



**APPLICATION FOR ADMINISTRATIVE ADMISSION
TO A STATE-OPERATED CENTER**

Center: _____ Date of Application: _____

Individual's Name: _____ Birthdate: _____

Complete address: _____

Spouse: _____ Phone: _____

Complete address: _____

Nearest adult relative: _____ Phone: _____

Complete address: _____

Guardian: (if none, friend): _____ Phone: _____

Complete address: _____

(The applicant should check the appropriate box below:)

- I am the person seeking admission and am age 18 or older.
- I am the developmentally disabled person's court-appointed guardian.
- I am the parent, guardian, or person in loco parentis for the developmentally disabled person who is under 18 years old.

Person executing this application: _____ Relationship: _____

TO THE APPLICANT: Please write a short statement why you are applying for admission for yourself or for your child or ward.

Signed _____ Date _____

In case of emergency, or if notice of restriction of any of my rights should be sent, I designate the following person(s) to receive such notice.

Name: _____ Address: _____

Name: _____ Address: _____

I explained the rights on the back of this form in English Spanish Other (specify) _____

and I also gave a copy of this form to the individual (age 12 or older) and to the applicant. I also gave to him/her a copy of "Rights of Individuals" and explained those rights.

Employee's Name and Title: _____ Employee's Signature: _____

For center director: (name) _____ Date: _____

Name: _____ was admitted or was denied admission
on (month/day/year) _____ by (Center Director) _____



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LEGAL RIGHTS OF INDIVIDUAL

You should know that:

An individual age 12 or older, or any interested person on behalf of an individual, may object to an administrative admission. The objection may be made any time following the individual's admission. It must be submitted in writing to the center director.

If the center director receives a written objection to admission, the center director must petition a circuit court within 5 days, excluding Saturdays, Sundays, and holidays. The center director must file the individual's diagnostic evaluation and current habilitation plan with the court. The court will then hold a hearing within 5 days, excluding Saturdays, Sundays, and holidays. The court will decide whether the individual should remain at the center, be discharged, or go elsewhere.

If a court hearing is scheduled, these persons will be notified of its time and place: the individual, individual's attorney, objector, applicant, and center director.

The court must disapprove the individual's admission if: (1) the individual does not have a developmental disability; (2) the individual does not need the center's services; or (3) a less restrictive place is appropriate for the individual.

IMPORTANT NOTICE TO THE APPLICANT: REQUEST FOR DISCHARGE

You may request that the center director discharge the individual. You may make this request at any time and you should put your request in writing. If you do so, the center director must discharge the individual within 3 days after receiving the request

Individuals with a developmental disability have numerous important rights not mentioned on this page. On Admission, every individual 12 years of age or older must receive a copy of "The Rights of Individuals." The parent or guardian of any individual under age 18 or any individual under guardianship must also receive a copy of the "Rights of Individuals."

A Guardianship and Advocacy Commission is a state agency consisting of three divisions: Legal Advocacy Services, Human Rights Authority and the Office of the State Guardian. The Commission is located at the following addresses:

East Central Regional Office

2125 S. First Street
Champaign, IL 61820
Phone: (217) 278-5577
Fax: (217) 278-5588
TTY: (866) 333-3362

Peoria Regional Office

401 N. Main Street, Suite 620
Peoria, IL 61602
Phone: (309) 671-3030
Fax: (309) 671-3060
TTY: (866) 333-3362

Rockford Regional Office

4302 N. Main Street, Suite 108
Rockford, IL 61103
Phone: (815) 987-7657
Fax: (815) 987-7227
TTY: (866) 333-3362

Egyptian Regional Office

47 Cottage Drive
Anna, Illinois 62906-1669
Phone: (618) 833-4897
Fax: (618) 833-5219
TTY: (866) 333-3362

West Suburban Regional Office

Madden Mental Health Center
1200 S. First Street, P.O. Box 7009
Hines, IL 60141
Phone: (708) 338-7500
Fax: (708) 338-7505
TTY: (866) 333-3362

Metro East Regional Office

Holly Bldg., 4500 College
Suite 100
Alton, IL 62002
Phone: (618) 474-5503
Fax: (618) 474-5517
TTY: (866) 333-3362

North Suburban Regional Office

9511 Harrison Avenue
Des Plaines, Illinois 60016
Phone: (847) 294-4264
Fax: (847) 294-4263
TTY: (866) 333-3362

Chicago Regional Office

160 N. La Salle Street
Suite S500
Chicago, IL 60601
Phone: (312) 793-5900
Fax: (312) 793-4311
TTY: (866) 333-3362

Springfield Regional Office

521 Stratton Building
401 S. Spring Street
Springfield, IL 62706
Phone: (217) 785-1540
Fax: (217) 524-0088
TTY: (866) 333-3362

Equip for Equality, Inc. is an independent, not-for-profit organization that administers the federal protection and advocacy system to people with disabilities in Illinois. Equip for Equality, Inc., provides self-advocacy assistance, legal services, education, public policy advocacy, and abuse investigations. The offices are located at:

Main/Chicago Office

20 N. Michigan, Ste 300
Chicago, Illinois 60602
(800) 537-2632 or
(312) 341-0022
TTY: (800) 610-2779
Fax: (312) 541-7544

Central Illinois

1 West Old Capitol Plaza, Suite 816
Springfield, IL 62701
(217) 544-0464
(800) 758-0464
TTY: (800) 610-2779
Fax: (217) 523-0720

Northwestern Illinois

1515 Fifth Avenue, Suite 420
Moline, IL 61265
(309) 786-6868
(800) 758-6869
TTY: (800) 610-2779
Fax: (309) 797-8710

Southern Illinois

300 E. Main Street, Suite 18
Carbondale, IL 62901
(618) 457-7930
(800) 758-0559
TTY: (800) 610-2779
Fax: (618) 457-798

Website: www.equipforequality.org