**Section 295.3010 Manager's Qualifications**

a) Each assisted living establishment shall have a full-time manager.

b) A shared housing establishment shall have a manager who may oversee no more than three establishments if they are located within 30 minutes driving time from each other during non-rush hour and if the manager may be immediately contacted by an electronic communication device.

c) *The establishment* shall be *under the supervision of a full-time director* (manager) *who is at least 21 years of age and has* *a high school diploma or equivalent plus either*:

1) *2 years of management experience or 2 years of experience in positions of progressive responsibility in health care, housing with services, or adult day care or providing similar services to the elderly; or*

2) *2 years of management experience or 2 years of experience in positions of progressive responsibility in hospitality and training in health care and housing with services management.* (Section 35(a)(2) of the Act)

3) For the purposes of this subsection, "services management" refers to the coordination and oversight of various services provided to residents, such as healthcare, activities, and daily support. It includes, but is not limited to, ensuring resident quality of care, effective communication with establishment staff, and addressing residents' needs to enhance their overall wellbeing in the establishment.

d) The manager shall designate an individual capable of acting in an emergency to act in their absence from the establishment.

e) If the manager provides direct care, the manager is required to meet the requirements of the Health Care Worker Background Check Act.

f) Changes in manager must be reported to the Department within 10 working days after the change.

(Source: Amended at 48 Ill. Reg. 12026, effective July 29, 2024)