



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

June 24th, 2025

Dear Long-term Care Facilities,

The Skilled Nursing and Intermediate Facilities Code (77 Ill. Adm. Code 300.1233) requires long-term care facilities to submit a daily census report for all skilled and intermediate care residents to the Illinois Department of Public Health (Department) on a quarterly basis. **Census data for the 3rd quarter (April 1 – June 30, 2025) is due to the Department no later than September 1, 2025.**

Census data must be submitted to the Department on the attached Excel spreadsheet and sent to DPH.LTCDailyCensus@illinois.gov.

Failure to submit a required daily census report by September 1, 2025 will result in the Department calculating staffing requirements utilizing the facility's number of licensed beds and the skilled direct care staffing ratio.

Questions and technical difficulties may be directed to DPH.LTCDailyCensus@illinois.gov.

Thank you for your cooperation and prompt attention.

Sincerely,

Sheila A. Driver, JD, MBA, RN

Deputy Director

Cc: OHCR Department File

Attachments: Excel Census Document