**Section 115.460 Cessation of Operations**

a) If, at any time, an agency determines that it will terminate operation as a licensed CILA agency, it shall notify the Department of its decision at least 60 days prior to the date of termination. Agencies can only cease operations in less than 60 days with written approval from the Department.

b) Said notice shall be given to the Department, to service providers working with all affected individuals, to any individual who must be transferred or discharged, to the individual's guardian, and to a member of the individual's family, when applicable.

c) The notice shall state the proposed date for cessation and the reason.

d) The agency shall assist individuals in securing alternative services and shall advise individuals on available alternatives.

e) The agency shall be responsible for services to individuals until cessation of operation as a licensed CILA agency occurs and shall work cooperatively with the Department and ISC agency in efforts to secure and transition individuals to alternative services. This includes, but is not limited to, supplying records and other documents, supplying the individual's personal items, and conferencing with prospective agencies regarding individual's care.

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