



JB Pritzker, Governor

Illinois Department of Human Services

Grace B. Hou, Secretary

Developmental Disabilities

600 East Ash • Building 400 • Springfield, IL 62703

April 28, 2022

Re: Compliance Action Plan REQUIRED

Dear [NAME],

Thank you for your submission of site evidence for validation of:

[SITE ADDRESS]

The validation has resulted in the need for a Compliance Action Plan (attached). You will see that the validator has identified the area(s) where they did not find enough evidence of compliance.

- You have 14 days to complete and return the CAP attached by email to DHS.HCBS@illinois.gov, outlining the actions you will take to achieve compliance.
 - Attached are ideas of activities that could address compliance in each area of concern, provided by DDD, in partnership with CQL. These are not required nor comprehensive, and you are free to identify other activities to address compliance as well.
- Once your CAP has been emailed to DHS.HCBS@illinois.gov, you will have 60 days to address the concerns and email DHS.HCBS@illinois.gov to confirm completion.
- Completion confirmation to DDD is required to receive site validation and maintain HCBS waiver funding.

If you have any questions about the issues identified, you can email DHS.HCBS@illinois.gov. Thank you again for your commitment during this process.

Sincerely,

Sincerely,

Sarah Myerscough-Mueller
Director
Division of Developmental Disabilities