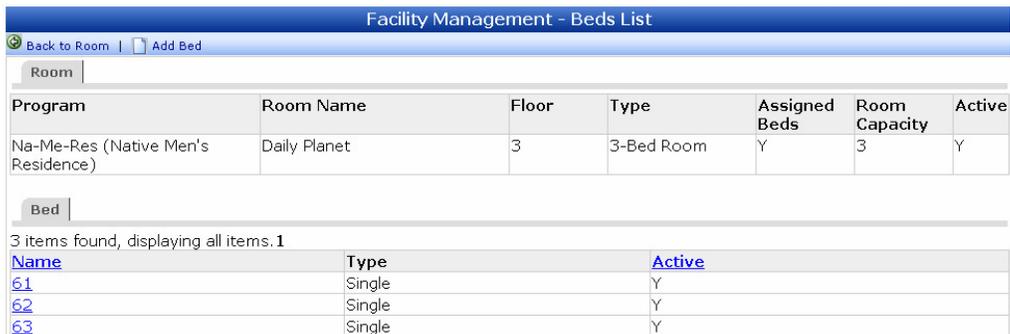
Assigned Beds* Y

Room Capacity 3 (Only enforced when Assigned Beds=N)

Program* Na-Me-Res (Native Men's Residence)

Active

2. Select a bed to edit



Facility Management - Beds List

Back to Room | Add Bed

Room

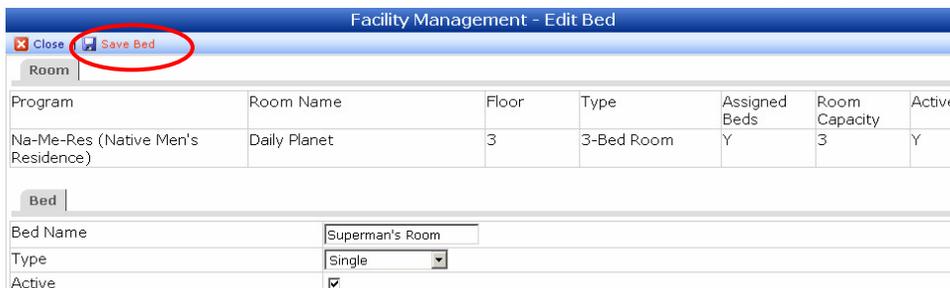
Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	Daily Planet	3	3-Bed Room	Y	3	Y

Bed

3 items found, displaying all items. 1

Name	Type	Active
61	Single	Y
62	Single	Y
63	Single	Y

3. Edit any details. Select the **Active** check box. Then select **Save Bed**



Facility Management - Edit Bed

Close | **Save Bed**

Room

Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	Daily Planet	3	3-Bed Room	Y	3	Y

Bed

Bed Name Superman's Room

Type Single

Active

4. The new bed will appear on the [Facility Management - Beds List](#) page

Facility Management - Beds List						
Back to Room Add Bed						
Room						
Program	Room Name	Floor	Type	Assigned Beds	Room Capacity	Active
Na-Me-Res (Native Men's Residence)	Daily Planet	3	3-Bed Room	Y	3	Y
Bed						
3 items found, displaying all items. 1						
Name	Type	Active				
62	Single	Y				
63	Single	Y				
Superman's Room	Single	Y				