

481—66.3 (83GA,SF484) Occupancy reports. See rule 481—66.1(83GA,SF484) for the definition of “known.”

66.3(1) Each boarding home shall file an occupancy report annually with the department.

a. For new boarding home registrations, an occupancy report shall be filed along with the initial statement of registration. The occupancy report that accompanies the initial statement of registration shall provide information as of the last day of the preceding month.

b. After the initial registration, registrants shall submit a completed occupancy report by January 31 of each year with information current as of December 31 of the preceding year.

66.3(2) The occupancy report may be submitted electronically via an Internet-based system; by mail to the Department of Inspections and Appeals, Health Facilities Division, Lucas State Office Building, Third Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0083; or by fax to (515)242-5022.

66.3(3) The owner or lessee shall include, at a minimum, the following information on the occupancy report. If the owner or lessee is unable to answer the question because the owner or lessee does not have such information, the owner or lessee shall indicate such on the report.

- a.* Current number of rooms occupied;
- b.* Current number of tenants residing in the boarding home;
- c.* If applicable, date of last fire inspection and any deficiencies noted and how such deficiencies have been corrected;
- d.* If known, the number of tenants receiving Medicaid;
- e.* If known, the number of tenants receiving food assistance benefits (EBT cards);
- f.* If known, the number of tenants receiving other types of state assistance and the types of state assistance received;
- g.* Types of services provided or arranged by the owner, lessee, manager or an affiliated person or entity; frequency of services by type; and the name and contact information of the person or entity providing or arranging such services;
- h.* Any assistance or supervision provided to tenants by the owner, lessee or manager;
- i.* Method of rent payments, such as cash, check, or state assistance; and
- j.* If known, the number of tenants with a power of attorney, guardian or conservator.