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Meeting Minutes of:
ILLINOIS DEPARTMENT OF PUBLIC HEALTH - PERINATAL ADVISORY COMMITTEE
Hospital Facilities Designation Sub-Committee Meeting (HFDSC)

October 20, 2016
9:30 a.m. until 12:00 p.m.

IDPH Office 122 S. Michigan, 7th Floor, Room 711 Chicago, IL	IDPH Offices 535 West Jefferson, 4th Floor Springfield, IL
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Introductions

The Chair, Cindy Mitchell, called the meeting to order about 9:30 A.M. on Thursday October 20th, 2016. She then asked everyone around the room to introduce themselves.

Alex Smith went over the ethics training and having it done sometime in the near future.

Attendees

Members in Attendance	Guests and IDPH
Cindy Mitchell Urmila Chaudhry Srikumar Pillai (Phone) Phil Schaefer Jenny Brandenburg Melissa Zahnd Robyn Gude Rick Pearl	Tanya Dworkin, IDPH Miranda Scott, IDPH Shannon Lightner, IDPH Alexander Smith, IDPH Stephen Locher Maripat Zeschke Pam Wolfe Elaine Shafer Jodi Hoskins Lori Filock Andrea Cross Cecilia Lopez
	Members Not In Attendance
	Dennis Crouse Howard Strassner

Meeting Minutes of:
ILLINOIS DEPARTMENT OF PUBLIC HEALTH - PERINATAL ADVISORY COMMITTEE
Hospital Facilities Designation Sub-Committee Meeting (HFDSC)
October 20, 2016
Page 2 of 4

Motions

1. **Motion to approve August 2016 minutes**
1st Urmila Chaudry, 2nd Phil Schaefer, Unanimous Approval

2. **Vote to recommend to PAC to create a committee to review the hospital site visit process change.**
1st Rick Pearl, 2nd Urmila Chaudhry, Unanimous Approval

3. **Motion to adjourn**
1st Phil Schaefer, 2nd Jenny Brandenburg

Minutes

The minutes from the August 2016 meeting were reviewed and approved.

IDPH Updates

A Policy for Chairs of Perinatal

- Requested that HFDSC help the department look at the site visit process and what a well done site visit would look like.
- Legal was at the meeting and had a few questions to answer from the previous meeting:
 - o Q: Could the department state requirements for a policy on chairs of neonatology?
 - o A: Yes.
 - o Q: Risk of transferring babies outside of their region?
 - o A: IDPH cannot stop/intervene unless it puts patients at risk.
 - o Q: Is there a timeline for a network transfer? Is a site visit required?
 - o A: No time, but a site visit is required.
- Shannon reminded that hospitals are to have a policy on their chairs by January 1st.
- Action Item from Cindy: Have Alex send out Texas policy for OB and Neo Chairs.

Meeting Minutes of:
ILLINOIS DEPARTMENT OF PUBLIC HEALTH - PERINATAL ADVISORY COMMITTEE
Hospital Facilities Designation Sub-Committee Meeting (HFDSC)
October 20, 2016
Page 3 of 4

New Business

Work Plan

- Unity Point Methodist plans to be at the next meeting.
- Briefly spoke about St. Anthony wanting to change designation and networks
- A request for Elmhurst to move to University of Chicago's network. IDPH is still waiting on materials for network change.
- Cindy Mitchell then brought up about the Department wanting to a site visit when a hospital decreases in level of care.
- There was a policy in place and there is a list of questions to ask a hospital who wants to change designation and Cindy reached out to the committee to adding questions or modifying the list. Some suggestions to look at were
 - o Pro's and Con's of a network Change
 - o Continuity of Care
 - o Travel Distance
 - o Quality of care
 - o Get letters of support from each hospital?
 - o Get a letter from each network about impact?
 - o Financial impact on both parties?
- There was a discussion about the process of changing networks. And if there was a mutual agreement between the APC's to allow the hospital to change. The committee also discussed whether state resources were looked at.
- A hospital that wants to change networks should send a letter a reason of either why or why not from both the receiving and sending APC. After the letters are received, then they will need to come before the facilities committee. The committee will then decide what to recommend to the committee
- Afterwards the committee spoke about the need for site visit when decreasing level of care.
- There was some discussion on rule changes on rule 640 and 643 (Appendix J). IDPH requested the committee to not wordsmith changes to the rule, but instead to give a broad change in what will be needed. The department then will narrow in and come back with more specific questions.

Old Business

Site Visit Process

- Define the purpose of a site visit.
- A suggestion is that the committee should define what a purpose of a site visit is.
- Appendix A might not be up to date and accurately get the correct quality of care.
- It was brought up that site visits never actually tour the nursery. They see it more from a paper.

Meeting Minutes of:
ILLINOIS DEPARTMENT OF PUBLIC HEALTH - PERINATAL ADVISORY COMMITTEE
Hospital Facilities Designation Sub-Committee Meeting (HFDSC)
October 20, 2016
Page 4 of 4

- Suggestion to check in with the Vermont Oxford Network.
- Other states were spoken about:
 - o Iowa has a system in place where the official directive is to look at the most recent policy that can be updated much quicker and easier.
 - o Georgia uses a checklist to follow if the hospital fits into the requirements
 - o Texas has an application fee based on the level of care they seek to achieve and also charge for the site visits.
- The committee asked for people who they could contact at JCAR to speak about rule changes.
- It was suggested to form a position paper to suggest to PAC and the Department to keep a concurrent and updated set of rules.
- Plan to make a subcommittee to focus on site visits
- Ideas for the representatives on the sub committee:
 - o Every level of care
 - o Every perinatal center
 - o Nursing
 - o Hospital Administration
 - o Hospitals on Borders
 - o Hospital Licensing
- Motion to create a sub-committee to review the site visit process rule change. It was motioned by Rick Pearl and seconded by Urmila Chaudry.

Closing

- At approximately 12:04 PM the meeting was adjourned.
- Phil Schaefer moved for the meeting to be adjourned. This was agreed upon by Jenny Brandenburg on Thursday October 20th, 2016.

Next Meeting

December 15, 2016 at 9:30 AM.