**Section 115.590 Minimum CILA Agency/Caregiver Contract Requirements**

a) All independent contractors or caregivers shall provide services in compliance with a contract or signed agreement made with the CILA agency. The contract or signed agreement shall include, at a minimum, the following provisions:

1) Names of the caregivers and all other individuals residing in the home.

2) Names of the individuals served.

3) Legal address and phone number of the residence.

4) Signed assurance of compliance with all applicable federal and State rules and regulations.

5) Description and documentation of training of the primary caregivers.

6) Detailed description of how the home will be monitored by the CILA agency and related entities, including assurance of the host family's compliance with investigations of the Department's Office of the Inspector General, Centers for Medicare & Medicaid Services, Department of Healthcare and Family Services, DHS, and the CILA agency.

7) Description of how the transportation needs of the individual will be met.

8) Description of the expected daily schedule of the individuals and caregivers.

9) Indication of participation in the development and/or review of the individual's Personal Plan and Implementation Strategy and how ongoing documentation of service delivery will occur.

10) Description of relief services, including number per month, arrangements for relief services, requests for additional relief services, and responsibility to take relief time.

11) How documentation of the individual's financial resources will occur.

12) If the primary caregiver is employed outside the home, information relative to the outside employment, including:

A) The CILA agency’s approval of outside employment for the caregiver;

B) Employer's name, address, and phone number;

C) Employer's type of business;

D) Hours caregiver will be working in this employment;

E) Name, address, and phone number of the authorized substitute caregiver who will provide care in the absence of the primary caregiver; and

F) Copy of the documentation of training of the substitute caregiver.

13) Other information as determined by the individual receiving services and their family/guardian, the host family caregiver, the CILA agency, and the Department.

b) Additional staff support

1) In exceptional circumstances, the Department may require CILA agencies to utilize shift staff support in addition to the services provided by the host family. These exceptional circumstances may include, but are not limited to, the following:

A) Residences serving more than two individuals, per approval of a waiver by the Department;

B) Transitional periods during initial service implementation;

C) Circumstances in which individuals are experiencing serious maladaptive behaviors;

D) Circumstances in which individuals are experiencing serious medical issues;

E) Situations in which host families are experiencing transitional or crisis periods; and

F) CILA agencies under sanction by the Department.

2) Other staff coverage may be determined by the agency, DHS, and the contractor (as applicable), as guided by the individual's needs, and following the agency's quality assurance plan for service delivery.

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