

NURSE AGENCY LICENSING ACT





NALA REMINDERS AND QUARTERLY REPORTS INFORMATION

TOPICS

- Application Processing
- Compliance/Enforcement
- Quarterly Reporting







TIMELINE OF COMPLIANCE AND ENFORCEMENT EFFORTS

Insurance Verification

Field Visits

Quarterly Reports

Audits

April 2023

April 2023

June 2023

June 2023

September 2023



APPLICATION PROCESSING & COMPLIANCE





APPLICATION REMINDERS

(225 ILCS 510/5) (from Ch. 111, par. 955) Sec. 5. Application for license. An application to operate a nurse agency shall be made to the Department on forms provided by the Department. A separate application shall be submitted for each additional location from which a nurse agency is operated. All applications must be under oath and must be accompanied by an equitable application fee which will be set by the Department by rule. A separate license must be obtained for each location from which a nurse agency is operated unless the nurse agency is owned and managed by the same person or persons. Submission of false or misleading information is a petty offense punishable by a fine of \$500.



Must be mailed in - currently not accepting through email



Processed in the order that they are received – do not offer expedited services



Processing can take up to 5 weeks or longer – 90 Days prior to expiration



No grace period for expired License - License expires one day after expiration date



15 calendar days to provide missing or incomplete documents



Changes must be reported within 30 days of or before 30 days







(225 ILCS 510/5) (from Ch. 111, par. 955):

(8) evidence of general and professional liability insurance in the amounts of at least \$1,000,000 per incident and \$3,000,000 in aggregate and workers' compensation coverage for all nurses or certified nursing aides employed, assigned, or referred by the nurse agency to a health care facility;

Amounts:

Professional Liability:

\$1,000,000

*Aggregate:

\$3,000,000

Worker's Comp:

Reminder:

- Illinois Department of Labor needs to be listed as Certificate Holder
- Certificate needs to be readable
- Policy number must be valid and match
- □ Nurse Agency name must be identifiable if COI sent in.

Unable to verify:



- Give the insurance agency permission to talk to our Compliance Officer
- Revise COI to included the updated information
- Must be done with 15 days of the request.





IDFPR DISCIPLINARY REPORT

(225 ILCS 510/13) (from Ch. 111, par. 963) Sec. 13. Application for employment.

Prior to employing, assigning, or referring a nurse, the agency shall contact the Department of Financial and Professional Regulation to determine whether the nurse's license is valid and in good standing. The nurse agency shall review the disciplinary report published by the Department of Financial and Professional Regulation on a monthly basis to determine whether the nurse's license is valid and in good standing.



- □ IDFPR Disciplinary report is issued once a month
- Agency are required to review once a month and each time, assign, refer, or employ nurse employees
- Request agency able to produce upon demand
- ☐ Filled out on the department issued form, will not accept other forms
- Must be signed and dated by appropriate party

HOW TO ACCESS:





ENFORCEMENT



FIELD VISITS AND AUDIT ROLLOUT PHASE 1: ILLINOIS LOCATIONS

Field Visits

- Appointments sent <u>30</u> days in advanced
 - Will be assigned to a Compliance Officer
 - May reschedule within two weeks
 - Must speak with assigned compliance officer

Auditing

- Appointments sent <u>60</u> days in advanced
- Checklist will be provided
- Allow up to I hour
- Authorized person with compliance officer at all time.
- May reschedule within two weeks
 - Must speak with assigned compliance officer

Follow Up

- □ **5 days** before the revisit
- I0 days for an audit







PHASE II: OUT OF STATE LOCATIONS

Field Visits

In the process of developing procedures



Auditing

- Request for information will be sent <u>60</u> days in advanced with a due date the Department MUST receive documents by.
- Checklist will be provided
- Allow up to 2 weeks for review of documents.
- Remain in contact Compliance Officer throughout audit
- May request a 1 extension within two weeks
 - Must speak with assigned compliance officer

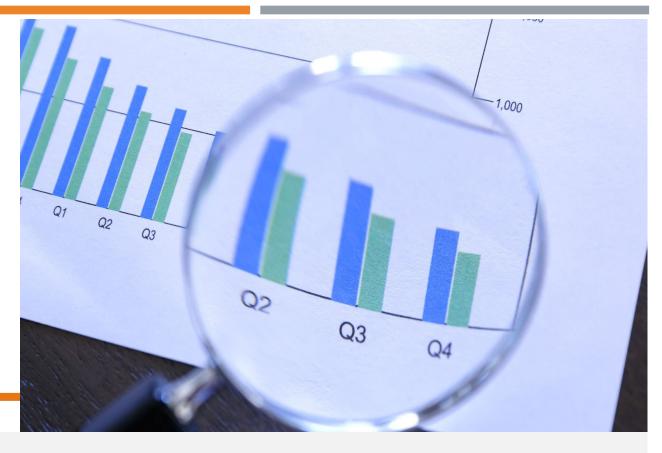
Follow Up

I5 days to provide missing documents





QUARTERLY REPORTING



(225 ILCS 510/14) (from Ch. 111, par. 964) Sec. 14. Minimum Standards.

(h) A nurse agency shall submit a report quarterly to the Department for each health care entity with whom the agency contracts that includes all of the following by provider type and county in which the work was performed: (I) A list of the average amount charged to the health care facility for each individual employee category. (2) A list of the average amount paid by the agency to employees in each individual employee category. (3) A list of the average amount of labor-related costs paid by the agency for each employee category, including payroll taxes, workers' compensation insurance, professional liability coverage, credentialing and testing, and other employee related costs.

The Department shall publish by county in which the work was performed the average amount charged to the health care facilities by nurse agencies for each individual worker category and the average amount paid by the agency to each individual worker category. (i) The Department shall publish on its website the reports yearly by county. (j) The Department of Labor shall compel production of the maintained records, as required under this Section, by the nurse agencies. (Source: PA 102-946, eff. 7-1-22; 02-1124, eff. 2-3-23.)



IMPORTANT DATES

March 1, 2023 - May 31, 2023

June 15, 2023



Initial Quarterly Reporting Data timeframe



Cannot be emailed
 Due by end of business
 No extension
 Maybe subject to fine or violation

Risk revocation,

suspension, or denial

*MSP/VMS/intermediaries will have to submit their reports prior to nurse agencies submitting their reports.





QUARTERLY REPORTING SCHEDULE 2023-2024

Quarters	Reporting from	Reporting to	Due Date
Quarter I	March 1, 2023	May 31, 2023	June 15, 2023
Quarter 2	June 1, 2023	August 31, 2023	September 15, 2023
Quarter 3	September 1, 2023	November 30, 2023	December I 5, 2023
Quarter 4	December 1, 2023	February 29, 2024	March 15, 2024





QUARTERLY REPORTING SCHEDULE 2024-2025

Quarters	Reporting from	Reporting to	Due Date
Quarter I	March 1, 2024	May 31, 2024	June 17, 2024
Quarter 2	June 1, 2024	August 31, 2024	September 16, 2024
Quarter 3	September 1, 2024	November 30, 2024	December 16, 2024
Quarter 4	December 1, 2024	February 28, 2025	March 17, 2025





DESCRIPTION OF DATA

225 ILCS 510 An Agency must submit labor cost data for each health care facility in which the nurse agency has a current contract where employees have been assigned or referred to that health care facility by employee category (i.e., advanced practice registered nurse, registered nurse, licensed practical nurse, and certified nurse aide) during the specified time frame

Amounts charged to facility

- Wages
- Administrative charges
- Fees the nurse agency bills to the facility
- The zip code of each the facility must be included.

Wages paid to employees

- Average base hourly rate paid by the Agency to employees.
- Total number of hours worked in each category

Other Payments to employees

- Exclusive of the base hourly rate.
 - Per diems
 - Overtime
 - Expense reimbursements
 - Bonuses
 - Wage differentials





DECRIPTION OF DATA - Continued

225 Section 510 An Agency must submit labor cost data for each health care facility in which the nurse agency has a current contract where employees have been assigned or referred to that health care facility by employee category (i.e., advanced practice registered nurse, registered nurse, licensed practical nurse, and certified nurse aide) during the specified time frame

Labor Related Cost

The average amount of labor-related costs paid by the nurse agency for each employee category on a quarterly basis

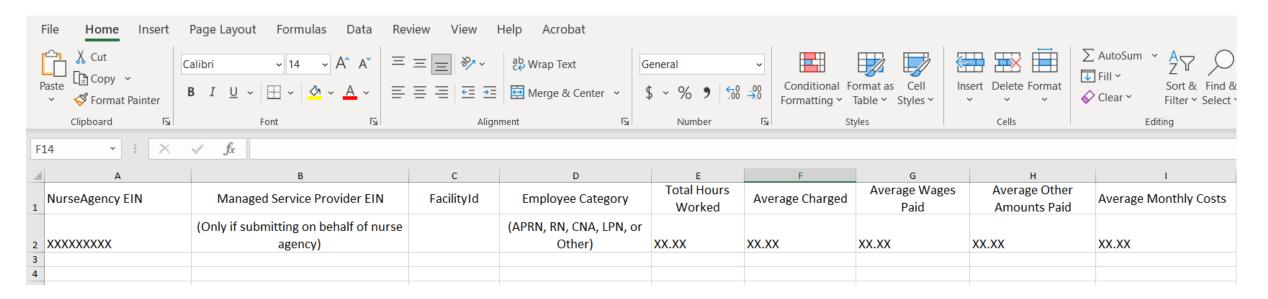


- Administrative charges
- Taxes/Insurance/liability
- Fringe Benefits
- Education and Training





Template instructions



- ❖ Column A Additional rows required if multiple agencies
- Column B- Only if submitting on behalf of nurse agency
- Column C- Same Facility ID assigned in NALA Portal
- Column D Employee Category
- Column E Total hours worked by that employee category

- Column F- Averaged Charged
- ❖ Column G Average wages of category of nurse
- ❖ Column H– Average other Payments
- Column I Average other cost



Please note that this slide has been updated to reflect the active and correct quarterly report template. Please also note the appearance of this template has been enlarged to show details. The template that you will use for your reports will be the standard excel template located on the NALA Portal.



QUESTIONS & ANSWER



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THANKYOU FOR ATTENDING AND WATCHING THIS WEBINAR!





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Illinois Department of Labor





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