

## **How To Complete Monthly Capacity Management Report**

**(Injecting Drug Users 90% Capacity Tx Report)**

**FY2010**

### **Outpatient Method for Calculating 90% of Full Capacity:**

- Total the Substance Abuse FTEs for all OP Clinicians
- Multiply this number by 40, the maximum number of open Substance Abuse clients a full-time substance abuse counselor (1.0 FTE) can be serving at any given time, according to Licensing. This # = Full Capacity.
- Multiply the Full Capacity number by 90% to obtain the 90% Capacity Mark.
- Add the Total Open Substance Abuse Cases for ALL Clinicians at any time (choose any day) during Report Month. (Could have all Clinicians report how many Open Substance Abuse Cases they have at a particular time during the month.) This gives a snapshot of Total Open Substance Abuse Clients during Report Month and demonstrates an average% of Full Capacity being Served during the Report Month.
- Compare this Average % of Full Capacity Served during Report Month to the 90% Capacity Mark. Did your Substance Abuse Outpatient Program fall below the 90% Mark or did it Reach or Exceed the 90% Full Capacity Mark?
- **One NEW Question: If your Outpatient Program reached 90% (or higher), on what Date during Reported Month did your Program first reach the 90% (or higher) Capacity mark?**

### **Residential Method for Completing 90% Capacity Report:**

- Maximum Number of Available Beds = Program's Full Capacity
- Multiply Full Capacity # by 90% to obtain the 90% Capacity Mark
- Did your Program meet, or exceed 90% Capacity any time during Report Month?
- If "Yes", record the first date 90% (+) was met during Report Month. Since this 90% Capacity Mark needs to be met for only one day during Report Month. Report can be filed as soon as 90% Capacity Mark is reached. Or, wait to file until end of the Month to see if 90% Capacity Mark is reached at any time during Report Month.
- **One NEW Task: Please record 1<sup>st</sup> Date your Residential Program reached 90% (or higher) Capacity Mark during Reported Month, as well as any subsequent Date(s) Treatment Capacity went below 90% and back above or below the 90% Full Capacity mark during Reported Month.**