**Section 280.4015 Hospice Residence Application and Approval Review Criteria**

a) Applications received for a hospice residence license will be reviewed by the Department. Applicants for a hospice residence license will have 30 days following notification of the receipt of their application by the Department to amend the application or provide additional supporting documentation during the review process. The application as submitted to the Department shall serve as the basis for all standard and prioritization evaluations.

b) The Department will review applications and award license certificates to applicants as applications are received.

c) To be eligible for issuance of a license certificate, an applicant shall meet the following criteria:

1) Proposed Residence Location/Facility

The proposal shall be evaluated for compliance with the following definition:

A) *"Hospice Residence" means a separately licensed home, apartment building, or similar building providing living quarters:*

i) *That is owned or operated by a person licensed to operate as a comprehensive hospice; and*

ii) *At which hospice services are provided to facility residents.*

B) *A building that is licensed under the Hospital Licensing Act, the Nursing Home Care Act, the Specialized Mental Health Rehabilitation Act of 2013, the ID/DD Community Care Act, or the MC/DD Act is not a hospice residence.* (Section 3(g-1) of the Act)

2) Application Completeness

All required information for application, as listed in subsection 280.4010(b)(1) through (4), shall be in the application submission, including, but not limited to, appropriate signatures, attestations, oaths, dates and fees.

3) Documentation of completed Needs Assessment and Cost Analysis

The application shall document that an assessment of the need for the hospice residence services and an analysis of the costs involved in the establishment, licensing and maintenance of a hospice residence have been conducted and reviewed for the proposed application. The documentation submitted shall demonstrate the criteria used and results of the assessments.

4) Documentation of approval for application by the applicant hospice's governing body

The application shall document that the proposed residence application has been thoroughly reviewed, discussed and approved by the governing body of the licensed hospice program applying for the residence license. "Approval" is defined as an official motion by the governing body to proceed with the application; commitment by the organization to expend the necessary funds for application and completion of the project; and assignment of responsibility for moving forward with the application and implementation of the project.

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