

**218.23 Reports to director.**

The superintendent of an institution shall, within ten days after the commitment or entrance of a person to the institution, cause a true copy of the person's entrance record to be made and forwarded to the director or the director's designee. When a resident leaves, or is discharged or transferred from, or dies in an institution, the superintendent or person in charge shall within ten days after that date send the information to the director or the director's designee on forms which the director prescribes.

[S13, §2727-a22; C24, 27, 31, 35, 39, §3306; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §218.23]

[83 Acts, ch 96, §159, 160; 2000 Acts, ch 1112, §12; 2023 Acts, ch 19, §370](#)