**Section 280.4010 Licensure of Hospice Residences**

a) *The number of licensed hospice residences shall not exceed* 48*.* (Section 9(c)(9) of the Act)

b) An applicant shall submit a hospice residence license certificate application on forms provided by the Department. The application shall be made under oath and shall contain the following information:

1) All information required by Section 280.1020(a)(1) through (15);

2) Proposed staffing;

3) Documentation of a needs assessment and cost analysis of the establishment, licensing and maintenance of the proposed facility; and

4) Documentation of approval by the governing body of the applying licensed hospice program to proceed with application; commitment to expend necessary funds for application and completion of the project; and assignment of responsibility for moving forward with the application/implementation.

c) An application for licensure as a hospice residence shall be accompanied by a fee of $500.

d) Upon receipt and review of a complete application for licensure, the Department will award license certificates to applicants who meet the requirements in Section 280.4015, in the following geographic areas, in the order in which completed applications are received by the Department:

1) *16 hospice residences located in counties with a population of 700,000 or more*;

2) *16 hospice residences located in counties with a population of 200,000 or more but less than 700,000*; and

3) *16 hospice residences located in counties with a population of less than 200,000*. (Section 9(c)(9) of the Act)

e) A license certificate shall be valid for two years from the date of issuance and may be renewed by the Department for an additional year, for a total of three years. Renewal of the license certificate for a third year will be based on but not limited to, submittal of the following information:

1) Documentation of the obligation of funds for the applicant residence project by the hospice residence organization;

2) Letting of contracts for construction, purchase or renovation of physical space to be licensed as a hospice residence;

3) Architectural or construction certifications as to the percentage of completion of the hospice residence project; and

4) For buildings owned by the full hospice, the name, address, telephone number, occupation, and percentage of direct or indirect financial interest of five percent or more in the legal entity that owns the building or proposed building. For leased buildings, the name, address and telephone numbers.

f) By the end of the third year, any license certificate not converted to a full license will be void.

g) The Department will issue available license certificates to the next complete, geographically appropriate applicant, in the order received by the Department.

h) Upon receipt of the completed application and notification by the hospice residence applicant that the facility is complete and ready for licensure, the Department will conduct an inspection to determine compliance with the Act and this Part.

i) If the hospice residence is found to be in substantial compliance with the Act and this Part, the Department will issue a license that expires on the same date as the comprehensive or volunteer hospice program license.

1) The license is not transferable; it is issued to the licensee and for the specific location; and

2) The license will become automatically void and shall be returned to the Department if a hospice residence's comprehensive or volunteer license is revoked, not renewed, relinquished, denied, forfeited or suspended.

j) An application for license renewal shall be filed with the Department 60 days prior to the expiration of the license, on forms provided by the Department.

1) The renewal application shall comply with the requirements of subsections (b) and (c).

2) A letter from the Office of the State Fire Marshal shall accompany the application certifying that the hospice residence physical plant meets the provisions of Section 280.4040.

3) Pursuant to Section 10-65 of the Illinois Administrative Procedure Act, licensees who are individuals are subject to denial of renewal of licensure if the individual is more than 30 days delinquent in complying with a child support order.

4) Upon receipt and review of a complete application for license renewal, the Department will conduct a survey. The Department will renew the license in accordance with subsection (i).

(Source: Amended at 48 Ill. Reg. 2531, effective January 30, 2024)