**Section 265.2500 Reports**

a) Each birth center shall submit reports pursuant to Section 35(6) of the Act and any other reports containing pertinent data required by the Department to effectively evaluate the program.

b) The birth center shall comply with the requirements of the Control of Communicable Diseases Code for reporting communicable diseases.

c) The following incidents shall be reported to the Department in writing, by mail or fax, within five calendar days after the occurrence, to the Division of Health Care Facilities and Programs, 525 West Jefferson St., Springfield, Illinois 62761, or fax 217-782-0382.

1) A death of a mother, infant, or fetus during the course of labor occurring in the birth center; and

2) A death of a mother or infant within 24 hours after discharge from the center or transfer to a hospital.

d) The birth center shall comply with the laws of the State, the Vital Records Act, and the Vital Records Code in preparing and filing birth, stillbirth, and death certificates.

e) The birth center shall notify the Department of any incident that had a significant effect on the health, safety or welfare of a client or clients.

f) Incidents or accidents that affect the health, safety or welfare of a group of clients or all clients in the birth center and that require a response by the fire department, police department or local emergency services agency shall be reported to the Department. These include, but are not limited to, fire, power outage, loss of water supply or building damage resulting from severe weather.

g) Notification shall be made by a phone call to the Division of Health Care Facilities and Programs within 24 hours after each reportable incident or accident. If the facility is unable to contact the Division of Health Care Facilities and Programs, notification shall be made by a phone call to the Department's toll-free complaint registry number. The birth center shall send a narrative summary of each accident or incident occurrence that has a significant effect on the health, safety or welfare of a resident or group of clients or all clients to the Department within seven days after the occurrence.

h) A descriptive summary of each reportable incident or accident shall be recorded in the progress notes or nurse's notes for each client affected.

i) The facility shall maintain a file of all written reports of reportable incidents or accidents affecting clients. A facility is not required to report an incident or accident that causes no harm to a client.