



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR0110 - Updated**

**Subject: Capacity Management System**

**Issue Date:** September 23, 2021

**Effective Date: Immediately**

**Scope**

All DMH Certified and Funded Substance Use Providers

**Purpose**

By means of a federal grant, the Mississippi Department of Mental Health developed the Bed Registry to monitor and generate daily census trends for funded providers throughout the state. The Bed Registry enables the Department of Mental Health and providers to identify treatment capacities and facilitate communication of capacity needs throughout the state. The Bed Registry allows providers to search for open beds at other facilities if their capacity is full. The Bed Registry not only ensures an accurate daily bed census and capacity but is also a straightforward means of determining available beds throughout the state to meet treatment capacity needs.

The Bed Registry was initiated and piloted with the Crisis Stabilization Units (CSUs) and is now available for utilization by certified and funded substance use providers throughout the state. The Bed Registry is a mechanism that enables Department of Mental Health to monitor and assess bed utilization within Block Grant funded providers, monitoring bed utilization rates, determining emerging hot spots (areas of high demand), and to identify SABG priority populations. Furthermore, this bed availability electronic system addresses the following two federal regulations: §96.131(c) and §96.131(d) which together mandate that the capacity management system operationalized by the state must be able to match those women referred to the SSA for lack of capacity with programs with sufficient capacity to admit them.

**Background**

The *2020 Operational Standards for Mental Health, Intellectual and Developmental Disabilities and Substance Use Community Service Providers* presently addresses the state’s capacity management efforts as follow:

**Rule 49.1.C.** Standard prior to this communication:

To assist with appropriate referrals and placement, all residential programs must report to DMH when the census of the service exceeds ninety percent (90%) capacity and when the census drops below ninety percent (90%) capacity. The report should be submitted to the Office of Consumer Support by fax and the Bureau of Alcohol and Drug Addiction Services by email within twenty-four (24) hours of crossing the ninety percent (90%) threshold.

## **Changes to Operational Standards:**

**Rule 49.1.C.** Please adhere to the following changes underlined:

To assist with appropriate referrals and placement, all residential programs should report to DMH ~~when the census of the service exceeds ninety percent (90%) capacity and when the census drops below ninety percent (90%) capacity. The report should be submitted to the Office of Consumer Support by fax and the Bureau of Alcohol and Drug Addiction Services by email within twenty four (24) hours of crossing the ninety percent (90%) threshold~~ a daily census to the electronic Bed Registry portal by 5:00pm CST.

Effective immediately, all State certified and funded substance use residential treatment programs in Mississippi are expected to utilize the electronic Bed Registry portal in lieu of the paper submission fax requirements previously stipulated in the Operational Standards Rule 49.1.C.

### **Additional Information**

This change to the operational standards simplifies the previous protocol. DMH is available to provide Technical Assistance to certified providers to assist with meeting this expectation. **Please submit a Help Desk ticket to [helpdesk@dmh.ms.gov](mailto:helpdesk@dmh.ms.gov) for bed registry inquiries and changes; the requestor will need to indicate “bed registry” in the email so that the ticket can be assigned to the appropriate person.**

For additional questions, please contact the Division of Substance Use Disorder Treatment Services at [AlcoholandDrugAddictionGrants@dmh.ms.gov](mailto:AlcoholandDrugAddictionGrants@dmh.ms.gov).

*End of Provider  
Bulletin*