

295.3000 – Personnel Requirements, Qualifications & Training

There are several requirements outlined in [this section](#) of the rules related to personnel. In general, the assisted living establishment is required to have sufficient number of staff with appropriate qualifications, skills, education, and experience to meet the 24-hour scheduled and unscheduled needs of residents with ongoing training to serve the resident population. These staff must also meet the following requirements:

- At least one direct care staff that is certified in cardiopulmonary resuscitation (CPR) specific to adults which includes a demonstration of the person's ability to perform CPR.
- Must be at least 16 years of age or older at the start of employment.

The assisted living must have job descriptions that outline the minimum education and experience requirements for the staff.

The employee's file, at a minimum, must include the following:

- Employee name, date of birth, home address, social security number, and telephone number.
- Documentation that the person is free from pulmonary tuberculosis.
- Employee orientation
- Ongoing training
- Start date of employment (and ending date if applicable).
- Current CPR certification (if applicable)
- Initial health evaluation
- Compliance with the [Health Care Worker Background Check Act](#)
- Evidence that the employee is on the Nurse Aide Registry. The Nurse Aide Registry must be checked prior to hire and hiring anyone who has a finding of abuse, neglect, and/or misappropriation of resident property is prohibited.
- Prior to employing any individual in a position that requires a state professional license, the assisted living shall verify the individual's license is active with the Illinois Department of Professional Regulation and a copy of verification placed in the file.

Employee records must be maintained throughout the individual's employment and for at least 12 months after the individual's last date of employment or service, unless required for a longer period of time by State or Federal law. You can access a template policy on record retention requirements [here](#).

Sufficient personnel must be provided for the current resident population (while not included in the rule, the idea is that this is an ongoing evaluation based on current residents residing in the assisted living). This includes the ability to meet the following:

- All mandatory services:
 - 3 meals per day prepared by the establishment or outside contractor
 - Housekeeping
 - Personal laundry and linen services
 - Security
 - Emergency response system
 - Assistance with activities of daily living as required by each resident
- Services established in the resident's service plan.
- Services to meet the 24-hour scheduled and unscheduled needs including general supervision and the ability to intervene in a crisis.
- Food services, if provided
- Environmental services
- Evacuation support during emergencies
- Optional services as stated in the service plan
- If the provider accepts individuals with impairments that prevent them from independently moving to a safe area, sufficient staff must be present and awake to ensure these residents are able to move to a safe area 24 hours per day.

Assisted living providers must have at least one staff member awake, on duty, and on site 24 hours per day.

Shared housing establishments must have at least one staff member on site at all times, except in situations such as taking a resident to the emergency room or grocery store that would require the individual to be away from the building for a brief period of time. In these situations, there must be arrangements made to monitor the safety of the residents in accordance with their service plan.

The personnel schedule shall:

- Indicate the date, scheduled work hours, name and position of each person assigned to duty.
- Reflect actual hours worked.
- Be maintained and made available for at least 12 months after the last date on the schedule.