



Indiana State  
Department of Health

# LONG TERM CARE NEWSLETTER

**ISDH Long Term Care  
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**In Today's Issue:**

- Reporting of July 1 Bed Census Data

## July 1 Bed Census Data

To fulfill a new legislative mandate, the Indiana State Department of Health (ISDH) is requiring every comprehensive care facility to report its bed census data for July 1, 2015. The report must be the facility's actual census on July 1. The data must be reported to the ISDH no later than July 15, 2015.

In the recent legislative session, the Indiana General Assembly passed Senate Enrolled Act 460. A provision in the statute addresses the addition of beds in a county where the county's comprehensive care bed occupancy rate exceeds ninety percent (90%) as calculated by the ISDH on January 1 and July 1 of each year.

The ISDH currently does not collect bed census data specific to January 1 or July 1. Bed census data has been collected at the time of surveys but we do not have data for those specific dates. In order to be able to calculate occupancy rates, the ISDH will need to collect bed census data for those two dates each year.

The ISDH has established an online process for reporting the bed census data. The reporting will be through the online ISDH Gateway System. This is the same system that is currently used by facilities for obtaining surveys and reporting incidents. The facility administrator or designee must go online and log in to the system. The facility administrator will select the "survey report system" heading and then "bed census" for the facility. Attached is a [description with screen shots](#) of how to access the reporting tool.

The ISDH must obtain reports from every facility by July 15, 2015. The facility report must be for the facility's census on July 1. The ISDH can only calculate rates if it has data for every facility. If a facility fails to report its data, the ISDH will be contacting or visiting the facility to obtain the data. Once the ISDH has July 1 data for all facilities, the ISDH will complete and publish a bed occupancy report. The ISDH will continue to confirm census data during surveys.

The ISDH is also working on a variety of legislative reports and committees that are reviewing health care services and capacity. In order to provide that information, the ISDH is also requiring residential care facilities to provide bed census data for July 1, 2015.

Thank you for your assistance in completing the data reporting.