

295.3010 – Manager’s Qualifications

295.3010 relates to the assisted living manager’s qualification requirements. The assisted living manager must be considered a full-time position which is defined as a minimum of 36 hours, four days per week. If you’re licensed as a shared housing establishment, the manager can oversee no more than three establishments if they are located within 30 minutes driving time from each other during non-rush hour traffic and the manager can be contacted immediately via electronic communication. Additional requirements include:

- The individual must be at least 21 years of age, have a high school diploma or equivalent **and**:
 - Have 2 years of management experience or 2 years of experience in positions of progressive responsibility in health care, housing with services, or adult day care or providing similar services to the elderly, or
 - Have 2 years of management experience or 2 years of experience in positions of progressive responsibility in hospitality and training in health care and housing with services management. “Services management” is defined as the coordination and oversight of various services provided to residents, such as healthcare, activities, and daily support. It includes but is not limited to, ensuring resident quality of care, effective communication with establishment staff, and addressing residents’ needs to enhance their overall wellbeing in the establishment.
- The assisted living manager must designate an individual capable of acting in an emergency to act in their absence from the establishment.
- If the assisted living manager acts as a direct care worker, they must meet the requirements of the Health Care Worker Background Check Act.

If there are any changes to the assisted living manager, they must be communicated to the Illinois Department of Public Health (IDPH) within 10 business days.

Rules haven’t been promulgated yet, but LeadingAge Illinois was successful in adding additional manager criteria during the 2026 legislative session that includes completion of a department approved program within 6 months of hire. This will allow for individuals who don’t meet the established criteria in a pathway to managerial status (such as a staff member who is already employed in your establishment that you feel will be a great leader but doesn’t have established qualifications). We look forward to these future rule changes and hope to have a department approved course for members to use!