**Section 1260.50 Reporting of Data**

a) Each hospital will be provided with the current calculated bed capacity by service. For each service, the facility may report the number of beds it designates as reserve or operational beds. The total of reserve beds and operational beds reported must equal the calculated capacity. Facilities which have reported reserve and operational beds may revise the number of operational and reserved beds at any time by providing written notice to the Chairman or the Executive Secretary of the Illinois Health Facilities Planning Board at the State Board's headquarters located at 535 West Jefferson St., Springfield, Illinois 62761.

b) The Agency will request on the Annual Hospital Questionnaire distributed by the Department of Public Health's Health Information and Evaluation Division that hospitals report the peak census for the year by service and the number of times during the year the facility's census exceeded the operational capacity.