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**Meeting Minutes of:**  
**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**Levels of Care: Site Visits (LOC)**

**December 14, 2017**  
**3:15 p.m. until 4:30 p.m.**

<b>IDPH Offices</b> <b>69 W. Washington, 35<sup>th</sup> Floor</b> <b>Chicago, IL</b>	<b>IDPH Offices</b> <b>535 West Jefferson, 5<sup>th</sup> Floor</b> <b>Springfield, IL</b>
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**Attendees**

<b>Members in Attendance</b>	<b>Guests and IDPH</b>
Phil Schaefer (Phone) Elaine Shafer Jennifer Hamilton-Gilpin (phone) Jim Hocker (phone) Salena Kinser (Phone) William Mackendrick Ann Schramm	Catherine Adalakun, IDPH Tanya Dworkin, IDPH Trishna Harris, IDPH Miranda Scott, IDPH Alexander Smith, IDPH  Roma Allen Jenny Brandenburg Andrea Cross Robyn Gude Jodi Hoskins Cecilia Lopez Cindy Mitchell Angela Rodriguez Carol Rosenbusch Myra Sabini Debbie Schy Shirley Scott Fiona Springman Bernadette Taylor Maripat Zeschke
	<b>Members Not In Attendance</b>
	Michael Socol (excused)

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## **Motions**

1. **Motion to approve the minutes.**
  - 1<sup>st</sup> William Mackendrick, 2<sup>nd</sup> Ann Schramm, Unanimous yes.
  
2. **Motion to adjourn.**
  - Unanimous yes.

## **Introductions and Welcome**

- Phil Schaefer, Chair, went around the room asking the room to introduce themselves.

## **Minutes**

- Minutes from August 2017 were reviewed and voted on with Unanimous Approval.

## **Agenda Items**

### **1. IDPH Updates**

- The Illinois Department of Public Health (IDPH) staff gave an update on the levels of care progress
- IDPH gave an update on the levels of care combined meeting and the survey on a list of questions for hospital site visits. Also, IDPH is working on getting the next combined meeting scheduled. The plan is for March 2018.

### **2. Focused Site Visits for Learning and Quality Improvement**

- Elaine gave a recap since it had been a few months since the previous meeting.
- The main goal of the committee is to streamline the process of a site visit, but still make it beneficial and an overall positive experience.
- The group wants to focus on improving the type of data collected.
- The group had previously looked at keeping the records online and the data real-time.

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- Ann Schramm interviewed some employees of a hospital that had recently gone through the Joint Commission (JCAHO) perinatal certification.
- Ann discussed the process for perinatal certification for JCAHO.
  - Two physicians come to do the visit
  - The staff interviewed believe that it was beneficial and not “nit-picky.” They felt that the physicians focused on quality and outcomes by providing best practices.
  - **Public Comment:** On the hospital side, who lead the visit? A: The hospital facility picked their chair of OB to lead. The rest of the team was recruited through other departments.
  - **Public Comment:** Was there a fee? A: Yes.
  - Question on if a hospital facility went through and completed the JCAHO certifications, could that impact their IDPH site visit and lessen the length/data provided? A: No, IDPH would be looking different information than JCAHO might.
- Discussion on if the process would need to be different between each level of care

### **3. Quality Elements for Review and Improvement**

- Discussion on different quality aspects at different levels of care.
- Discussion on what databases are used.
  - IDPH cannot mandate a specific database to be used.
- The committee ideally wants an electronic dashboard that might help flag a site visit or review depending on the severity.
- Discussion on what types of data or measures might trigger a site visit.
- Discussion on if site visits should include patient satisfaction or families.
- Discussion on project sustainability.
- The committee talked about individualizing site visits. If a hospital is lacking in an area, that the site visit could focus on that rather than areas they might be excelling at.
  - Also suggested that the facility should still somehow be able to show and talk about areas they excel in.
- Discussed setting up policy to say that IDPH measures come out yearly and the hospital could follow those measures when preparing for the site visit.

### **4. Educational Elements for Inclusion in the Perinatal Site Visit**

- Discussion on if charts should be reviewed during the site visit.
  - Depending on the data provided from the dashboard that would determine whether or not a chart review should be done.

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- The committee seems to be discussing a common theme about site specific site visits.
- Who(m) does the committee envision will be doing the chart reviews/audit?
  - The chart information would determine who does the chart review.
- **Public Comment:** A site visit team should have a proper training.
- Discussion on if the site visit team should go into the NICU.
  - **Public Comment:** could the tracer's portion cover the tour of the site visit?
- **Public Comment:** Can ePerinet be used as the dashboard?

**5. Public Feedback/Questions**

- Asked for public comment. There was none at the time. Public comment was made throughout.

**Adjournment**

Motion to adjourn: Unanimous yes.