**Section 2060.203 Off-Site** **Delivery of** **Services**

a) Licensure shall be facility specific; however, treatment or intervention services may be offered off-site when good cause is established by the organization for an exception to be granted by the Department in accordance with Section 2060.303 of this Part and the criteria outlined in subsection (d) of this Section.

b) The exception process for off-site delivery of services shall not be required for:

1) patient or client emergency situations;

2) services delivered in schools, hospitals or facilities or offices owned or operated by the State of Illinois or any local governmental entity, with the exception of Illinois Department of Corrections facilities and city or county operated jails and detention centers;

3) court ordered service to an individual in jail;

4) early intervention services; or

5) case management services.

However, in such cases, the rationale and location for the provision of the off-site service shall be documented in the patient record and any patient record utilized or stored at the off-site location shall be done so in accordance with the provisions specified in Section 2060.319 of this Part.

c) In order to receive an exception for off-site services the licensed organization shall submit a request to the Department at least 30 calendar days prior to the anticipated provision of such services. The request shall include the following:

1) the legal name, address and telephone number of the off-site location;

2) the services that will be provided at the off-site location;

3) the days of the week and hours when each service will be provided;

4) the legal name, address, telephone number and license number of the organization that will operate and provide supervision for the services;

5) the names of professional staff who will provide the services;

6) the reason for the provision of services at the off-site location; and

7) the numbers of individuals to be served.

d) In determining whether the provision of off-site service shall be allowed, the Department shall consider, but not be limited to, appropriate factors such as:

1) the ability to provide the environment required for the level of care;

2) the gravity of the reason that service at the licensed location is not acceptable (transportation requirements, sickness, etc.);

3) availability of necessary support functions at the off-site location;

4) ability to provide professional environment at the off-site location;

5) physical safety of the patient; and

6) compliance with applicable State and federal regulations.

e) The Department shall also be notified of any change in the provision of off-site services at least 10 calendar days prior to any change in such services.

f) Failure to report such information to the Department shall result in the unlicensed practice of services at such locations.

(Source: Amended at 25 Ill. Reg. 11063, effective August 14, 2001)