

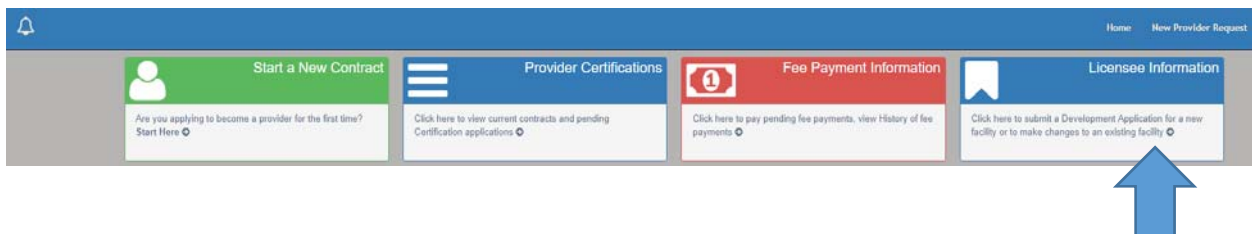
## How to Add a Facility Vacancy

The Provider search for licensed facilities has been developed to allow individuals to find a list of licensed facilities. The search function can be modified to also find licensed facilities that have a current vacancy or are accepting new individuals. If you are accepting new individuals or want to report a vacancy, please go into PSM and update your facility information. Below are the instructions to complete this.

If you have any concerns please contact Jessica McGonigle at [Jessica.mcgonigle@dodd.ohio.gov](mailto:Jessica.mcgonigle@dodd.ohio.gov)

Sign in to your PSM portal

Once signed in click on Licensee information




Then, under “Associated Facility Details” find the licensed facility that needs to be updated. Click on facility number

The screenshot shows the 'Associated Facility Details' page. It contains a table titled 'Active Facilities' with the following columns: Facility Number, Facility Name, Funding Source, Facility Status, Licensed Dates, Current Capacity, Facility Last Application, and Provider Contract. Two rows of data are visible, with the first row's 'Facility Number' cell highlighted by a blue arrow.

| Facility Number | Facility Name | Funding Source | Facility Status | Licensed Dates        | Current Capacity | Facility Last Application | Provider Contract |
|-----------------|---------------|----------------|-----------------|-----------------------|------------------|---------------------------|-------------------|
| [REDACTED]      | [REDACTED]    | ICF            | Open            | 11/16/2017-10/31/2018 | 6                |                           | [REDACTED]        |
| [REDACTED]      | [REDACTED]    | ICF            | Open            | 11/16/2017-10/31/2018 | 6                |                           | [REDACTED]        |

Then, under facility information, click on update occupancy

Facility Information ^

**Facility Number:** [REDACTED]    **Facility Name:** [REDACTED]

**Status:** Open    **Facility Dates:** 11/16/2017 - Open Ended

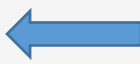
**Licensed By:** Department of Developmental Disabilities    **Funding Source:** ICF

**Beds on Hold:** 0    **ICF MPN #:**

**License Capacity:** 6

**License Start Date:** 11/16/2017    **License End Date:** 10/31/2018

**Facility Occupancy:**     **Accepting New Clients:**

**Update Occupancy** 

Then, click on Accepting new Clients and save

**Facility Information**

Facility Number: [REDACTED] Facility Name: [REDACTED]

Status: Open Facility Dates: 11/16/2017 - Open Ended

Licensed By: Department of Developmental Disabilities Funding Source: ICF

Beds on Hold: 0 ICF MPN #:

License Capacity: 6

License Start Date: 11/16/2017 License End Date: 10/31/2018

Facility Occupancy: 6

Accepting New Clients:

Save Cancel

This process will take 24 hours for the update to take place. Once the update has taken place the facility will show up in the provider search for individuals and families to review.