Utilization Management - 90% Capacity Report

Policy
It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to track operating capacity for Network-funded substance use services offered within in the Suncoast region.

Purpose
The purpose of this policy is to define '90% capacity,' how it is calculated and the method by which it is tracked and reported.

Procedure
1. Calculating 90% Capacity
   A. Network Service Providers (NSPs) determine capacity for BED DAY services by calculating the number of CFBHN-funded bed days used in the month, divided by the total number of CFBHN-funded bed days during that month. Operating at 90% capacity means that 90% or more of the CFBHN-funded slots/beds are full during the month.

   B. Operating at 90% capacity for NON-BED services (outpatient, day/night, and outpatient detoxification) is determined by the need to add a person to the waitlist for a service. Alternately, providers may calculate 90% capacity for non-bed services by dividing actual service units rendered to CFBHN-funded individuals by the total available CFBHN-funded service units for the month.

2. NSPs complete and submit the 90% Capacity Report through SharePoint no later than the 10th of each month for the previous month.

3. Upon receipt of the 90% Capacity Report, Utilization Management staff review the reports for errors or omissions.

4. The 90% Operating Capacity Log is maintained on SharePoint for the prior month by Utilization Management staff.

5. Trends and opportunities for improvement are identified and monitored by the CFBHN Utilization Management staff.
   A. Trend data is shared at Care Coordination meetings with NSPs, and utilized to work with them on an individual basis to best meet the needs of individuals served.
   B. Significant issues are shared with the Vice-President of Network Development and Clinical Services (NDCS) to address as required.

Utilization Management - 90% Capacity Report	Date Issued: 08/01/2010
Approval: Alan Davidson, President/Chief Executive Officer	Last Revision: 03/30/2023 Review Date: 07/02/2024