## 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.)

#### 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.



Transition Manage client requirements and placement choice.

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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.

- <u>Decline/Bypass</u>: To select this option, click
   Decline/Bypass (7c). Proceed to Step 10.
- <u>Proceed to Bed Offer</u>: 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).

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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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