



# STATE OF ILLINOIS HEALTH FACILITIES AND SERVICES REVIEW BOARD

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## **FREQUENTLY ASKED QUESTIONS AND ANSWERS** **FOR HEALTH CARE FACILITIES**

### **INCREASING BED CAPACITY FOR COVID-19 PURPOSES**

- 1) How does a hospital or health care facility temporarily increase its bed capacity during the COVID-19 pandemic?

**Answer:** File an Emergency Preparedness Response Report within 30 days of a bed increase. The Emergency Response Report can be in the form of a letter and should include the following:

- The number of beds increased
- A detailed description of conditions necessitating the bed capacity increase
- The impact on normal admission activity
- The anticipated length of time the increase needed
- The prospective date when beds will be taken out of circulation
- The signature of a senior representative of the health care facility

- 2) Where should I send the Emergency Preparedness Response Report?

**Answer:** You should send your report to the Illinois Department of Public (IDPH) of with a copy to the Health Facilities and Services Review Board (HFSRB). Both agencies will track and record the information provided.

- 3) Does a hospital need pre-approval or prior authorization from the IDPH or HFSRB to increase its bed capacity during the COVID-19 pandemic?

**Answer:** No, a hospital or health care facility does not need a prior approval or authorization from the IDPH or HFSRB to increase its bed capacity during the COVID-19 pandemic.

- 4) Question: Does a hospital or health care facility need to notify IDPH and HFSRB after its bed capacity returns to normal?

**Answer:** Yes, within 30 days after the date normal capacity resumes, the hospital or health care facility should submit written notification to IDPH with a copy to HFSRB indicating the date that temporary bed capacity has been taken out of circulation.

### **TEMPORARY SUSPENSION OF A CATEGORY OF SERVICE OR FACILITY FOR COVID-19 PURPOSES**

- 5) Can a hospital or health care facility temporarily discontinue a category of service or discontinue its operations to use its beds for COVID-19 patients and COVID-19 purposes?

**Answer:** Yes, a hospital or health care facility can temporarily suspend or discontinue a category of service or temporarily suspend a facility's operations for COVID-19 purposes. This may be done to free additional beds for those being treated for COVID-19.

- 6) Does a hospital or health care facility need pre-approval or prior authorization from the HFSRB to temporarily discontinue a category of service or temporarily suspend a facility's operations to accommodate COVID-19 patients?

**Answer:** No, a hospital or health care facility does not need prior approval or authorization from IDPH or HFSRB.

- 7) What information should a hospital or health care facility provide to IDPH and HFSRB for a temporary suspension of a category of service or suspension of its operations?

**Answer:** A hospital or health care facility should provide notification that contains the information below if the suspension of is anticipated to **exceed** 30 days. If the suspension of a category of service or suspension of facility operations is expected to be less than 30 days, then notice is not required.

- Explanation of the reasons for the suspension
- Anticipation of when a return to usual service may start
- Timeline to re-open the service

Please note that progress reports must be filed every 30 days with HFSRB until the category of service resumes and must not exceed one year unless otherwise approved by HFSRB. The HFSRB will exercise discretion to make allowances or create flexible options for hospitals during the COVID-19 pandemic.

- 8) When should a hospital file its notice of a temporary suspension of a category of service or temporary suspension of its facility to accommodate COVID-19 patients?

**Answer:** Notice should be filed no later than 30 days after the suspension is first implemented.

- 9) When I file a notice or report for e temporarily suspending a category of service or suspending facility operations for COVID-19 purposes, do I need to contact both IDPH and the HFSRB?

**Answer:** Yes, you should send your notice or report to the IDPH with a copy to HFSRB so that both agencies are informed and aware of the changes you are making to address the COVID-19 pandemic.

- 10) Finally, could there be there other kinds of health care facilities besides hospitals that may need to temporarily increase its bed capacity or temporarily suspend a category of service or its operations to accommodate COVID-19 patients?

**Answer:** Yes, other health care facilities can include ambulatory surgical treatment centers, skilled or intermediate-care facilities licensed under the Nursing Home Care Act, kidney disease treatment centers or institutions used for the provision of major medical equipment used in the direct clinical diagnosis or treatment of patients. For a complete list of health care facilities please see the following link:

<http://www.ilga.gov/commission/jcar/admincode/077/077011300B02150R.html>

Should you have any questions, please send an email to Mike Constantino, Project Reviewer at IDPH at [mike.constantino@illinois.gov](mailto:mike.constantino@illinois.gov) **AND** Courtney Avery, Administrator for the HFSRB at [courtney.avery@illinois.gov](mailto:courtney.avery@illinois.gov)