



Indiana State  
Department of Health

# LONG TERM CARE NEWSLETTER

**ISDH Long Term Care Newsletter**  
**Issue 2016-12**  
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Today's Issue:

- Bed Census Mandatory Reporting - July 1

## Bed Census Mandatory Reporting

All comprehensive and residential care facilities are required to report their actual bed census on January 1 and July 1 of each year. The bed census data is used to determine occupancy rates for each county in determining eligibility for licensing. This data is also important for disaster preparedness in being able to quickly identify counties and facilities with available beds.

The bed census is intended to include all licensed beds, both comprehensive and residential, in the facility including special units such as Alzheimer's/Dementia units or ventilator units. Census information should be reported through the online [ISDH Gateway System](#). The July 1 actual facility census must be submitted to ISDH on or before July 15.

The [Instructions for Bed Census Tracking Process](#) and [Bed Census Reporting Frequently Asked Questions](#) are available for assistance with reporting.