



Rod R. Blagojevich, Governor

Illinois Department of Human Services

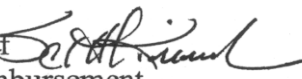
Carol L. Adams, Ph.D., Secretary

319 E. Madison • Springfield, Illinois 62701-1035

MEMORANDUM

DATE: May 4, 2005

TO: Executive Director
Community Providers

FROM: Scott Kimmel, Bureau Chief 
Bureau of Community Reimbursement

SUBJECT: Nursing Services Packets (NSP) for Adult Residential Supports

Effective July 1, 2005, the Division of Developmental Disabilities, Bureau of Community Reimbursement (DDD/BCR) is discontinuing the requirement to submit the NSP annually.

NSP assessments should continue to be conducted annually but only submitted to DDD/BCR whenever a significant medication administration and/or nursing treatment change occurs.

Provider agencies are still required to keep current nursing treatment and self-administration of medication assessments on file in their agency per *Rule 115.240f*). An updated individual NSP may be submitted to DDD/BCR anytime there is a significant change in the individual's medications or nursing treatment needs. Providers should determine what constitutes a significant change and if it is relevant to a change in the nursing component of the individual's rate. However, the annual submission of the NSP to DDD/BCR is no longer required for individuals receiving residential support programs. Those programs are as follows:

- **Community Integrated Living Arrangement (CILA) (60D)**
- **Purchase of Service (POS) CILA (61D)**
- **Hourly CILA (65H)**
- **Community Living Facility (CLF) (67D)**
- **Home/Individual Program (HIP) (68D)**

Initial placement packets still require submission of the NSP if nursing supports are part of the individual's service plan and needs. Once the initial packet and NSP are processed, it will only be necessary to submit an updated NSP to report significant changes (increases or decreases) in the individual's medications or nursing treatments. DDD/BCR staff will, if appropriate, adjust the nursing component of a rate upon receipt of an updated NSP when submitted with a *CILA Turnaround & Rate Review Form* or the *POS Turnaround Form*. This change becomes effective July 1, 2005.

This notice changes how and when DDD/BCR will need to receive the individual NSP from community agencies in the future. Please take the time to share this information and instructions with the appropriate staff in your organization.

Per Rule 115.240 f) community agencies are required to conduct the annual NSP assessments and keep them on file in the agency. Agencies are not required to submit to DDD/BCR the annual NSP, but may submit whenever a significant change in the individuals needs would justify a review by the department.

Thank you for your continued support of individuals with developmental disabilities. If you have any questions, please feel free to contact your Network Facilitator or you may call Sandy Easdale, Manager POS Unit or George Bengel, Manager CILA Rates Unit at (217) 782-0632, or you may contact the CILA Rates Unit by email at DHSCILA@dhs.state.il.us, and the POS Unit at DHSPPOS@dhs.state.il.us.

cc: Jeri Johnson, Director
Mary Spriggs Ploessl, Deputy Director, Community Services
Network Coordinators, Facilitators, and Representatives
Dr. Theodore Sunder, Clinical Services
Arden Gregory, RN, Clinical Services
George Bengel, CRU
Sandy Easdale, POSU