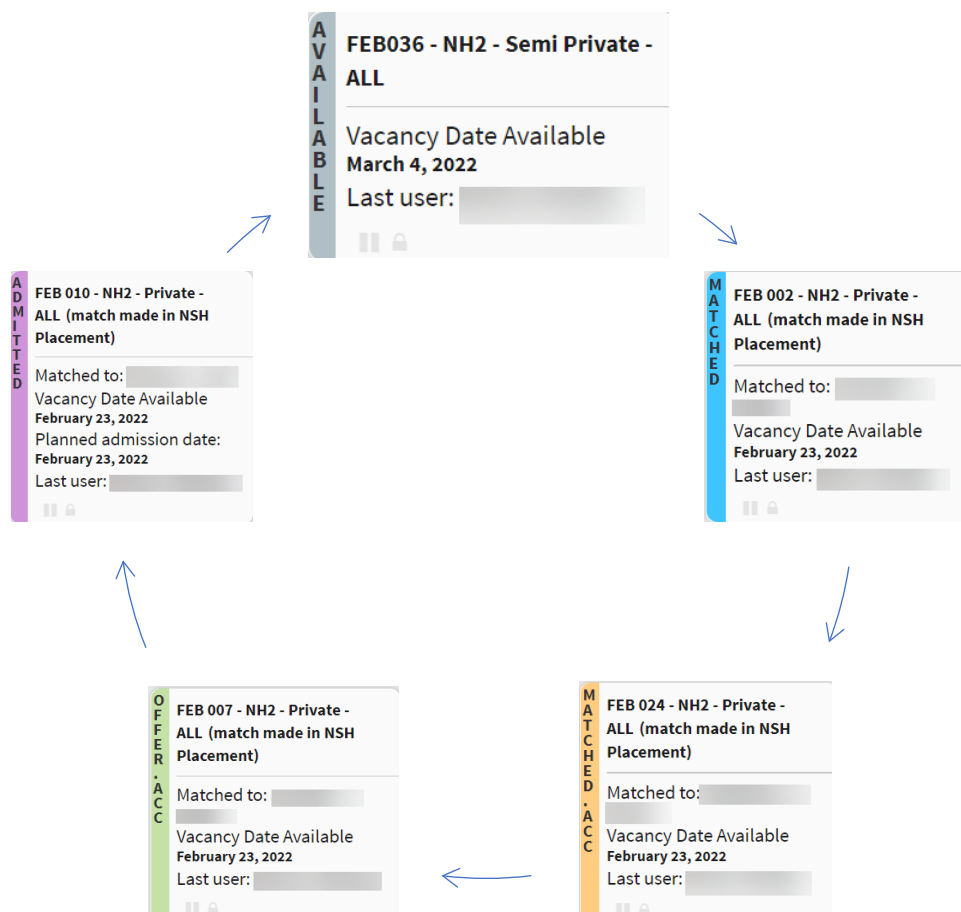# PathWays Pointers

"Viewing Vacancies and Matches"

This is a visual of the progression of a vacancy. Once a bed becomes available, the Provider begins the process by entering the discharge notice into PathWays.

AVAILABLE
FEB036 - NH2 - Semi Private - ALL

Vacancy Date Available
March 4, 2022
Last user:

ADMITTED
FEB 010 - NH2 - Private - ALL (match made in NSH Placement)

Matched to:
Vacancy Date Available
February 23, 2022
Planned admission date:
February 23, 2022
Last user:

MATCHED
FEB 002 - NH2 - Private - ALL (match made in NSH Placement)

Matched to:

Vacancy Date Available
February 23, 2022
Last user:

OFFER.ACC
FEB 007 - NH2 - Private - ALL (match made in NSH Placement)

Matched to:
Vacancy Date Available
February 23, 2022
Last user:

MATCHED.ACC
FEB 024 - NH2 - Private - ALL (match made in NSH Placement)

Matched to:
Vacancy Date Available
February 23, 2022
Last user:

1. **The Provider** enters a new vacancy into PathWays, with a date available. The corresponding tile is GREY. Bed vacancies are reported as open and available, *if* you are able to admit to that bed within the next 6 business days (M – F, 08:30-16:30), if not, close the bed temporarily.
2. Once a **Placement Coordinator** selects the next suitable match from the waitlist – they upload the individual's "package" (demographics, matching profile and uploaded files). The corresponding tile is now BLUE.
3. The **Provider** reviews the package and selects "Provider Accept". The corresponding tile is now ORANGE (alternatively if Provider selects "Refuse", tile will turn light pink).
4. The **Placement Coordinator** reviews with individual and family. They then enter a "Vacancy Offer Date". This accepts the match on behalf of individual. The corresponding tile is now GREEN.
5. The **Provider** now adds the facility proposed admission date. Tile remains GREEN, however Placement Coordinator will still receive an email notification.
6. On day of arrival to facility, individual is admitted by **Provider**. Final tile colour is VIOLET.