



**INSTRUCTIONS FOR THE REQUEST FOR OR CHANGE TO RESIDENTIAL
CDS, ADS, AND SEP SITE ID RATE DETERMINING FACTORS FORM**

1. Agency Information: User must complete all items in this section

Agency Name: Fill in the Agency's Name as recognized by the DD Division Agency ID: Fill in the Agency's four (4) digit Agency ID

Agency FEIN: Fill in the Agency's nine (9) digit Agency FEIN Agency Contact Person's Name: Fill in the Contact Person's Name

Contact Person's E-Mail Address: Fill in the Contact Person's E-Mail Address

Contact Person's Phone Number & Extension: Fill in the Contact Person's Phone Number and any Extension necessary to reach the Contact Person.

Answer "YES" to Only ONE of A, B or C as applicable for the request. Answer "NO" for the other two options of A, B or C. Then enter the applicable Date with the question which is answered "YES".

A: Is this a NEW CILA, POS, CDS, Adult Day Services, or SEP site for your Agency? Check "Yes" if the Site does NOT have a Site ID assigned. The Site ID is different from the BALC Site ID.

Effective Date for this Site Address: Please use MM/DD/CCYY format if A is marked "YES".

B: Is this Updated information for an Existing CILA, POS, CDS, Adult Day Services, or SEP Site with a DDD Site ID? Check "Yes" if the Existing Site has a Site ID and you are updating information on an existing CILA, POS, CDS, Adult Day Services or SEP site. Be sure to enter the Site ID. The Site ID is different from the BALC Site ID.

Effective Date for the Updated Information: Please use MM/DD/CCYY format if B is marked "YES".

C: Is this CILA, POS, CDS, Adult Day Services, or SEP Site No longer used by your Agency: check "Yes" if your agency has closed will no longer use this site. Enter the Site ID. The Site ID is different from the BALC Site ID.

Date Site Closed or No Longer Used: Please use MM/DD/CCYY format if C is marked "YES".

Have Turnaround Forms or STAR Terminations been submitted for ALL people who were living at a Residential Site? Please check "Yes" or "No" if "YES" is marked for C.

Please NOTE: The Residential Site cannot be closed unless NO people are identified as being served at the Site. Once a CDS, Adult Day Services, or SEP Site is closed your agency will no longer be able to bill for anyone who attended the former CDS, Adult Day Services, or SEP Site. This includes correcting previous rejected billing. Do NOT Close a CDS, Adult Day Services, or SEP Site until ALL billing for every person who attended this CDS, Adult Day Services, or SEP Site has been submitted, accepted and paid.

2. CILA, POS Residential, CDS, Adult Day Services, or SEP Site Address Information: Complete All Items for a New Site OR Only Enter Updated Information for an Existing Site Update or to "Close" a site. It would be most helpful if you used the US Postal Service format for the address information. The USPS Link is: https://tools.usps.com/go/ZipLookupAction_input

Street Address: Enter the Street Address of the CILA, POS, CDS, Adult Day Services or SEP Site as identified by the USPS. Be sure to include any direction (N, E, S, W, etc.). Be sure to include the address designation such as: Ave, Blvd, Dr, Cir, St, Trl, Pky, Way etc.

Apartment, Suite or Unit: Enter the Apartment, Suite or Unit identification for ALL addresses with such a designation.

City: Enter the City of the address as identified by the USPS.

State: Enter "IL" for Illinois or applicable state identification if POS site is located outside of Illinois.

Zip Code & Zip Code Extension: Enter the Zip Code and Zip Code Extension as identified by the USPS. Illinois County of Address: Choose the applicable Choice from 102 Illinois Counties or Out-Of-State

DD Region: Choose the applicable Choice from Central, Chicago, North Central, North Suburban, South Suburban, Northwest and Southern.

ISC Geographic Region: Choose the applicable Choice from A, B, C, D, E, F, G, I, J, K, L, Out-Of-State.



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Is this Address a CILA Location: Check "Yes" if this address is a CILA site.

If CILA: Choose the applicable Choice from: 24 Hr. Shift Staff, Host Family, Hourly Intermittent

Note: Host Family and Hourly Intermittent will not include Room and Board and will not have an affect to the CILA rate.

If CILA: Is Site approved by BALC? Check "Yes" if the address is on the BALC database. Enter the BALC Site ID. Please Note: All CILA Sites MUST be on the BALC database. This includes ALL Individually controlled sites and Agency controlled sites.

If CILA: Is Night Shift Staff Allowed to Sleep? If a CILA site please check either "Yes" for Asleep staff at night or "No" for Awake staff at night.

NOTE For:

60D CILA Sites: Bill Codes 37U and 53R are auto authorized for these sites.

61H CILA Sites: Bill Codes 62H, 63H, 37U and 53R are auto authorized for these sites.

Is this Address a POS Location: Check "Yes" if this address is a POS site.

If POS: Choose the applicable Choice from: 17D-CGH; 19D-CCI; 41D-SHP; 67D- CLF<17 (Waiver); 67E-CLF>16 (Non-Waiver); or 67O-CLF Out-Of-State.

Is this Address a CDS, ADS or SEP location: Check "Yes" if this address is a CDS, ADS or SEP site. If CDS, ADS or SEP: Choose the applicable Choice from: 31C/31U CDS; 32G/34G SEP Group; 34U SEP Individual; 35U ADS; 33G/36G SODC SEP Group or 36U SODC SEP Individual.

NOTE For:

31C/31U CDS Sites: Bill Code 53D, 38C, 38U and 53S are auto authorized for SODC CDS and SODC Additional Staff.

33G/36G SEP Group Sites: N/A

36U SEP Individual: N/A

32G/34G SODC SEP Group Sites: N/A

34U SODC SEP Individual Sites: N/A

35U ADS: N/A

Site is Controlled by: For ALL sites check whether the site is controlled by the Agency or the Individual. Please Note BALC has to approve Individually Controlled Home Occupancy.

Licensing Agency: Choose the applicable Choice from: IDHS-BALC Bureau of Accreditation, Licensure & Certification; IDCFS Illinois Department of Children and Family Services; IDPH Illinois Department of Public Health; IDA Illinois Department on Aging; Out-Of-State or Not Applicable.

Licensed Capacity: Please enter the applicable licensed capacity for the address. (CILA Cannot exceed 8)

Agency's Working Capacity: Please enter the applicable "working" capacity for the address as determined by the agency. Working capacity must be equal to or lower than Licensed Capacity. Working capacity is used in CILA as one of the rate determining factors. Occupancy of the site cannot exceed the working capacity.

3. DHS-DDD Use Only: This section is only completed by DHS/DDD staff.