



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

Geographic Service Area Request for Home Services/Home Nursing Add/Remove Counties or Relocation of Office

Add Service Area(s):

- Send a letter to the Department requesting the addition of the county/counties that the agency would like to add to its service area. **Requests must include the following:**
 - License Number
 - Agency Name
 - All the staff you employ with an asterisk (*) to identify the staff you have allocated to service the requested area upon approval. If the agency uses contracted workers, a statement is needed to verify the contracted agency will be able to provide sufficient workers to fulfill demands of the additional area(s).
 - List your **CURRENT** geographic services you are approved to service.
- **Narrative identifying the following:**
 - The reason for the expansion request (i.e. currently receiving requests for service in that county).
 - How administration will manage the added service area for staff assignment and supervision.
 - The process for client onsite home supervisory visits per regulations going to be met.
 - How the client medical records will be sent to the agency office from the staff in the proposed area.

Remove Service Area(s):

- Send a letter (**your license number and agency name must be provided**) indicating your intention to discontinue providing services in a county/counties with an effective date and a statement as to when the last patient was serviced in that county.

Relocation of Office:

- Submit a copy of the lease for the new location and a floor plan of the office to ensure adequate space and ensure confidentiality.
- Send a statement that the administrative staff and other employees are continuing employment with the relocation.

****All requested documentation must be submitted for your request to be considered.**

Requests can be submitted via email (Theodore.Scott@illinois.gov & Rani.Harms@illinois.gov), fax (217-524-0488) or postal mail (Illinois Department of Public Health, Division of Health Care Facilities and Programs, Attn: Rani Harms, 525 W. Jefferson Street, 4th Floor, Springfield, IL 62761-0001).