

## Utilization Management - 90% Capacity Report

### ***Policy***

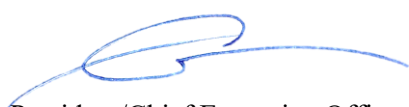
It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to track operating capacity for Network-funded substance use services offered within the Suncoast region.

### ***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. Alternatively, 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 in Carisk. The report, which includes data from the previous month, must be completed no later than the 10<sup>th</sup> of each month.
3. Upon receipt of the 90% Capacity Report, Utilization Management staff review the reports for errors or omissions.
4. 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 Behavioral Health Services (BHS) to address as required.

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| <p><b>Utilization Management - 90% Capacity Report</b></p> <p>Approval: <br/>Alan Davidson, President/Chief Executive Officer</p> | <p>Date Issued: <u>08/01/2010</u></p> <p>Last Revision: <u>06/24/2026</u></p> <p>Review Date: <u>06/24/2026</u></p> |
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