

Health Facilities and Services Review Board
REPORTING and NOTIFICATION REQUIREMENTS
Temporary Suspension of Facility or Category of Service
AND
Changes in a Health Care Facility's Bed Capacity

In response to the COVID-19 pandemic, please adhere to the following information when temporarily suspending a health care facility, category of service or making any changes in bed capacity under the jurisdiction of the Illinois Health Facilities and Services Review Board (HFSRB).

Please note that HFSRB pre-approval is not required for the following during the COVID-19 pandemic.

Pursuant to 77 Illinois Administrative Code 1130.240 - Reporting and Notification Requirements:

Subsection d) – Temporary Suspension of Facility or Category of Service

A health care facility that temporarily suspends a health care facility or category of service shall file notice to HFSRB of the temporary suspension that is anticipated to **EXCEED 30 DAYS**. The notification shall be filed with HFSRB **NO LATER THAN 30 DAYS after the suspension**.

The notification shall include the following information:

- Explanation of the reasons for the suspension
- Efforts being made to correct the circumstance
- Timeline to re-open the service

NOTE: Reports must be filed every 30 days until the services resume and must not exceed one year unless otherwise approved by HFSRB.

Subsection f) 4) – Changes in a Health Care Facility's Bed Capacity; Emergency Prepared Response Report

A health care facility that temporarily increases bed capacity to accommodate extraordinary needs due to pandemic events shall submit written notification of the increase to HFSRB **within 30 days** after the bed increase decision.

The notification shall include the following information:

- 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
- Indication the prospective date when beds will be taken out of circulation
- The signature of a senior representative of the health care facility

NOTE: Within **30 days** after the date normal capacity resumes, the facility shall submit written notification to HFSRB, indicating the date that the temporary bed capacity has been taken out of circulation.

Should you have any questions, please send an email to Mike Constantino at mike.constantino@illinois.gov AND Courtney Avery at courtney.avery@illinois.gov