



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

September 17, 2021

Dear Long-term Care Providers & Administrators,

For purposes of the minimum staffing ratios in Section 3-202.05(b-5) of the Act and this Section, all residents shall be classified as requiring either skilled care or intermediate care. The Administrative Code requires all long-term care facilities to complete the direct care and skilled care census on a quarterly basis. The Administrative Code is applicable under Sections 300.1230 - 300.1240 of 77 Ill. Adm. Code 300 for skilled nursing and intermediate care facilities.

The Department is requiring each facility to complete the attached Excel spreadsheet and submit to the Department on a quarterly basis. Fully completed spreadsheets should be submitted to DPH.LTCDailyCensus@illinois.gov. The CY2021 Q3 Direct Care Staffing Ratio spreadsheet should be completed and returned to the Department no later than **12/1/2021**. Please include in the email the name of a facility contact person and phone number should the Department have follow-up questions concerning the facility's information.

Thank you for your cooperation and prompt attention.

Sincerely,

Becky S. Dragoo, MSN, RN

Deputy Director

Cc: OHCR Department File

Attachments: Excel Census Document(s)