**Section 240.1560 Adult Day Service Staff**

a) The following staff qualifications shall be required throughout the term of the contract of all adult day service providers (with specified exceptions):

1) An Adult Day Service Program Administrator shall:

A) Meet the following qualifications:

i) have a bachelor's degree in a health or human services or related field (including social or health sciences, public administration or physical education) or be a Registered Nurse or Health Services Administrator; or

ii) demonstrate two years of progressively responsible supervisory experience in a program serving the elderly for each year of education being replaced (up to 4) in the disciplines defined in subsection (a)(1)(A)(i).

B) The responsibilities of the Administrator may be performed by the Program Coordinator/Director. If the Administrator's function is also performed by the Program Coordinator/Director, only the qualification requirements for Program Coordinator/Director apply.

2) An Adult Day Service Program Coordinator/Director shall:

A) Meet the following qualifications:

i) have a bachelor's degree in health or human services, social or health sciences, physical education, or related field;

ii) be a Registered Nurse; or

iii) demonstrate two years of progressively responsible supervisory experience in a program serving the elderly for each year of education being replaced (up to four) in the disciplines defined in subsection (a)(2)(A)(i).

B) Be on duty full time when participants are in attendance or have a qualified substitute (meets or exceeds the qualifications set out in subsection (a)(2)(A)(i) through (iii)).

3) A program nurse shall be:

A) a RN or LPN under the supervision of a RN (RN may be contractual and must meet with the LPN at least monthly to review person-centered plans of care and medication administration records, and be available to provide direction as needed);

B) on duty at least one-half of a full-time (FTE) work period each day when participants are in attendance, either as staff or on a contractual basis; and

C) full time, if also serving as the Program Administrator or Program Coordinator/Director, and shall meet the qualifications for a program nurse and fulfill responsibilities for all assigned positions.

4) A transportation Driver/Escort (provider employed or contractual) for those adult day service providers who provide the transportation service component shall:

A) meet all applicable requirements of the Illinois Vehicle Code [625 ILCS 5];

B) be certified in CPR and trained in first aid; and

C) have the appropriate driver's license or endorsements based upon the size and type of the vehicle being driven.

5) Nutrition Staff:

A) Nutrition staff (provider employed or contractual) shall include:

i) at least one staff person who meets the requirements of the Food Service Sanitation Code (77 Ill. Adm. Code 750).

ii) a Nutrition Consultant/Dietitian, either paid or in-kind, who shall be licensed by the Department of Financial and Professional Regulation with experience in an agency setting and who shall approve menus for adult day service providers to meet requirements stated in subsection (a)(5)(B).

B) The nutrition staff is responsible for providing daily meals meeting requirements specified in Section 240.230(a)(5).

b) The following optional staff, either contractual or employed by an adult day service provider, shall meet the specified qualifications:

1) A social service worker shall:

A) be under the direction of the Program Coordinator/Director;

B) possess a Bachelor's degree in Social Work or a related field and have at least one year's work experience, preferably with programs for the elderly and disabled; and

C) if the social service worker function is performed by the Program Administrator or Program Coordinator/Director, that person must be full time, and must meet the qualifications for a social worker and fulfill responsibilities for all assigned positions.

2) Program assistants shall have a high school diploma or general education diploma, or two years of prior documented experience working in programs for the elderly, or demonstrate continued progress towards meeting the educational requirement of a general education diploma by current registration and evidence of successful completion of course work.

3) A medical consultant shall be a physician with an active license.

4) A rehabilitation consultant shall be licensed, registered or certified by the Department of Financial and Professional Regulation in a discipline that relates to rehabilitation.

c) The following requirements shall apply to substitutes for staff positions and/or regularly scheduled volunteers/students/student interns utilized by an adult day service provider:

1) the adult day service provider shall have on file information documenting the same personal, health, administrative and professional qualifications for substitutes as are required of staff for whom they act as substitutes;

2) persons agreeing to be available as substitutes or for use in emergencies shall sign a written statement kept on file at the adult day service site, certifying to their availability and agreement to serve in the particular capacity. The file of each person serving in this capacity shall contain such a statement for each calendar year of availability;

3) volunteers/students/student interns shall complete an application indicating their reason for participation in the program and special skills;

4) volunteers/students/student interns may serve in any capacity for which they are qualified (refer to subsection (c)(1));

5) substitutes and volunteers/students/student interns shall be supervised by the staff person supervising the function to which the volunteer or substitute is assigned;

6) substitutes and volunteers/students/student interns who are not used to meet program requirements are exempt from pre-service and in-service training requirements.

(Source: Amended at 48 Ill. Reg. 11053, effective July 16, 2024)