



# Bed Registry Guide

**Revision 2.0**

**March 13, 2025**

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## Version Control

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.0	June 26, 2023	Original
1.1	January 4, 2024	Added instructions for Basic Navigation and Locating Available Beds.
1.2	February 6, 2024	Added instructions for User Accounts; New User Request, and Self-Service Password Reset.
2.0	March 13, 2025	Updated to document new system of entry for the Chancery Clerks Bed Registry

## Description

The Bed Registry is a comprehensive web-based system developed by the MS Department of Mental Health to track and manage mental health bed availability across the state. The system captures critical census data from public mental health providers and court systems to fulfill legislative requirements while optimizing resource allocation for mental health services.

Key functions of the Bed Registry include:

- Real-time tracking of available beds across mental health facilities
- Documentation of court-ordered admissions and hearings
- Reporting of admission affidavits and denials
- Monitoring subsequent actions taken for patients

The system is web-based and compatible with all major internet browsers including Microsoft Edge, Firefox, and Google Chrome. *This guide uses Microsoft Edge as the recommended browser. Interface elements may appear slightly different depending on your browser of choice.*

## Connecting to the Bed Registry

Follow these steps to access the Bed Registry system:

1. Launch your preferred web browser on your computer.



2. Navigate to <https://bedregistry.dmh.ms.gov/ChanceryEntry> by either:
  - a. Clicking the above link
  - b. Typing the address in your browser's address bar and pressing Enter
  - c. Holding Ctrl and clicking on this link: [Chancery Portal](#)

## Entering Bed Registry Data

Follow these steps to submit your court data to the registry:

1. Once connected to the registry website, enter your authorized email address in the login field:

**Enter your email address.**

2. Click the "Begin" button to access the data entry form.

**Begin**

3. The main data entry form will appear:

The screenshot shows a data entry form with the following sections:

- A dropdown menu labeled "Select a county court".
- A text box for "How many court ordered admissions did you have for this period?\*", with a note below it: "How many court hearings were conducted?\*" (referring to the next field).
- A text box for "Admissions - Affidavits Filed for Admissions\*".
- A highlighted instruction: "CSU Denials - Total from this section (8 textboxes) should equal the total of Subsequent Action section (5 textboxes)".
- Eight text boxes for CSU Denial categories, each with an asterisk: "Too Aggressive/Violent\*", "Unstable Medical Condition\*", "Alcohol/ Drug Tx is Primary\*", "Limited CSU Staffing\*", "No Bed (CSU at Capacity)", "Requires Higher Level of Care\*", and two unlabeled ones.

4. Select your county court from the dropdown menu.
- a. **Note: If you select a county that you are not authorized to submit data for, you will receive a warning message and will need to correct the chosen court or contact support.**
  - b. **Note: If you have already entered a registry for the current quarter, you will receive a similar warning message as the following:**

**Notice! A record already exists for this quarter for this court entered by XY346797 on 03/13/2025 2:09:38 PM. Your entry will overwrite the existing values.**

- 5. Enter the number of court-ordered admissions for the reporting period.
  - 6. Enter the total number of court hearings conducted.
  - 7. Enter the number of Admission-Affidavits processed.
- Note: If you leave any of the above blank you will receive a similar warning as the following message when trying to submit the form:**

**There is a blank value in admissions, hearings, and affidavits section.**

8. Complete the CSU (Crisis Stabilization Unit) Denials section by entering values for each reason category:

**CSU Denials - Total from this section (8 textboxes) should equal the total of Subsequent Action section (5 textboxes)**

**CSU Denials - Too Aggressive/Violent\***

1

**CSU Denials - Unstable Medical Condition\***

2

**CSU Denial - Alcohol/ Drug Tx is Primary\***

3

**CSU Denial - Limited CSU Staffing\***

4

**CSU Denial - No Bed (CSU at Capacity)\***

1

**CSU Denial - Requires Higher Level of Care\***

2

**CSU Denial - Sexually Inappropriate\***

3

**CSU Denial - Other\***

4

**CSU Denial - Total of above 8 entries**

20

a. The system will automatically calculate the total of all denial reasons

9. Complete the Subsequent Actions section by entering the appropriate values:

**Subsequent Action - Total from this section (5 textboxes) should equal the total of the above CSU Denial section (8 textboxes)**

**Subsequent Action - Transported to Emergency Room\***

**Subsequent Action - Jail\***

**Subsequent Action - Home\***

**Subsequent Action - Admission to Alternate CSU\***

**Subsequent Action - Other\***

**Denial Subsequent Actions Total - Total of above 5 entries**

a. The system will automatically calculate the total of all subsequent actions

**Note: If the total denials and total subsequent actions are not equal you will receive a similar message as the following and will have to ensure both equal the same before submitting:**

**Error: Total denials (20) must be equal to Total Subsequent Actions (21)**

**Subsequent Action - Total from this section (5 textboxes) should equal the total of the above CSU Denial section (8 textboxes)**

**Subsequent Action - Transported to Emergency Room\***

**Subsequent Action - Jail\***

**Subsequent Action - Home\***

**Subsequent Action - Admission to Alternate CSU\***

**Subsequent Action - Other\***

**Denial Subsequent Actions Total - Total of above 5 entries**

10. Review all entered data for accuracy, then click the "SubmitEntry" button at the bottom of the form:

**SubmitEntry**

11. A processing notification will appear while the system validates and saves your data.  
12. Upon successful submission, you will see the following confirmation message:

**Success! Your entry has been recorded and a copy sent to your email.**

## Accessing Current Bed Registry Reports

To access the current Bed Registry reports for possible bed availability at the Crisis Stabilization Units (CSUs) or the State Psychiatric Hospitals, please use the links below.

### **Crisis Stabilization Units (CSUs)**

<https://www.ms.gov/dmh-bedregistry/ext/csuReports>

### **State Psychiatric Hospitals**

<https://www.ms.gov/dmh-bedregistry/ext/spReports>

## Submitting a Helpdesk Ticket

If you experience issues logging into the Bed Registry or entering and submitting your data, please contact the Helpdesk by sending a detailed email to [helpdesk@dmh.ms.gov](mailto:helpdesk@dmh.ms.gov) and someone will assist you as soon as possible.

Items to include in your ticket include but are not limited to submitter's name, email address, court name, and a detailed description of your issue/question.