**Section 115.540 Department Approval of Host Family Services**

a) Any CILA agency desiring to provide host family services must meet the following requirements:

1) Demonstrate knowledge and experience in the provision of such services;

2) Provide shift-staff services under the CILA program for the past two consecutive years;

3) Achieve a compliance Level of 1 or 2 during the most recent CILA licensure survey process.

b) An interview and record review process may also be used to determine the ability of the agency to provide host family services.

c) The CILA agency shall seek and obtain prior Department approval for all host family arrangements before service implementation.

1) During this prior approval process, the CILA agency shall submit materials and information regarding, but not limited to, the following:

A) Number and characteristics of individuals living in and routinely visiting (as defined in Section 115.560(b) the residence;

B) Physical layout and other characteristics of the residence and the surrounding neighborhood;

C) Legal address of the residence;

D) Description of the needs of the individuals to be served;

E) Personal Plans and Implementation Strategies;

F) Information as listed in Section 115.590(a)(4) through (a)(9) and (a)(11); and

G) Proposed arrangements for relief services.

2) The CILA agency shall assist the Department as needed in conducting site visits of each proposed host family residence during the prior approval process.

d) Parents, other relatives, and legal guardians may not provide host family services.

e) The CILA agency must report to DDD and BALC changes in the host family arrangements that impact the lives of the individuals with developmental disabilities. The CILA agency shall seek and obtain the Department's approval to continue services in the event of such changes in host family arrangements subsequent to service implementation. These changes may include, but are not limited to:

1) Movement to a new residential location;

2) Changes in the makeup of the household;

3) Changes in the working arrangements of the host family; and

4) Significant changes in the needs of the individuals with developmental disabilities.

(Source: Amended at 47 Ill. Reg. 8485, effective May 31, 2023)