

## ILLINOIS

### Overview

The State of Illinois does not require licensing or certification for adult day care providers. The Department on Aging Community Care Program (CCP) funded by state general revenue and the Medicaid Waiver provides services designed to prevent premature and unnecessary institutionalization to individuals over 60 years of age who are determined eligible to receive such services. The regulations for CCP, as stated in the *Administrative Code*, require all adult day services (ADS) providers to comply with the applicable local and state building, fire, health, and safety codes and standards in addition to specific accessibility and environmental barrier codes, and food service sanitation and vehicle codes. There are no provisions for adult day care other than those stated in the *Administrative Code* for the CCP, which are detailed in this profile.

### Licensure and Certification Requirements

Licensure Only <input type="checkbox"/>	Certification Only <input type="checkbox"/>	Both Required <input type="checkbox"/>	Other <input checked="" type="checkbox"/> CCP providers must follow CCP rules to offer ADS
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### Definitions

**Adult day service** is the direct care and supervision of adults 60 years of age and over in a community-based setting for the purpose of providing personal attention and promoting social, physical, and emotional well-being in a structured setting.

### Parameters for Who Can Be Served

Other than the general parameters included in the definition (above), none are specified.

### Inspection and Monitoring

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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The Department shall have the authority to conduct performance reviews of a contracted provider agency at any time during the course of the provider's contract period. The Provider Performance Review consists of reviewing a sample of client and employee files to evaluate provider compliance with administrative rules; ensure adherence to the policies and procedures established by the Department and the ADS provider; and ensure that Request for Proposal provider requirements are met or exceeded.

### Required and Optional Services

	Adult Day Services	
	Required	Optional
Activities of Daily Living (ADL) Assistance	X	
Health Education and Counseling	X	
Health Monitoring/Health-Related Services	X	
Medication Administration	X	
Nursing Services	X	
Physical Therapy, Occupational Therapy, or Speech Therapy		X
Skilled Nursing Services		X
Social Services	X	
Transportation	X	

**ILLINOIS (continued)**

### Provisions Regarding Medications

An ADS provider shall have on file and utilize written procedures to manage storage and administration of medications, including ensuring that prescribed medication is administered by an appropriately licensed professional to those ADS clients who are unable to self-administer medications; and that judgment of a client's inability to self-administer medications shall be documented by a physician's order or the Case Coordination Unit plan of care and/or the ADS plan of care by the program nurse.

### Provisions for Groups with Special Needs

Dementia <input type="checkbox"/>	Mental Retardation/ Developmental Disabilities <input type="checkbox"/>	Other <input type="checkbox"/>
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### Staffing Requirements

**Type of staff.** A separate and identifiable staff person must be designated for sole use by the ADS program. Each ADS provider shall have adequate personnel in number and skill (a minimum of two staff persons) at the ADS site to provide for program and fiscal administration; nursing and personal care services; nutritional services; planned therapeutic/recreational activities; and provision or arrangement of transportation to and from the ADS site.

The *program coordinator/director* may perform the responsibilities of an *ADS program administrator*, and must be on duty full time when clients are in attendance or have a qualified substitute.

A *program nurse* must be on duty at least one-half of a full-time equivalent (FTE) work period when clients are in attendance, either as staff or on a contractual basis. With written Department approval, the responsibilities of a program nurse may be performed by the program coordinator/director or administrator, in which case that person must be full time and must meet the qualifications for a program nurse and fulfill responsibilities for all assigned positions.

*Nutrition staff* shall include: (1) at least one staff person who meets the food service sanitation guidelines issued by the Department of Public Health; and (2) a nutrition consultant/dietitian, either paid or in-kind, who shall be a registered member of the American Dietetic Association with experience in an agency setting.

Drivers of ADS vehicles that transport clients, and at least two ADS program staff, shall be certified in cardiopulmonary resuscitation and trained in first aid, and at least one of such trained staff shall be on-site when clients are present.

The ADS team consisting of program coordinator/director and program nurse may include other staff at the option of the program coordinator/director.

**Staffing ratios.** The minimum ratio of full-time staff (qualified ADS staff, trained volunteers, or substitutes) or FTE staff present at the ADS site to clients, when clients are in attendance, shall be: two staff for every 1-12 clients; three staff for 13-20 clients; four staff for 21-28 clients; with one additional staff person for each seven additional clients. Fifty percent or more of a staff member's time shall be spent in on-site direct service or supervision on behalf of one or more clients in order to be considered in the ratio.

### Training Requirements

Each ADS employee shall have initial training totaling a minimum of 12 hours face-to-face training within the first week of employment (exclusive of orientation). A worker may be exempted from initial training by the provider if the worker has had previous documented training equivalent to 12 hours, with another CCP contracted agency, or in a related field, within the past two years prior to this employment or holds a CNA, RN, LPN, BA, BS, BSW, or higher degree. A minimum of 12 hours continuing education per year shall be mandatory for all ADS employees.

**ILLINOIS (continued)**

<b>Relevant Medicaid Contracting Requirements for ADS Providers</b>
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There are no additional Medicaid requirements for ADS providers. The CCP requires all providers to adhere to the same rules and regulations irrespective of funding sources.
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<b>Location of Licensing, Certification, or Other Requirements</b>
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| 1. <a href="http://www.ilga.gov/commission/jcar/admincode/089/08900240sections.html">http://www.ilga.gov/commission/jcar/admincode/089/08900240sections.html</a> |
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<b>Citations</b>
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| 1. <i>Administrative Code</i> (Title 89: Social Services, Chapter II: Illinois Department on Aging, Part 240-- Community Care). Joint Committee on Administrative Rules. [Effective 5/21/2004] |
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# **ADULT DAY SERVICES: A Key Community Service For Older Adults**

## **Files Available for This Report**

### Main Report

HTML <http://aspe.hhs.gov/daltcp/reports/2006/keyADS.htm>

PDF <http://aspe.hhs.gov/daltcp/reports/2006/keyADS.pdf>

Each state's regulatory summary (from Appendix B) can also be viewed separately at:

Georgia <http://aspe.hhs.gov/daltcp/reports/2006/keyADL-GA.pdf>

Illinois <http://aspe.hhs.gov/daltcp/reports/2006/keyADL-IL.pdf>

Maryland <http://aspe.hhs.gov/daltcp/reports/2006/keyADL-MD.pdf>

North Carolina <http://aspe.hhs.gov/daltcp/reports/2006/keyADL-NC.pdf>

Washington <http://aspe.hhs.gov/daltcp/reports/2006/keyADL-WA.pdf>