

# How do I fill a bed vacancy (LHIN view)?



Before filling a bed vacancy in RM&R, ensure that a vacancy has been created and is available. Please follow the 'How do I create a bed vacancy' guide for more information.

## Step 1

Access the **Transition Module**:

- Via **RM&R's Home page**. (Please view the 'What is RM&R's Home page?' for more details.)
- Via the **Dashboard** button in **RM&R's Navigation Bar**. (Please view the 'What is RM&R's Navigation Bar' for more details.)



**Transition**  
Manage client requirements and placement choice.

## Step 2

Click on **Vacancies And Matches**.

## Step 3

- (3a)** Fill in the search options to narrow down the care type or vacancy status that you require.  
**(3b)** Click the **Search** button.

## Step 4

A list of available vacancies will be displayed. Click the **Find a Match** link next to the desired vacancy.

Care type	Count
Convalescent Care	1
LTCH Application	2
Short Stay Respite Application	0

Care Type: **3a** -None-

Idle Status: **3a** All

Vacancy Status: **3b**

- Internal
- Available
- Pending - Match Found
- Bed Offered
- Bed Offer Accepted

**Search**

Service Provider	Vacancy	Status	Client Name	Idle	Changed Date	
TC - Castleview Wychwood Towers (Convalescent Care) (CONV)	March7-Room2-Bed2: Male, Female	Available		Idle		<a href="#">Find a Match</a>   <a href="#">Vacancy Details</a>   <a href="#">Vacancy History</a>   <a href="#">Compare Patient</a>
Test-Conv1 Testing Home	March7-Room1-Bed1: Male, Female	Available		Not Idle		<a href="#">Find a Match</a>   <a href="#">Vacancy Details</a>   <a href="#">Vacancy History</a>   <a href="#">Compare Patient</a>

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## Step 5

A list of clients that match the vacancy will be displayed. Select the desired client by clicking on the **Select (5a)** radio button and then click the **Select (5b)** button.

## Step 6

Note that the Client Status will change to **Pending – Match Found (6a)**. Click **Continue (6b)** to proceed.

## Step 7

The client's application will appear. Expand any section of the application by clicking **Click to View Page (7a)**. You can also view details of the vacancy by clicking **Vacancy Details (7b)**.

At this point, you can select either Decline/Bypass or Proceed to Bed Offer.

- **Decline/Bypass:** To select this option, click **Decline/Bypass (7c)**. Proceed to Step 10.
- **Proceed to Bed Offer:** To select this option, click **Proceed to Bed Offer (7d)**. Proceed to Step 8.

## Step 8

Once you have proceeded to bed offer, vacancy status will change to **Bed Offered (8a)**. Contact the client and offer the bed.

- **If client declines the bed:** Click **Decline/Bypass (8b)** and proceed to Step 10.
- **If client accepts the bed:** Click **Accept Bed Offer (8c)**, enter **Planned Admission Date (8d)** and click **Save (8e)**.

Client	Health Card Number	Client Status	Matched To	Rating	Care Type	Select
999test999, mdls-ConvvaBLM4-March7	No Identifier	Complete Sent		1	Convalescent Care	<input type="radio"/>

Service Provider: Test-Conv1 Testing Home  
 Vacancy: March7-Room1-Bed1  
 Client Name: 999test999, mdls-ConvvaBLM4-March7  
 Health Card Number: No Identifier  
 Client Status: Pending - Match Found

Client Details  
 Profile Report: [View Client Profile Report](#)  
 Service Provider Comment: \*\* Declined / Bypassed for March7-Room1-Bed1 at Test-Conv1 Testing Home on 2016-04-06 16:21 - Reason: Conv - Bypass - Admission to hospital  
 Client Comment:  
 Responsible Person (S): De Los Santos, Maricris  
 Eligibilities: (no eligibilities)  
 Current Location: TEST - Referral Sender  
 Status: Pending - Match Found  
 Date Of Birth:

Client is changed to bed offered  
 March7-Room1-Bed1 (Bed Offered)  
 Planned Admission Date:  !  
 Service Provider Comment: \*\* Declined / Bypassed for March7-Room1-Bed1 at Test-Conv1 Testing Home on 2016-04-06 16:21 - Reason: Conv - Bypass - Admission to hospital  
 Client Comment:  
 Responsible Person(s): De Los Santos, Maricris  
 Eligibilities: (no eligibilities)  
 Current Location: TEST - Referral Sender  
 Status: Bed Offered

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## Step 9

The vacancy status will change to **Bed Offer Accepted (9a)** and the Long Term Care Home will be notified of the bed offer acceptance.

## Step 10

If the bed offer was declined: Select **Reason for Decline/Bypass (10a)** from the dropdown, enter a **Comment (10b)**, and click **Decline/Bypass Match (10c)**.

The next waitlisted client that matches the bed vacancy will be displayed – return to Step 5 to continue.

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This match has been changed to bed offer accepted.

March7-Room1-Bed1 (Bed Offer Accepted) **9a** → Decline/ Bypass

Vacancy Details Vacancy Comments **Client Profile** Match Comments Discharge Notice

**Client Details** Save

Profile Report: [View Client Profile Report](#)

Planned Admission Date: Apr 07, 2016

Service Provider Comment: \*\* Declined / Bypassed for March7-Room1-Bed1 at Test-Conv1 Testing Home on 2016-04-06 16:21 - Reason: Conv - Bypass - Admission to hospital

Client Comment:

Responsible Person(s): De Los Santos, Maricris

Eligibilities: (no eligibilities)

Current Location: TEST - Referral Sender

Status: Bed Offer Accepted **9a**

Date Of Birth:

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March7-Room1-Bed1 (Bed Offer Accepted)

**Decline/ Bypass Client Vacancy Match**

Note: If the match is being declined/ bypassed, please contact the LTCH

Vacancy Name: March7-Room1-Bed1

Reason For Decline / Bypass: - none - **10a**

Comment:  **10b**

**10c** → Decline/ Bypass Match