**Section 240.1575 Adult Day Service Site Relocation**

Any CCP adult day service provider intending to relocate its primary or satellite site shall obtain written approval of the new facility from the Department.

a) For all reasons for relocation except an emergency:

1) the provider shall file a letter of intent to relocate, providing detailed information including the reason for the relocation, the proposed relocation site and assurance that requirements specified in subsections (a)(2)(A) and (a)(2)(B) are met.

2) the letter of intent to relocate shall be received by the Department at least 30 calendar days prior to the anticipated date of the proposed relocation.

A) The proposed facility shall meet all CCP standards, and federal, State and local codes, as set forth in Section 240.1550.

B) The provider shall assure the Department that service to the provider's CCP participants will be uninterrupted.

C) A request for a contract amendment may be made by the provider if the relocation affects the designated address to which the Department mails its correspondence, etc., to the provider.

3) upon receipt and approval of the letter of intent to relocate, the Department shall issue a temporary authorization to provide service in the new location.

4) final approval of the relocation shall be based upon on-site review of the facility by the Department (see Section 240.1550).

b) When any emergency requires relocation of an adult day service site the provider shall immediately notify the Department.

(Source: Amended at 42 Ill. Reg. 20653, effective January 1, 2019)