HC STANDARD
REPORTING BED AVAILABILITY

- Access the web link for HC Standard at https://hc.ndhealth.gov.

- Enter the facility username and password.

- Hold the cursor over 'Workspaces' along the top of the screen.
    - Scroll to find facility name or type in facility name to narrow the search.

- Under 'Matrices' click on 'Facility Bed Availability – "Your Facility Name"'.

- Click on the pencil icon ✎ on the left to edit your data.

- Complete the bed tables as requested in the alert.
    - If the data has not changed click on the clock icon 🕒 to automatically update the date and time for that data point.

- Click 'Save' in the upper right-hand corner.

- Once the data has been saved, click on the ⚙ symbol in the upper right-hand corner and select 'Logout'.

The response goal is for data to be entered within 60 minutes of notification.

Please assure that your facility has a sufficient number of staff trained and designated to successfully enter data within the 60-minute time frame – 24/7/365.

For assistance please email: hcstandard@nd.gov or call 701-328-2270.