

The LSN SLF Tool-Kit

Understanding the requirements of Illinois laws and codes can be very confusing because typically these documents are not written in an order that flows logically for the average citizen. Thus regulations can be a challenge to read and sift through especially when looking for a specific topic or subject matter.

The SLF Tool-Kit provides you with an easy to read version of the Supportive Living Administrative Code (regulations). Sections of the regulations have been organized and grouped together in categories to avoid having to switch from one section to another when reading about a single topic area. For example: personnel and staffing are addressed in Sections 146.215, 146.235 and 146.265 of the Code. The tool-kit pulls all of these sections together in one place and where necessary provides in layman's terms the intended interpretation of the regulation.

In addition the Tool-Kit provides sample forms, contracts, policies, procedures and job descriptions to use as guides in developing your own.* These documents were supplied by providers with years of experience in developing and operating SLFs.

Also included in the kit is the SLF Administrative Code, the Illinois Department of Healthcare and Family Services (HFS) SLF Provider Handbook and the HFS required forms.

The Tool-Kit provides samples of the following:

- Abuse and neglect policy
- Cleaning/laundry policy
- Contract
- Negotiated risk agreement
- Discharge policy/procedure
- Emergency disaster plan/procedures
- Grievance procedure
- Incident reporting form
- Job descriptions
- Medication management policies
- Medication error reporting forms
- Quality assurance plan
- Resident daily check policy
- Resident handbook/rule guidelines
- Service plan
- Staff training policy & tracking
- TB testing policy/requirements
- Waste removal policy/procedures

* These documents have not been reviewed by legal counsel for the purposes of this Tool-Kit and are not guaranteed to meet all statutory requirements. Always engage the services of legal counsel prior to executing any binding document.

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www.LSNI.org

From Life Services Network, The Leading Authority on Supportive Living in Illinois

The Supportive Living Tool-Kit



Life Services Network
911 North Elm Street, Suite 228
Hinsdale, IL 60521

From hammering out the specifics of the SLF Administrative Code to the nuts and bolts of Residency Requirements, Personnel and Policies and Procedures, this is the **MUST HAVE** resource for anyone considering or currently providing Supportive Living in Illinois!

www.LSNI.org

