



ILLINOIS REGULATIONS FOR CAREGIVER TRAINING IN HOME CARE, HOME HEALTH, HOSPICE, & ASSISTED LIVING



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IMPORTANT:

The clinical team at In the Know strives to provide accurate information about training requirements. However, state regulations can change frequently, and the exact information is often difficult to find and decipher. To complicate matters, each state surveyor may interpret regulations differently, making satisfactory implementation challenging. Please use this guide as an informal tool to help you maintain compliance. It is not a substitute for official communication or publication by your state licensing department or your accrediting agency.

Training requirements for:

HOME SERVICES WORKER (NON-MEDICAL HOME CARE)

ILLINOIS REGULATION:

[Title 77, Chapter I, Subchapter B, Part 245, Section 245.71: Qualifications And Requirements For Home Services Workers](#)

INITIAL TRAINING:

Each home services agency shall provide or arrange for **a minimum of eight hours of training** for each home services worker. Four hours of training shall be provided prior to the home services worker's first assignment, and the remaining four hours shall be provided within the worker's first 30 days after employment. The training shall include:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
The employee's job responsibilities and limitations;	<ul style="list-style-type: none">• None (Provide agency training, including job description.)
Communication skills relating to persons who are hard of hearing, have dementia, or have other special needs;	<ul style="list-style-type: none">• Special Communication Needs
Observing, reporting and documenting client status and the care or service provided, including changes in functional ability and mental status demonstrated by the client;	<ul style="list-style-type: none">• Reporting & Documenting Client Care• Recognizing & Reporting Abnormal Observations
Performing personal care tasks for clients, including bathing; skincare; hair care; nail care; mouth care; shaving; dressing; feeding; assistance with ambulation; exercise and transfers; positioning; toileting; and medication reminding;	<ul style="list-style-type: none">• Activities of Daily Living• Bathing Tips• Beyond the Bathtub (Bathing Alternatives)• Dressing & Grooming Tips• Performing Mouth Care• Feeding Your Clients• Performing Safe Transfers• Toileting Tips• The Basics of Medication Administration
Assisting in the use of specific adaptive equipment, such as a mechanical lifting device, if the worker will be working with clients who use the device;	<ul style="list-style-type: none">• Using Assistive Devices• Helping with Mobility• Mechanical Lift Use & Safety
Basic hygiene and basic infection prevention and control practices;	<ul style="list-style-type: none">• Infection Control in Home Care• Handwashing
Maintaining a clean, safe and healthy environment;	<ul style="list-style-type: none">• Housekeeping Basics
Basic personal and environmental safety precautions;	<ul style="list-style-type: none">• Home Care Safety Tips
Recognizing emergencies and initiating emergency procedures, including basic first aid and implementation of a client's emergency preparedness plan;	<ul style="list-style-type: none">• Disaster Planning• Basic First Aid
Confidentiality of client's personal, financial and health information;	<ul style="list-style-type: none">• Maintaining Confidentiality

Training requirements for:

HOME SERVICES WORKER (NON-MEDICAL HOME CARE) — CONT.

INITIAL TRAINING, CONTINUED:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Understanding dementia;	<ul style="list-style-type: none"> Understanding Dementia
Problem-solving skills to care for patients with dementia who exhibit challenging behavior;	<ul style="list-style-type: none"> Dealing with Difficult & Combative People Recognizing & Managing Catastrophic Reactions
Behaviors that would constitute abuse or neglect and the legal prohibitions against these behaviors, as well as knowledge and understanding of abuse and neglect prevention and reporting requirements; and	<ul style="list-style-type: none"> Understanding Abuse Understanding Neglect
Any other task that the agency may choose to have the worker perform.	<ul style="list-style-type: none"> Agency's choice.

ONGOING TRAINING:

All home services workers shall complete *a minimum of eight hours of training during each year of employment.*

Training shall include:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Promoting client dignity, independence, self-determination, privacy, choice and rights;	<ul style="list-style-type: none"> Providing Client-Centered Care Maintaining Your Clients' Dignity
Disaster procedures;	<ul style="list-style-type: none"> Disaster Planning Fire Prevention & Safety
Hygiene and infection control; and	<ul style="list-style-type: none"> An Infection Control Update Bloodborne Pathogens
Abuse and neglect prevention and reporting requirements.	<ul style="list-style-type: none"> Understanding Abuse Understanding Neglect

ALZHEIMER'S & DEMENTIA INITIAL TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), all staff with direct access to clients with Alzheimer's disease or related dementia hired after June 2, 2019 shall complete *a minimum of 6 hours of initial training in the first 60 days of employment.*

SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

ALZHEIMER'S & DEMENTIA ONGOING TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), staff with direct access to clients with dementia shall *receive 3 hours of advanced training* on caring for individuals with Alzheimer's disease and related dementias each year.

SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

Training requirements for:

HOME CARE / HOMECARE AIDE (CCP-MEDICAID)

ILLINOIS REGULATION:

[Title 89, Chapter II, Part 240, Section 240.1535: In-Home Service Staff Positions, Qualifications, Training And Responsibilities](#)

INITIAL TRAINING:

New employees shall receive **24 hours of initial pre-service training**, including agency orientation of not more than 2 hours, prior to assignment to provide services to a CCP participant without a supervisor or trainer present (not to exceed a 6 month period from the training to first assignment). Initial homecare aide training shall be subject to a competency evaluation conducted by the agency and include all in-home services ([see Section 240.210](#)), as well as the following additional topics:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
The homecare aide's job responsibilities and limitations;	<ul style="list-style-type: none"> • None (Provide agency training, including job description.)
Communication skills, including communicating with special participant populations such as the hearing impaired and participants with dementia or other special needs;	<ul style="list-style-type: none"> • Special Communication Needs
Observation, reporting and documentation of participant status and of the service furnished;	<ul style="list-style-type: none"> • Reporting & Documenting Client Care • Recognizing & Reporting Abnormal Observations
Performance of specific service components of in-home services authorized under Section 240.210(a) , including, but not limited to, personal care, positioning/transferring participant, and assisting participant with exercise/range of motion);	<ul style="list-style-type: none"> • Activities of Daily Living • Bathing Tips • Dressing & Grooming Tips • Performing Mouth Care • Feeding Your Clients • Performing Safe Transfers • Toileting Tips • Passive & Active Range of Motion
Ability to assist in the use of specific adaptive equipment, if the aide will be working with participants who use the device;	<ul style="list-style-type: none"> • Using Assistive Devices • Helping with Mobility • Mechanical Lift Use & Safety
Basic hygiene and basic infection control practices;	<ul style="list-style-type: none"> • Infection Control in Home Care • Handwashing
Maintenance of a clean, safe and healthy environment;	<ul style="list-style-type: none"> • Housekeeping Basics
Basic personal and environmental safety precautions;	<ul style="list-style-type: none"> • Home Care Safety Tips
Use of seclusion and restraint;	<ul style="list-style-type: none"> • Restraints & Alternatives
Recognizing emergencies and knowledge of emergency procedures;	<ul style="list-style-type: none"> • Disaster Planning • Fire Prevention & Safety
Confidentiality of participant personal, financial and health information;	<ul style="list-style-type: none"> • Maintaining Confidentiality
Knowledge and understanding of abuse and neglect prevention and reporting requirements;	<ul style="list-style-type: none"> • Understanding Abuse • Understanding Neglect
Respiratory services;	<ul style="list-style-type: none"> • Oxygen Safety for Caregivers

Training requirements for:

HOME CARE / HOMECARE AIDE (CCP-MEDICAID) — CONT.

ONGOING TRAINING:

A minimum of **12 hours per calendar year of in-service training** is mandatory for all homecare aides. Yearly training shall include at least 9 hours of training selected from among the following topics:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Promoting participant dignity, independence, self-determination, privacy, choice and rights;	<ul style="list-style-type: none"> • Providing Client-Centered Care • Maintaining Your Clients' Dignity
Special characteristics of the elderly population; physical, emotional and developmental needs of the participant;	<ul style="list-style-type: none"> • The Normal Aging Process
Recognizing participant abuse, neglect and/or exploitation; abuse and neglect prevention and reporting requirements;	<ul style="list-style-type: none"> • Understanding Abuse • Understanding Neglect • How to Recognize & Report Human Trafficking
Confidentiality of participant information;	<ul style="list-style-type: none"> • Maintaining Confidentiality
Communication skills;	<ul style="list-style-type: none"> • Special Communication Needs • Handling Complaints • Customer Service in Healthcare
Universal precautions, blood-borne pathogens and infection control;	<ul style="list-style-type: none"> • Standard Precautions • Bloodborne Pathogens • An Infection Control Update
Fire and life safety, including emergency procedures to be implemented under the agency's all hazards disaster operations plan;	<ul style="list-style-type: none"> • Fire Prevention & Safety • Agency's All Hazards Disaster Operations Plan
Dealing with adverse behaviors (e.g., mental illness, depression and aggression);	<ul style="list-style-type: none"> • Helping Clients with Mental Illness • Understanding Depression • Dealing with Difficult & Combative People
Family dynamics;	<ul style="list-style-type: none"> • Dealing with Family Members
Diseases of the elderly; understanding Alzheimer's Disease and dementia;	<ul style="list-style-type: none"> • Understanding Alzheimer's Disease • Understanding Dementia
Body mechanics and normal range of motion, transfer techniques and positioning;	<ul style="list-style-type: none"> • Performing Safe Transfers • Taking Care of Your Back
Chronic illness, death and dying;	<ul style="list-style-type: none"> • Understanding Pain & the Elderly • End of Life Care • Talking about Death • Grieving With & For Your Clients
Medicaid fraud and abuse;	<ul style="list-style-type: none"> • All About Corporate Compliance

Training requirements for:

HOME CARE / HOMECARE AIDE (CCP-MEDICAID) — CONT.

ONGOING TRAINING:, CONTINUED

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Cultural diversity;	<ul style="list-style-type: none"> • Understanding Cultural Diversity
Food, nutrition and meal planning and preparation, including special diets;	<ul style="list-style-type: none"> • Planning Balanced Meals • Principles of Cooking • Get Ready, Get Set, Cook • Mealtime with Diabetes • Mealtime with Cardiovascular Disease
Maintenance of a clean, safe and healthy environment, including laundry and house cleaning skills;	<ul style="list-style-type: none"> • Housekeeping Basics
Appropriate and safe techniques in performing and assisting with personal care;	<ul style="list-style-type: none"> • Activities of Daily Living
Assistance with self-administered medications;	<ul style="list-style-type: none"> • The Basics of Medication Administration • Over-the-Counter Medications • Understanding Common Medications
Recognizing changes in bodily functions that should be reported to the supervisor;	<ul style="list-style-type: none"> • Recognizing & Reporting Abnormal Observations
Respiratory services;	<ul style="list-style-type: none"> • Oxygen Safety for Caregivers
Use of seclusion and restraint;	<ul style="list-style-type: none"> • Understanding Restraints & Alternatives
Understanding advance directives.	<ul style="list-style-type: none"> • Understanding Advance Directives.
First aid and/or CPR;	<ul style="list-style-type: none"> • Basic First Aid Tips • A CPR Update (Does not certify learner in CPR)

ALZHEIMER’S & DEMENTIA INITIAL TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), all staff with direct access to clients with Alzheimer's disease or related dementia hired after June 2, 2019 shall complete **a minimum of 6 hours of initial training in the first 60 days of employment.**
SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

ALZHEIMER’S & DEMENTIA ONGOING TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), staff with direct access to clients with dementia shall **receive 3 hours of advanced training** on caring for individuals with Alzheimer's disease and related dementias each year.
SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

Training requirements for:

HOME HEALTH AIDE WORKERS

ILLINOIS REGULATION:

[Title 77, Chapter I, Subchapter B, Part 245, Section 245.70: Home Health Aide Training](#)

INITIAL TRAINING:

Successful completion of a **nursing arts course that includes at least 40 hours of supervised clinical experience, in an accredited nurse training program** as evidenced by diploma, certificate or other written verification from the school, and successful completion of the written portion of the Department-established nursing assistant competency test.

ONGOING TRAINING:

The home health or home nursing agency is responsible for ensuring that the individuals who furnish home health aide services on its behalf are competent to carry out assigned tasks in the patient's place of residence. **A competency evaluation conducted by an RN** in the home health or home nursing agency shall address each of the following subjects:

ILLINOIS REQUIREMENT	COURSES RELATED TO COMPETENCY EVALS
Communication skills relating to persons who are hard of hearing, have dementia, or have other special needs;	<ul style="list-style-type: none">Special Communication Needs
Observation, reporting, and documentation of patient status and the care or service furnished;	<ul style="list-style-type: none">Reporting & Documenting Client Care
Reading and recording temperature, pulse and respiration;	<ul style="list-style-type: none">A Vital Signs Update
Basic infection prevention and control procedures;	<ul style="list-style-type: none">An Infection Control UpdateBloodborne Pathogens
Basic elements of body functioning and changes in body function that shall be reported to an aide's supervisor;	<ul style="list-style-type: none">Recognizing & Reporting Abnormal Observations
Maintenance of a clean, safe and healthy environment;	<ul style="list-style-type: none">Housekeeping Basics
Recognizing emergencies and initiating emergency procedures;	<ul style="list-style-type: none">Disaster Planning
The physical, emotional and developmental needs of and ways to work with the populations served by the home health agency, including the need for respect for the patient, his or her privacy, and his or her property;	<ul style="list-style-type: none">Client-Centered Care

Training requirements for:

HOME HEALTH AIDE WORKERS — CONT.

ONGOING TRAINING, CONTINUED:

The home health or home nursing agency is responsible for ensuring that the individuals who furnish home health aide services on its behalf are competent to carry out assigned tasks in the patient's place of residence. **A competency evaluation conducted by an RN** in the home health or home nursing agency shall address each of the following subjects:

ILLINOIS REQUIREMENT	COURSES RELATED TO COMPETENCY EVALS
Appropriate and safe techniques in personal hygiene and grooming that include: <ul style="list-style-type: none"> • Bed bath; • Sponge, tub or shower bath; • Hair shampooing in sink, tub and bed; • Nail and skin care; • Oral hygiene; and • Toileting and elimination; 	<ul style="list-style-type: none"> • Bathing Tips • Beyond the Bathtub (Bathing Alternatives) • Dressing & Grooming Tips • Handling Incontinence of the Bowel & Bladder • Performing Mouth Care • Perineal & Catheter Care • Toileting Tips
Safe transfer techniques and ambulation;	<ul style="list-style-type: none"> • Performing Safe Transfers • Helping with Mobility
Normal range of motion and positioning;	<ul style="list-style-type: none"> • Passive & Active Range of Motion
Adequate nutrition and fluid intake;	<ul style="list-style-type: none"> • Basic Nutrition & Hydration • Nutrition for the Elderly
Problem solving with individuals with dementia who exhibit challenging behavior;	<ul style="list-style-type: none"> • Dealing with Difficult & Combative People • Recognizing & Managing Catastrophic Reactions
Understanding dementia;	<ul style="list-style-type: none"> • Understanding Dementia
Recognizing and reporting changes in skin condition; and	<ul style="list-style-type: none"> • Common Skin Conditions, from A to Z
Any other task that the agency may choose to have the home health aide perform, as permitted by statute.	<ul style="list-style-type: none"> • Agency's choice.

ALZHEIMER'S & DEMENTIA INITIAL TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), all staff with direct access to clients with Alzheimer's disease or related dementia hired after June 2, 2019 shall complete **a minimum of 6 hours of initial training in the first 60 days of employment.**
SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

ALZHEIMER'S & DEMENTIA ONGOING TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), staff with direct access to clients with dementia shall **receive 3 hours of advanced training** on caring for individuals with Alzheimer's disease and related dementias each year.
SEE PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.

Training requirements for:
HOSPICE AIDE WORKERS

ILLINOIS REGULATION:

[Title 77, Chapter I, Subchapter B, Part 280, Section 280.2040: Personnel Policies](#)

INITIAL TRAINING: All new employees shall complete an orientation program covering, at a minimum, the program's philosophy and goals; job orientation, allowable duties of the new employee, safety, and appropriate interactions with patients and families.

ONGOING TRAINING: All employees shall attend in-service training programs pertaining to their assigned duties at least annually. Written records of program content and personnel attending each session shall be maintained.

CMS GUIDELINES:

[42 CFR Part 418 Medicare and Medicaid Programs: Hospice Conditions of Participation.](#)

INITIAL TRAINING: Content and duration of hospice aide classroom and supervised practical training, hospice aide training must include classroom and supervised practical training in a practicum laboratory or other setting in which the trainee demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse, or a licensed practical nurse, who is under the supervision of a registered nurse. Classroom and supervised practical training combined must total at least 75 hours.

ONGOING TRAINING: A hospice aide must receive at least 12 hours of in-service training during each 12-month period. In-service training may occur while an aide is furnishing care to a patient.

IN THE KNOW RECOMMENDATIONS INCLUDE BUT ARE NOT LIMITED TO:

Caring for Bedbound Clients

End of Life Care

Ethical Dilemmas in Healthcare

Grieving with and For Your Clients

Maintaining Your Client's Dignity

Oxygen Safety for Caregivers

Talking About Death

The Five Domains of Pain

Understanding Advance Directives

Understanding Hospice

Understanding Pastoral Care

Understanding Religious Diversity

Training requirements for:
ASSISTED LIVING AIDE WORKERS

ILLINOIS REGULATION:
[2019 Assisted Living State Regulatory Review](#)

INITIAL (ORIENTATION) TRAINING:

Each new employee must complete orientation within 10 days of their start date on topics such as the:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Establishment’s philosophy and goals;	<ul style="list-style-type: none"> In-house materials on philosophy and goals.
Resident rights;	<ul style="list-style-type: none"> Bill of Rights
Abuse and neglect prevention; and	<ul style="list-style-type: none"> Understanding Abuse Understanding Neglect
Reporting requirements.	<ul style="list-style-type: none"> Reporting & Documenting Client Care

ONGOING TRAINING:

Each manager and direct care staff member shall complete a minimum of eight hours of ongoing training, applicable to the employee's responsibilities, every 12 months after the starting date of employment. The training shall include:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Promoting resident dignity, independence, self-determination, privacy, choice, and resident rights;	<ul style="list-style-type: none"> Client-Centered Care Maintaining Your Clients' Dignity
Disaster procedures;	<ul style="list-style-type: none"> Disaster Planning
Hygiene and infection control;	<ul style="list-style-type: none"> An Infection Control Update Standard Precautions Handwashing
Assisting residents in self-administering medications;	<ul style="list-style-type: none"> The Basics of Medication Administration
Abuse and neglect prevention and reporting requirements;	<ul style="list-style-type: none"> Understanding Abuse Understanding Neglect
Assisting residents with ADLs.	<ul style="list-style-type: none"> Activities of Daily Living

ALZHEIMER’S & ALZHEIMER’S & DEMENTIA INITIAL & ONGOING TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), staff with direct access to clients with dementia shall **receive a specific number of hours of advanced training** on caring for individuals with Alzheimer's disease and related dementias each year.

SEE [PAGE 12 OF THIS DOCUMENT FOR MANDATED CURRICULUM.](#)

Training requirements for:

ALZHEIMER'S DISEASE & RELATED SERVICES ACT

ALZHEIMER'S & DEMENTIA INITIAL TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), all staff with direct access to clients with Alzheimer's disease or related dementia hired after June 2, 2019 shall complete **a minimum of 6 hours of initial training in the first 60 days of employment.**

The curriculum shall include, at a minimum, the following topics:

ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Understanding dementia (e.g., hoarding, paranoia, hallucinations, and sundown syndrome);	<ul style="list-style-type: none"> Understanding Dementia
Effectively communicating with individuals with dementia;	<ul style="list-style-type: none"> Communicating with Clients with Alzheimer's
Assisting individuals with dementia in performing activities of daily living; and fundamentals of dementia care;	<ul style="list-style-type: none"> Understanding Alzheimer's Disease & Related Dementias (ADRD) - 2 hours
Problem solving with individuals with dementia who exhibit challenging behavior (e.g., aggressive and catastrophic behaviors);	<ul style="list-style-type: none"> Recognizing & Managing Catastrophic Reactions
Safe environments (e.g., wandering);	<ul style="list-style-type: none"> Safe Environments for Clients with Dementia & Alzheimer's Disease
Managing the activities of individuals with dementia.	<ul style="list-style-type: none"> Activities for Clients with Alzheimer's Disease

ALZHEIMER'S & DEMENTIA ONGOING TRAINING:

Per the [Alzheimer's Disease and Related Services Act](#), staff with direct access to clients with dementia shall **receive 3 hours of advanced training** on caring for individuals with Alzheimer's disease and related dementias each year. The mandated training shall include, at a minimum:

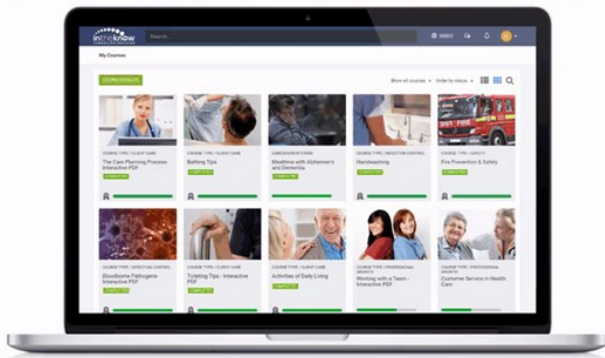
ILLINOIS REQUIREMENT	IN THE KNOW EQUIVALENT OPTIONS
Promoting resident dignity, independence, individuality, privacy, and choice;	<ul style="list-style-type: none"> Client-Centered Care Maintaining Your Client's Dignity
Resident rights and principles of self-determination;	<ul style="list-style-type: none"> Bill of Rights Understanding & Supporting Advance Directives
Care of elderly persons with physical, cognitive, behavioral and social disabilities; and	<ul style="list-style-type: none"> Dealing with Difficult & Combative People Understanding Basic Human Needs
Effectively communicating with individuals with dementia.	<ul style="list-style-type: none"> Communicating with Clients with Alzheimer's

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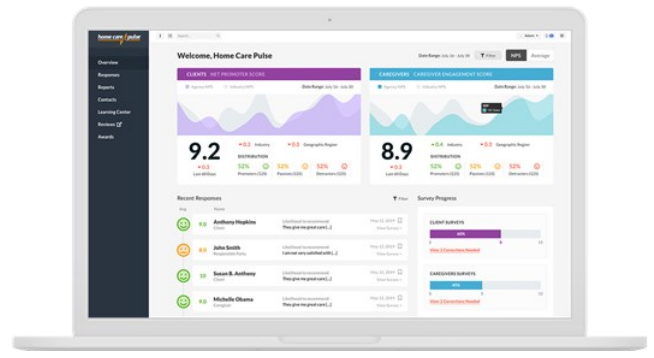
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