



## Space Allocation Management in TIER® Workflow®

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### Discussion

Use of building space is a major resource planning and utilization issue in most organizations. Large organizations often utilize a “Space Allocation Committee” to manage the space utilization process while other organizations have the UR committee handle this responsibility. Once a building is registered in the TIER® Environmental Management module, a complete space allocation profile can be prepared to document the following information: all rooms in the building; square footage; program and unit assignments and current use. A sample of the subform used to document space utilization for each room of a building is shown below:

The screenshot shows a software window titled "Space Allocation (Butterfield Center)". The window has a menu bar with "File", "Edit", and "Search". Below the menu bar is a toolbar with various icons. At the top right of the window are "Save" and "Cancel" buttons. The main area of the window contains the following fields and controls:

- Room No.:
- Description:
- Program:
- Unit:
- Dimensions: Length  Width
- Total Square Feet:
- Space Used?:  Yes  No
- If Patient Room, Add Beds:
- Table with 2 columns: Bed No. and Bed Type.

Bed No.	Bed Type
1	Regular
2	Regular
- 

At the bottom left of the window, there is a label "Room No.".

A space allocation form is compiled on each room of the building so that space utilization management profiles can be prepared, as needed, for ongoing analysis and reporting. In this manner, organizations are able to effectively manage their current operational space

resources as well as plan for future space allocation needs. In turn, the organization can update its strategic planning for capital improvements as well as annual operational plans related to safety, security, utilities, life-safety and emergency management.

The space allocation function of EM is also linked to a bed search and assignment function on the Program/Level of Care form that is included with the Service Delivery module. Emergency services and intake staff can use the bed search/assignment function to determine availability and location of beds, including special use beds, and then make an appropriate bed assignment if the patient is admitted.

Space utilization is also an important consideration in the organization's emergency management planning process in response to natural, non-intentional and intentional disasters. Detailed space planning is generally necessary as part of preparedness and response to disasters especially for organizations that provide inpatient and residential services. Space planning should address location of the command center, triage, communications, and supply areas and other key assignment areas. An automated space management program greatly facilitates this planning process.

TIER<sup>®</sup>'s drill downs and reports can be used to generate space allocation and utilization summaries and reports. Cost studies can also be prepared to be sure that space is appropriately assigned and utilized. In addition, planning reports can be prepared to cost out and support capital improvement projects as well as address JCAHO, CARF and COA accreditation requirements.

## **Conclusion**

The space allocation function of TIER<sup>®</sup>'s EM module is a viable support tool that can save organizations valuable staff time and financial resources particularly organizations that operate a large number of locations across a wide geographic area. Considering the current tight budgets and limited funding in the social service and behavioral health industries, modest saving of resources is appreciated and significant saving is most welcome.