RUTGERS

THE STATE UNIVERSITY
OF NEW JERSEY

Service Capacity Management System (SCMS) – Provider Tip Sheet
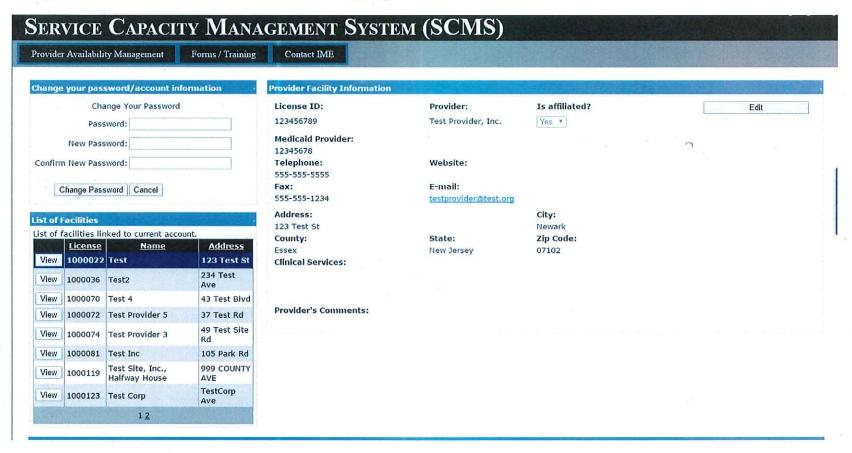
SCMS Login

- http://ubhc.rutgers.edu/scms
- Utilize your unique username and password to login
  - You may also request to retrieve you password from this screen

SCMS – Main Screen

After logging in, you'll be presented with the service information screen of your facility. All interactions occur on this page.

SERVICE CAPACITY MANAGEMENT SYSTEM (SCMS)

Provider Availability Management | Forms / Training | Contact IME

Change your password/account information

Change Your Password

Password: [_____]

New Password: [_____]

Confirm New Password: [_____]

[Change Password] [Cancel]

List of Facilities

List of facilities linked to current account.

	License	Name	Address
View	1000022	Test	123 Test St
View	1000036	Test2	234 Test Ave
View	1000070	Test 4	43 Test Blvd
View	1000072	Test Provider 5	37 Test Rd
View	1000074	Test Provider 3	49 Test Site Rd
View	1000081	Test Inc	105 Park Rd
View	1000119	Test Site, Inc., Halfway House	999 COUNTY AVE
View	1000123	Test Corp	TestCorp Ave

1 2

Provider Facility Information

License ID:	Provider:	Is affiliated?	Edit
123456789	Test Provider, Inc.	Yes ▼	

Medicaid Provider:
12345678

Telephone: | **Website:**
555-555-5555 |

Fax: | **E-mail:**
555-555-1234 | testprovider@test.org

Address: | | **City:**
123 Test St | | Newark

County: | **State:** | **Zip Code:**
Essex | New Jersey | 07102

Clinical Services:

Provider's Comments:

SCMS – Change Password & Facility Info

Change your password in this section of the system.

Change your password/account information Minimize

Change Your Password

Password: [   ]

New Password: [   ]

Confirm New Password: [   ]

[Change Password] [Cancel]

Review provider/facility information in this section. Contact info is editable.

Provider Facility Information

License ID:	Provider:	Is affiliated?	[Edit]
123456789	Test Provider, Inc.	Yes ▾	

Medicaid Provider:
12345678

Telephone:	**Website:**
555-555-5555	
Fax:	**E-mail:**
555-555-1234	testprovider@test.org

Address:		**City:**
123 Test St		Newark
County:	**State:**	**Zip Code:**
Essex	New Jersey	07102

Clinical Services:

Provider's Comments:

SCMS – Edit Facility

Provider Facility Information

License ID:	Provider:	Program Attributes:	
123456	Test, Inc	Vivitrol	✔
		Suboxone	✔
		Transportation	☐
		Co-occuring	☐
		Evening Hours	☐
		Weekend Hours	☐
		Women's Programs(Mommy & Me, Pregnant Women)	☐
		Spanish Speaking	☐
		Medicare	✔
		DCP&P funding	✔

Additional 'Program Attributes' have been added to facility info. Check off all applicable services for your site.

Telephone: **E-mail:**   **Website:**

Address: 123 Test St   **City:** Newark   **Fax Number:**

County: Essex   **State:** New Jersey   **Zip Code:** 07102

Comments/Office Hours/Other:

[Save]   [Cancel]

Provider Facility Information

License ID:	Provider:	Is affiliated?	
123456	Test, Inc	Yes ▾	[Edit]

License/Initiative Info: **Medicaid Provider:** 7603100

LTR: DUII SJI

Telephone: **Website:**

Fax: **E-mail:**

Address: 123 Test St.   **City:** Newark

County: Essex   **State:** New Jersey   **Zip Code:** 07102

Program Attributes:

Vivitrol, Suboxone, Weekend Hours, Medicare, DCP&P funding,

Program Attributes selected will display above comments.

Provider's Comments:

SCMS – Provider Availiblity Management

This portion of the application allows the facility to update their availiblity for all their licensed levels of care.

The first screen shot represents ambulatory levels of care. They will be represented by one slot that will determine availability. Residential levels of care will be represented by 10 slots. 5 male and 5 female. This modification of bed slots should be used as a just-in-time representation of availability for IME referral purposes only.

Provider Availability Management

PROVIDER SLOT AVAILABILITY:

THIS SCREEN ALLOWS PROVIDERS TO REPORT THE AVAILABILITY STATUS FOR ALL LICENSED LEVELS OF CARE. REPORTED AVAILABILITY STATUS ___ BY IME STAFF DU___
PROVIDER NETWORK

License Availability

OP	IOP
1 Occupied	1 Available

> Select the button to change availability from 'Available' to 'Occupied'. If 'Occupied' is selected, this let's the IME know that the level of care is unavailable for referral at this time.

Provider Availability Management   Minimize

PROVIDER SLOT AVAILABILITY:

THIS SCREEN ALLOWS PROVIDERS TO REPORT THE AVAILABILITY STATUS FOR ALL LICENSED LEVELS OF CARE. REPORTED AVAILABILITY STATUS IS USED BY IME STAFF D___
PROVIDER NETWORK

License Availability

LTR

1	Available	Occupied	Male	Pending
2	Available	Occupied	Male	Pending
3	Available	Male		
4	Available	Male		
5	Available	Male		
6	Available	Female		
7	Available	Female		
8	Available	Female		
9	Available	Female		
10	Available	Female		

> For residential levels of care, all pending referrals from IME will show as below. Select 'Available' to free the slot up for referral or 'Occupied' to accept the referral.

SCMS – Help?

Please email all SCMS support questions to:
scms@ubhc.rutgers.edu