

Manage Substate Regions

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Important: As of the fall of 2016, the Department of Health and Human Services (HSS) suspended the HAvBED program. These features are still available in EMResource so you may continue to use them for data aggregation purposes.

You can create, edit, and/or delete substate regions from within your HAvBED settings.

To create a substate region

Creating a substate region includes specifying the resources to be affiliated with the region.

1. From any page, open the **Setup** menu in the main navigation bar and select **HAvBED**. The *HAvBED Report Schedule* page opens.
2. Click **Sub-State Regions** at the bottom of the page. The *Edit Sub-State Regions for (State)* page opens.
3. Click **Create New Sub-State Region**. The *Add Sub-State Regions for (State)* page opens. The page shows the resources that are not yet affiliated with any region.
4. Enter the region's **Name**.
5. If appropriate, enter the region's **HHS ID**.
6. Select the check boxes of the resources you want to affiliate with this new region.
7. Click **Save**. The edit page re-opens and your new substate region appears in the list.

To edit a substate region

1. From any page, open the **Setup** menu in the main navigation bar and select **HAvBED**. The *HAvBED Report Schedule* page opens.
2. Click **Sub-State Regions** at the bottom of the page. The *Edit Sub-State Regions for (State)* page opens.
3. Locate the region in the list and click its **Edit** button. The page shows the resources that are currently affiliated with the region as well as those that are not yet affiliated with any region.
4. If appropriate, in **Name** edit the region's name.
5. If appropriate, in **HHS ID** edit the region's ID.
6. To add a resource to this region, select its check box.
7. To remove a resource, clear its check box.
8. Click **Save**.

To delete a substate region

You can easily delete a substate region from within your HAvBED settings. When you do, the resources affiliated with the region are no longer associated with any substate region and are available to be added to another region.

Note: You cannot undo this operation. Therefore, be certain that you want to delete the substate region.

1. From any page, open the **Setup** menu in the main navigation bar and select **HAvBED**. The *HAvBED Report Schedule* page opens.
2. Click **Sub-State Regions** at the bottom of the page. The *Edit Sub-State Regions for (State)* page opens.
3. Locate the region in the list and click its **Delete** button. The *Confirm Delete* page opens.
4. Click **Delete**.

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