The completed application and appropriate attachments, accompanied by the required license fee made payable to the Illinois Department of Public Health (check or money order), should be sent to:

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
HEALTH CARE FACILITIES AND PROGRAMS SECTION
525 W. JEFFERSON ST., FOURTH FLOOR
SPRINGFIELD, IL 62761-0001

Please enclose the completed application and appropriate attachments, accompanied by the required licensing fee:
$ 25 license fee for single home health license
$1,500 license fee for home nursing agency
$1,500 license fee for home services agency
$ 500 license fee for home nursing placement agency
$ 500 license fee for home services placement agency

DUE DATE IS 60 DAYS PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE

NOTE: Please retain a copy of the application for future reference.

IF YOU DO NOT TYPE THE APPLICATION USING ADOBE AND CHOOSE TO COMPLETE THE APPLICATION IN WRITING, **BE SURE TO MAKE NOTE OF DROP-DOWN BOXES TO PROPERLY COMPLETE THE APPLICATION.**

THIS PAGE IS PART OF THE APPLICATION AND MUST BE FILLED OUT WHERE NECESSARY. PLEASE CHECK ALL APPLICABLE AGENCY TYPES FOR WHICH YOU ARE SUBMITTING AN APPLICATION.

IMPORTANT NOTICE: Pursuant to the Home Health Agency Licensing Act (210 ILCS 55/1 et seq.) and the rules and regulations of the Illinois Department of Public Health, titled "Home Health, Home Services and Home Nursing Agency Code" (77 Ill. Adm. Code 245), this state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under the act and the attendant rules. **Disclosure of this information is mandatory**. This form has been approved by the Forms Management Center.

CHECK THE TYPE OF AGENCY THIS APPLICATION IS BEING COMPLETED FOR. COMPLETE ONLY THE PAGES LISTED NEXT TO THE AGENCY TYPE. FAILURE TO COMPLETE ONLY THE REQUIRED PAGES COULD RESULT IN A DELAY IN PROCESSING THE APPLICATION AND ISSUANCE OF THE LICENSE.

- ☐ Home Health Agency (complete pages 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25)
- ☐ Home Services Agency (complete pages 2, 3, 4, 5, 6, 8, 9, 11, 13, 15, 26, 27, 28)
- ☐ Home Nursing Agency (complete pages 2, 3, 4, 5, 6, 8, 9, 11, 13, 15, 26, 27, 28)
- ☐ Home Nursing Placement Agency (complete pages 2, 3, 4, 5, 6, 8, 9, 11, 14, 15, 26, 27, 28)
- ☐ Home Services Placement Agency (complete pages 2, 3, 4, 5, 6, 8, 9,11, 14, 15, 26, 27, 28)

FOR OFFICE USE ONLY

License Number _____

License Number _____

License Number _____

State of Illinois
Illinois Department of Public Health

Home Health, Home Services, Home Nursing Agency
Renewal/Change of Ownership Licensure Application

☐ Renewal

License Expiration Date _____ License Number _____

☐ Change of Ownership

Medicare Number _____ License Number _____

License Number _____

IMPORTANT NOTICE - Pursuant to the Home Health Agency Licensing Act (210 ILCS 55/1 et seq.) and the rules and regulations of the Illinois Department of Public Health, titled "Home Health, Home Service and Home Nursing Agency Code" (77 Ill. Adm. Code 245), this state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under the act and the attendant rules. Disclosure of this information is mandatory. This form has been approved by the Forms Management Center.

GENERAL INFORMATION

Agency Name and Address

Agency Name _____ Agency Phone _____

_____ Agency Fax _____

Address _____ Business Hours _____ a.m. to _____ p.m.

City _____ Days of the Week _____

State _____ ZIP Code _____ E-mail Address _____

Facility Address **(If agency's physical location is <u>different</u> from the mailing address above.)**

Address _____

City _____ State _____ ZIP Code _____

Illinois County of Agency _____

Fiscal Period (i.e. Month/Day) _____ to Month/Day _____

AFFIDAVIT OF AGREEMENT

The data contained in this application has been reviewed by me and is accurate to the best of my knowledge. I will comply with all rules and regulations governing the licensing of this agency.

_____ _____

Signature Agency Administrator/Agency Manager (ORIGINAL ONLY) Date Signed

_____ _____

Name of Agency Administrator/Agency Manager Administrator's Title

Contact Person

_____ _____

Name of Contact Person Phone Number

State of Illinois
Illinois Department of Public Health

Home Health, Home Services, Home Nursing Agency
Renewal/Change of Ownership Licensure Application

BRANCH OFFICE INFORMATION

Does your agency maintain branch offices? ○ Yes ○ No

If yes, list the location of each branch office.

Address/City	County	ZIP Code	Phone Number	Date Branch Location Approved*

*Is this a change in information from the previous year's application? ○ Yes ○ No

OWNERSHIP

Did the type of organization change from previous year's application? ○ Yes ○ No

Select one TYPE OF ORGANIZATION from the **drop down list** that corresponds to the type of agency you have.

(CHOOSE ONE TYPE)

GOVERNMENTAL _____ NON-PROFIT _____ PROPRIETARY _____

***RA - Registered agency required, see below**.

****Note: If organization is a sole proprietorship, the declaration on Page 13 must be completed.**

AGENCY INFORMATION

Name of Legal Owner _____

Street Address _____

City _____ State _____ ZIP Code _____

Phone Number _____

The Illinois registered agent's address must be in Illinois. If you are unable to identify the registered agent by name, or have misplaced a copy of the agency's ownership papers as registered, contact the Secretary of State's Office to identify the agency's registered agent of record. www.ilsos.gov/corporatellc/

ILLINOIS REGISTERED AGENT

Name of Illinois Registered Agent _____

Street Address _____

City _____ State _____ ZIP Code _____

Phone Number _____

STOCKHOLDER INFORMATION

If the organization is a corporation, list the number of shares held and the percentage of total shares held by shareholders with more than 5 percent of common stock. **For any change in stock holder from the previous renewal submit a copy of the document to support this change.**

Name of Shareholder	Shares Held	Percentages of Shares

If a corporation or LLC, name of corporation or company _____

State of incorporation of company _____

Home Health, Home Services, Home Nursing Agency
Renewal/Change of Ownership Licensure Application

GOVERNING BODY

Identify the officers of the governing body of your agency. The governing body has legal authority and responsibility for the conduct of the agency (Section 245.30 of the Illinois Administrative Code 245).

Office	Name of Individual
President	
Vice President	
Secretary	
Treasurer	

Does the **administrator/agency manager** have responsibility for more than one Illinois agency?

◯ Yes ◯ No

If "Yes," list additional license numbers and agency names.

License Number _____ Agency Name _____

License Number _____ Agency Name _____

Does the Home Health **agency supervisor** have responsibility for more than one Illinois agency?

◯ Yes ◯ No

License Number _____ Agency Name _____

License Number _____ Agency Name _____

_ HOME HEALTH AGENCY ONLY

AGENCY CONTRACTS (add additional copies of this form if necessary)
Please note that SKILLED NURSING may not be contracted unless it is to cover vacations of regular staff or for specialized skills not routinely offered. SKILLED NURSING must be directly provided by the agency plus ONE OTHER RECOGNIZED SERVICE in order to qualify as a home health agency pursuant to ILLINOIS law. If you use contracted SKILLED NURSING, please provide rationale.

Legal Name and Address of Organization

____
____
____

Type of Service

☐ H-Skilled Nursing ☐ I-Physical Therapy
☐ J-Speech Therapy ☐ K-Occupational Therapy
☐ L-Med. Social Worker ☐ M-Home Health Aide

____
____
____

Type of Service

☐ H-Skilled Nursing ☐ I-Physical Therapy
☐ J-Speech Therapy ☐ K-Occupational Therapy
☐ L-Med. Social Worker ☐ M-Home Health Aide

____
____
____

Type of Service

☐ H-Skilled Nursing ☐ I-Physical Therapy
☐ J-Speech Therapy ☐ K-Occupational Therapy
☐ L-Med. Social Worker ☐ M-Home Health Aide

____
____
____

Type of Service

☐ H-Skilled Nursing ☐ I-Physical Therapy
☐ J-Speech Therapy ☐ K-Occupational Therapy
☐ L-Med. Social Worker ☐ M-Home Health Aide

____
____
____

Type of Service

☐ H-Skilled Nursing ☐ I-Physical Therapy
☐ J-Speech Therapy ☐ K-Occupational Therapy
☐ L-Med. Social Worker ☐ M-Home Health Aide

GEOGRAPHIC SERVICE AREA

Identify the counties or portions of counties where the home health, home service, home nursing agency, home services placement agency, home nurse placement agency intends to serve patients and **distinguish if the counties are different for each license**. If the agency is approved to serve only a portion of a county, please **place an asterisk (*) in front of the county.** Include all approved counties even if no patients were served in a particular county in the last fiscal year if you wish to retain the county in your service area. Please do not include radius miles as a description of the service area. **All service areas must be contiguous.**

County	County

TOTAL NUMBER OF DUPLICATED PATIENTS SERVED OUTSIDE OF ILLINOIS: _____

See page 11 for definition of duplicated patients.

Please check the types of revenue sources of income of this agency.

Sources of Revenue

Local Funds

- ☐ Local Health Department

Government Funds

- ☐ Medicare Parts A & B **(Home Health only)**
- ☐ Medicaid
- ☐ Other Government Funds

Other Funds

- ☐ Self-pay
- ☐ HMO/PPO
- ☐ Commercial Insurance
- ☐ Other Revenue

Home Services/Home Nursing/Home Services Placement/Home Nursing Placement

Provide a copy of the current contract per 245.220 for Home Services/Home Nursing

Provide a copy of the current contract per 245.225 for Home Services Placement/Home Nursing Placement

HOME HEALTH AGENCY ONLY

Services Provided

Patients by Service

Record the total number of patients, including duplicated* patients, receiving care in Illinois, in each category of service during the last fiscal period. A duplicated patient could simultaneously be receiving multiple services.

COLUMN ONE - Record the total number of patients who received each service in Illinois.
COLUMN TWO - Record the total number of visits for each service provided in Illinois.

*A **duplicated patient** is an individual receiving service from a home health agency who is subsequently discharged and later readmitted during the same reporting fiscal period. Such a patient is to be considered a new admit. A patient should be counted each time he/she is readmitted during the same reporting period.

Type of Service	Total Number of Patients and Duplicated Patients by Service	Total Number of Visits
Skilled Nursing		
Physical Therapy		
Speech Therapy		
Occupational Therapy		
Medical Social Work		
Home Health Aide		
Other		
TOTAL		

Only patients receiving home health services

THIS PAGE IS TO BE COMPLETED BY ALL AGENCIES

Record the total number of clients, including duplicated clients, for the admissions and discharges during the fiscal (reporting) period. Do not include client services exclusively under the Community Care Program (CCP), Department of Human Services or Veteran Affairs. If there are no clients in any section, please indicate with a zero.

	Home Health	Home Services	Home Nursing Agency
# of admissions of most recent fiscal period			
# of discharges of most recent fiscal period			
# of admissions for patients 65 or older at time of admission of most recent fiscal period			
patient/client census on last day of most recent fiscal period			

*A **duplicated patient or client** is an individual receiving services from an agency who is subsequently discharged and later readmitted during the same reporting fiscal period. Such an individual is to be considered a new admission. An individual should be counted each time he/she is readmitted during the same reporting period.

	Home Services Placement Agency	Home Nursing Placement Agency
# of clients placed in past fiscal period		

*A **duplicated placement** is an individual receiving placement services during the reporting fiscal year. Such an individual is to be counted as many times as he/she receives a placement service during the same reporting period.

SOLE PROPRIETOR DECLARATION

Pursuant to Section 16 of the Illinois Administrative Procedures Act, the licensee is required to complete the Sole Proprietor Declaration page if the organization is set up as a sole proprietorship. **Check NA if not applicable.**
PLEASE CHECK ONLY ONE BOX

- ☐ I certify under penalty of perjury that I am not more than 30 days delinquent in complying with a child support order. Failure to do so may result in a denial of the renewal license. Making a false statement may subject the licensee to contempt of court.
- ☐ I am more than 30 days delinquent in complying with a child support order.
- ☐ I certify under penalty of perjury that I am not subject to any child support order.
- ☐ N/A

Licensee Signature _____ Date _____

HOME HEALTH AGENCY ONLY

LICENSED OR REGISTERED EMPLOYEES. **List ALL licensed, certified and contractual employees. List at least ONE contracted employee for each applicable specialty (PT, OT, SP, or MSW). FOR HOME HEALTH AIDE, PROVIDE INITIALS OF EMPLOYEE , DO NOT INCLUDE SOCIAL SECURITY NUMBER**. If home health aide services are provided by Registered Nurses or Licensed Practical Nurses, please indicate by placing a **pound sign (#) in front of the initials** of the person providing the services.
F/T=Full Time, P/T=Part Time and Contract=Contractual Employees.

Job Title/Name	License Number	Expiration Date	F/T	P/T
_____	_____	_____	☐	☐
Administrator Name				
_____	_____	_____	☐	
Agency Supervisor Name				

Job/Title	License Number	Expiration Date			Contract
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐

Please copy and attach additional pages as needed.

HOME SERVICES/HOME NURSING ONLY

LICENSED OR REGISTERED EMPLOYEES. **List ALL licensed, certified and contractual employees.**

F/T=Full Time, P/T=Part Time and Contract=Contractual Employees. **FOR CERTIFIED NURSE AID OR HOMEMAKER, PROVIDE INITIALS OF EMPLOYEE, DO NOT INCLUDE SOCIAL SECURITY NUMBER.**

Job Title	License Number	Expiration Date	F/T	P/T	Contract
Agency Manager Name			☐	☐	
Nursing Supervisor (For Home Nursing Only)			☐	☐	
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

HOME NURSING/HOME SERVICES PLACEMENT ONLY

List **ALL** licensed, certified registry persons. **FOR HOMEMAKER OR CERTIFIED NURSE AIDE, PROVIDE INITIALS OF REGISTRY PERSON**.

Job Title	License Number	Expiration Date
Agency Manager Name		

HOME HEALTH/HOME SERVICES/HOME NURSING AGENCY ONLY

Please remember to include a copy of the employee's current Illinois license. If you have submitted a change during the reporting year and received an approval letter from the Illinois Department of Public Health, it is not considered a change with this application.

AFFIDAVIT

Please include a copy of each of the following employee's current Illinois license, if applicable.

This is to attest that the following named staff members serve in the position indicated. Please be sure to check the change/no change box for each position.

It is NOT necessary to complete a qualification review form if there has been no change.

Home Health Administrator _____ ☐ Change ☐ No Change
Name of Administrator

Home Health Agency Supervisor _____ ☐ Change ☐ No Change
Name of Agency Supervisor

Social Worker _____ ☐ Change ☐ No Change
Name of Social Worker

Social Worker's Assistant _____ ☐ Change ☐ No Change
Name of Social Worker's Assistant

Home Services/Home Nursing Agency Manager _____ ☐ Change ☐ No Change
Name of Agency Manager

_____
Authorized Agent Signature

☐ Attached are the completed qualification review forms and current Illinois license(s) for the above change(s).

HOME HEALTH AGENCY ONLY
Attachment A - Administrator Qualification Review Form

Home Health Agency Name _____

Address _____

City _____ State _____ ZIP Code _____

Administrator Information

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ ZIP Code _____

Daytime Phone Number _____ Extension _____

Check one of the following categories. Section 245.20 "Home Health Agency Administrator" requires that the administrator must be one of the following:

○ Physician ○ Registered Nurse

○ Individual who meets the requirements for a public health administrator as defined in 77 IL Adm. Code 660.310

○ Individual with at least one year supervisory or administrative experience in home health care or in a related health program
Indicate the highest educational level obtained: ○ High School ○ ADN ○ Diploma R.N. ○ B.S.N.
○ B.A. ○ B.S. ○ Master's ○ Doctorate ○ M.D.

Please list the college(s) attended, the address, date of graduation, specialty and degree obtained.

Name of College _____

Address of College _____

City _____ State _____ ZIP Code _____

Date of Graduation _____ Specialty/Degree _____

Name of College _____

Address of College _____

City _____ State _____ ZIP Code _____

Date of Graduation _____ Specialty/Degree _____

Please list the high school attended, the address, and date of graduation.

Name of High School _____ Date of Graduation _____

Address of High School _____

City _____ State _____ ZIP Code _____

List applicable professional licenses, registrations and/or certifications currently held with the license number, date of expiration and state that issued the license, registration or certification. **ATTACH A COPY OF YOUR CURRENT ILLINOIS LICENSE IF APPLICABLE. YOUR CURRENT EMPLOYER MUST BE THE AGENCY IDENTIFIED IN THIS APPLICATION. Please also include a letter of intentions with this application (the applicant must write a letter stating that if he/she will be working part time elsewhere, as well as for this agency, both agencies are aware of the situation, and it presents no conflict of interest).**

Describe your relevant work experience for the last five years.
(1) List your most recent position with **THIS AGENCY FIRST** and work backward.
(2) Give the starting and ending dates (month and year) for each employment and the weekly hours worked.
(3) Describe the administrative and financial functions performed for each position, with each agency, that qualify you to function as the administrator of a home health agency.
(4) Include the names, addresses and telephone numbers of organizations.

You may use an additional sheet of paper to complete this section. Resumes are not accepted in lieu of completion of this portion of the form.

Current Employer Name _____

Address of Current Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

Previous Employer Name _____

Address of Previous Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

Previous Employer Name _____

Address of Previous Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Have you ever been convicted of a criminal offense? ○ Yes ○ No

Are there any pending or administratively resolved issues concerning your professional license in Illinois or in another state? ○ Yes ○ No

If you answered "yes" to either or both of the above statements, please describe the criminal offense and/or the pending or administratively resolved licensure issues in detail, including the state of administrative action [Section 245.130 b) 2]. You may attach an additional sheet of paper if necessary for the explanation.

_____

_____

_____

_____

I signify that the information contained in this form is true and correct to the best of my knowledge and belief. I realize that misrepresentation of this information at any time may be cause for denial of this application, or future revocation of a license.

_____ _____

Signature of Applicant (Original Only) Date Signed

State of Illinois
Illinois Department of Public Health

Home Health, Home Services, Home Nursing Agency
Renewal/Change of Ownership Licensure Application

HOME HEALTH AGENCY ONLY

Attachment B - Agency Supervisor Qualification Review Form

Section 245.30 of the 77 Illinois Administrative Code requires this position to be filled by an individual who is a registered nurse who has completed a baccalaureate degree program and has at least one year of nursing experience as a Bachelors of Science of Nursing; or a registered nurse without a baccalaureate degree, who has at least three years of nursing experience as an Registered Nurse within the last five years (two of those years in a home health agency, a community health program caring for the sick, or a family centered nursing program in a community health agency). Section 245.20 defines a registered nurse as a person currently licensed as an Registered Nurse under the Illinois Nursing Act.

Home Health Agency Name _____

Address _____

City _____ State _____ ZIP Code _____

Agency Supervisor Information

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ ZIP Code _____

Daytime Phone Number (include area code and extension) _____

Section 245.30 requires that the agency supervisor must be a registered nurse.

Indicate the highest educational level obtained

○ ADN ○ Diploma R.N. ○ B.S.N. ○ B.A. ○ B.S. ○ Master's ○ Doctorate

Please list the college(s) attended, the address, date of graduation, specialty and degree obtained.

Name of College _____

Address of College _____

City _____ State _____ ZIP Code _____

Date of Graduation _____ Specialty/Degree _____

Name of College _____

Address of College _____

City _____ State _____ ZIP Code _____

Date of Graduation _____ Specialty/Degree _____

Please list the high school attended, the address, and date of graduation.

Name of High School _____ Date of Graduation _____

Address of High School _____

City _____ State _____ ZIP Code _____

Home Health, Home Services, Home Nursing Agency
Renewal/Change of Ownership Licensure Application

List applicable professional licenses, registrations and/or certifications currently held with the license number, date of expiration and state that issued the license, registration or certification. **ATTACH A COPY OF YOUR CURRENT ILLINOIS LICENSE IF APPLICABLE. YOUR CURRENT EMPLOYER MUST BE THE AGENCY IDENTIFIED IN THIS APPLICATION. Please include a letter of intentions with this application (the agency supervisor position is required to be full time. Provide documentation that the applicant is resigning present employment, or if working part time elsewhere, provide documentation that the applicant's other employment is outside the agency's hours of operation).**

Describe your relevant work experience for the last five years.

(1) List your most recent position with **THIS AGENCY FIRST** and work backward.
(2) Give the starting and ending dates (month and year) for each employment and the weekly hours worked.
(3) Describe the administrative functions performed for each position, with each agency, that qualify you to function as the agency supervisor of a home health agency.
(4) Include the names, addresses and telephone numbers of organizations

You may use an additional sheet of paper to complete this section. Resumes are not accepted in lieu of completion of this portion of the form.

Current Employer Name _____

Address of Current Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Previous Employer Name _____

Address of Previous Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Previous Employer Name _____

Address of Previous Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Have you ever been convicted of a criminal offense? ○ Yes ○ No

Are there any pending or administratively resolved issues concerning your professional license in Illinois or in another state? ○ Yes ○ No

If you answered "yes" to either or both of the above statements, please describe the criminal offense and/or the pending or administratively resolved licensure issues in detail, including the state of administrative action [Section 245.130 b) 2]. You may attach an additional sheet of paper if necessary for the explanation.

_____

_____

_____

_____

I signify that the information contained in this form is true and correct to the best of my knowledge and belief. I realize that misrepresentation of this information at any time may be cause for denial of this application, or future revocation of a license.

_____ _____

Signature of Applicant (Original Only) Date

HOME HEALTH ONLY - If Applicable

Attachment D - Medical Social Worker/Social Work Assistant Qualification Review Form

Attachment D must be completed for each social worker and social work assistant used by your home health agency, whether directly employed or employed by contract. Section 245.20 of the 77 Illinois Administrative Code 245 requires that the medical social worker be a licensed social worker/clinical social worker under the Clinical Social Work and Social Work Practice Act.

Before forwarding Attachment D to the social worker for completion, please fill in the name, address and city of your home health agency at the top of the form.

The person(s) completing Attachment D also should appear on the (Licensed or Registered Employees) page for Home Health and check F/T, P/T or contract.

Home Health Agency Name _____

Address _____

City _____ State _____ ZIP Code _____

Medical Social Worker Information

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ ZIP Code _____

Daytime Phone Number _____ Extension _____

THE FOLLOWING TO BE COMPLETED BY MEDICAL SOCIAL WORKER

Section 245.20 requires that the **medical social worker** be a ***licensed*** social worker/clinical social worker under the Clinical Social Work and Social Work Practice Act**.**

List applicable professional licenses, registrations and/or certifications currently held. **Attach a copy of your current Illinois license.**

Date MSW Degree Awarded (if applicable) _____ Date of Initial License _____

Expiration Date of Current License _____ State of Issuance _____

Name of College _____ Date of Graduation _____

Address of College _____

City _____ State _____ ZIP Code _____

Specialty Degree _____

Describe your relevant work experience to meet the requirements of Section 245.20

Employer Name _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

Employer Name _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

IF YOU ARE A MEDICAL SOCIAL WORKER, PROCEED TO THE SIGNATURE BLOCK AND SIGN AT THE BOTTOM OF PAGE FOUR.

HOME HEALTH AGENCY ONLY

THE FOLLOWING SECTION MUST BE COMPLETED BY THE SOCIAL WORK ASSISTANT

Section 245.20 requires that the **social work assistant** have a ***baccalaureate degree*** in social work, psychology, sociology or related field and at least ***one year of social work experience*** in a health care setting. For persons initially licensed by a state or seeking initial qualifications as a social work assistant prior to December 31, 1977, refer to 77 Illinois Administrative Code.
Please list the college(s) attended, the address, date of graduation, specialty and degree obtained.

Name of College _____

Address of College _____

City _____ State _____ ZIP Code _____

Date of Graduation _____ Specialty/Degree _____

Describe your relevant work experience to meet the requirements of Section 245.20

Employer Name _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Employer Name _____

Address of Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

_____

_____

Section 245.40 requires a social work assistant to be under the supervision of a social worker (social worker as defined in Section 245.20). Both social work assistant and supervising licensed social worker should complete Page 1 of Attachment D.

Name of licensed social worker providing supervision (if applicable) _____

I signify that the information contained in this form is true and correct to the best of my knowledge and belief. I realize that misrepresentation of this information at any time may be cause for denial of this application, or future revocation of a license.

_____ _____

Signature of Medical Social Worker Applicant (Original Only) Date

_____

Signature of Social Worker Assistant (if applicable) (Original Only)

ALL AGENCIES EXCEPT HOME HEALTH

Attachment E-Agency Manager Qualification Review Form

If the agency is applying for more than one type of agency, complete an additional Attachment E form for each manager.

☐ Home Nursing Agency Name

☐ Home Service Agency Name _____

Address _____

City _____ State _____ ZIP Code _____

Agency Manager Information

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ ZIP Code _____

Daytime Phone Number (include area code and extension) _____

See Section 245.30 for the requirements for the agency manager

List applicable professional licenses, registrations and/or certifications currently held with the license number, date of expiration and state that issued the license, registration or certification. **ATTACH A COPY OF YOUR CURRENT ILLINOIS LICENSE IF APPLICABLE. YOUR CURRENT EMPLOYER MUST BE THE AGENCY IDENTIFIED IN THIS APPLICATION.**

Describe your relevant work experience for the last five years.

(1) List the agency this application applies to as **CURRENT** employer, and work backwards. For INITIAL application, start date can be "upon licensure." Provide intentions at any other positions you may hold (i.e., resigning upon licensure, working part-time, if so how many hours per week).
(2) Give the starting and ending dates (month and year) for each employment and the weekly hours worked.
(3) Describe the administrative and financial functions performed for **each** position with each agency that qualifies you to function as the agency manager of a home services/home nursing agency, home services placement agency, home nursing placement agency.
(4) Include the names, addresses and telephone numbers of organizations.
You may use an additional sheet of paper to complete this section. Resumes are **NOT** accepted in lieu of completion of this portion of the form.

Current Employer Name _____

Address of Current Employer _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

Previous Employer Name _____

Previous Employer Address _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

Previous Employer Name _____

Previous Employer Address _____

City _____ State _____ ZIP Code _____

Starting (month and year) _____ Ending (month and year) _____ Total Hours Worked Weekly _____

Duties _____

Have you ever been convicted of a criminal offense? ◯ Yes ◯ No

Are there any pending or administratively resolved issues concerning your professional license in Illinois or in another state?

◯ Yes ◯ No

If you answered "yes" to either or both of the above statements, please describe the criminal offense and/or the pending or administratively resolved licensure details in detail, including the state of administrative action (Section 245.130b)2). You may attach an additional sheet of paper if necessary for the explanation.

I signify that the information contained in this form is true and correct to the best of my knowledge and belief. I realize that misrepresentation of this information at any time may be cause for denial of this application, or future revocation of a license.

Signature of Applicant (Original Only) Date

ATTACH A COPY OF YOUR CURRENT ILLINOIS LICENSE, IF APPLICABLE