Psychiatric Residential Treatment Facility
ANNUAL REPORT
DEFINITIONS AND INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE ANNUAL REPORT.
THIS REPORT MUST BE SUBMITTED ELECTRONICALLY. PAPER FORMS WILL NOT BE ACCEPTED! **All information given in this Annual Report should be for services rendered to clients in Arkansas. Please do not include data on clients residing in a state other than Arkansas.**

I. MANAGEMENT/OWNERSHIP
- **Facility Name and Address**

List only the name and location of the Facility in Arkansas for which this data is reported. Do not list the home office/corporate headquarters if that is not the Facility submitting this data.

- **County**

Please name the county the report is for. Each county served must have a separate report.

II. FACILITY
A. Beds
- **Number of beds licensed but unavailable in 2019**

Licensed but not usable for residents. For example, a room that has been converted to an office or a room that is closed for renovation.

- **Number of occupied beds in 2019**

Days that residents are in beds or that beds are being held for residents.

C. Utilization
- **Resident day**

A resident day is one resident in a bed for one day. If you had one resident for a year that would be 365 resident days; for a resident that did not stay for the entire year, count the number of days that the resident was in your facility. For example, a resident who stayed for 54 days would equal 54 resident days.

- **Discharge days**

Discharge days are the sum of the total number of resident days from the admit date to the discharge date for each resident who was discharged in 2019. For example if 5 persons were discharged after 30 days in your facility and residents were discharged after 15 days in your facility, the total number of discharge days would be (5 x 30) + (6 x 15) which equals 150 + 90 = 240 discharge days.

- **Average length of stay** [LOS]

Average Length of Stay is calculated by total discharge days / number of discharges. Using the above example, total discharge days = 240 and total discharges = 5+6 or 11; therefore, the average LOS = 240/11 = 21.8 days