



ILLINOIS DEPARTMENT OF LABOR  
FAIR LABOR STANDARDS  
NURSE AGENCY LICENSING ACT



**NALA REMINDERS AND QUARTERLY REPORTS INFORMATION**

# TOPICS

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- ❖ Application Processing
- ❖ Compliance/Enforcement
- ❖ Quarterly Reporting





# TIMELINE OF COMPLIANCE AND ENFORCEMENT EFFORTS



# 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**



# INSURANCE VERIFICATION

(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 include the updated information
- Must be done within 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.



# HOW TO ACCESS:

- ❑ 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





# ENFORCEMENT





# FIELD VISITS AND AUDIT ROLLOUT

## PHASE I: ILLINOIS LOCATIONS

### Field Visits

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

### Auditing

- ❑ Appointments sent **60** days in advanced
- ❑ Checklist will be provided
- ❑ Allow up to 1 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
- ❑ **10 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 **60** 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

- ❑ **15 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: (1) 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: PA102-946, eff. 7-1-22; 02-1124, eff. 2-3-23.)



# IMPORTANT DATES

March 1, 2023 – May 31, 2023



Initial Quarterly  
Reporting Data  
timeframe

June 15, 2023



Quarterly  
Report Final  
Due Date

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

- Cannot be emailed
- Due by end of business
- No extension**
- Maybe subject to fine or violation
- Risk revocation, suspension, or denial

\* Please note that Invoices are still required to be submitted every 15<sup>th</sup> of the month





## QUARTERLY REPORTING SCHEDULE 2023-2024

Quarters	Reporting from	Reporting to	Due Date
Quarter 1	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 15, 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 1	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**



## DESCRIPTION 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



## Examples:

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



# TEMPLATE INSTRUCTIONS

The screenshot shows the Microsoft Excel interface with the ribbon set to 'Home'. The spreadsheet grid displays the following structure:

	A	B	C	D	E	F	G	H	I
1	NurseAgency EIN	Managed Service Provider EIN	FacilityId	Employee Category	Total Hours Worked	Average Charged	Average Wages Paid	Average Other Amounts Paid	Average Monthly Costs
2	XXXXXXXXXX	(Only if submitting on behalf of nurse agency)		(APRN, RN, CNA, LPN, or Other)	XX.XX	XX.XX	XX.XX	XX.XX	XX.XX
3									
4									

- ❖ 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.**





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# QUESTIONS & ANSWER



Illinois Department of Labor  
Fair Labor Standards  
Nurse Agency Licensing  
160 N. LaSalle Str Suite 1300  
Chicago, IL 60601  
312-793-1804  
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**THANK YOU FOR  
ATTENDING AND  
WATCHING THIS  
WEBINAR!**



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# NALA DEPARTMENT POINT OF CONTACT

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