

Survey Research Office
Center for State Policy & Leadership
University of Illinois Springfield
Springfield, IL 62703-5407

October 25, 2014

First Name Last Name

Agency

Address 1

City, State Zip

Dear First Name Last Name:

As you know, the Centers for Medicare & Medicaid Services (CMS) issued new federal home and community based services (HCBS) requirements that went into effect on March 17, 2014. States that operate Medicaid HCBS Waiver Programs are required to submit a Transition Plan to CMS outlining the strategy for compliance with the new regulations. The Illinois Department of Healthcare and Family Services, along with the Department of Human Services and the Department on Aging, have developed a survey to assess the State's current compliance with the new regulations specific to the non-residential settings requirements.

The University of Illinois Springfield has been asked to help develop this transition plan. You previously received notice about your organization's participation in this evaluation from the Illinois Department of Healthcare and Family Services, along with the Department of Human Services and the Department on Aging. **The input you provide will be used to help inform the Transition Plan and not be used to evaluate whether your setting(s) are currently in compliance with the new federal requirements.**

To ensure that we have data on all service providers, your agency is required to fill out a survey for all of its non-residential settings in Illinois. We know that this is a time consuming task, but it is essential in order for Illinois to develop a compliance strategy for moving forward. Your cooperation is greatly appreciated.

Participation in this project is mandatory. To participate, please **both** of the enclosed forms.

- First, complete the survey labeled "Agency-Specific Form." This survey deals solely with the parent agency operating the residential settings.
- Second, please complete the survey labeled "Setting-Specific Form" for all non-residential settings operated by your agency. If you need more copies of the "Setting-Specific Form," please email Dr. Ashley Kirzinger at sro@uis.edu.

Please return both surveys in the enclosed postage-paid return envelopes. You can also fax them to the Survey Research Office at University of Illinois Springfield at (217) 206-7979, Attn: HCBS. Online versions of both forms are available for your convenience at: <http://go.uis.edu/nonresidentHCBS>. You will be prompted for your Project ID number, which is **PROJID**. If you have any questions, please contact the Survey Research Office at (217) 206-6591.

Thank you in advance for your participation!



Dr. Ashley Kirzinger
Director, Survey Research Office