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**Meeting Minutes of:**  
**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**Levels of Care: Designation, Redesignation, and Change of Network (LOC)**

**March 15, 2018**  
**8:30 a.m. until 9:30 a.m.**

<b>George W. Dunne Building</b> <b>69 West 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**

Members in Attendance	Guests and IDPH
Jenny Brandenburg Lori Filock (Phone) Joan Cappelletti (phone) Linnette Carter (phone) Paula Melone (phone) Debbie Schy (phone)	Tanya Dworkin, IDPH Trishna Harris, IDPH Miranda Scott, IDPH Alexander Smith, IDPH Andrea Palmer, IDPH Catherine Adelakun, IDPH  Robyn Gude Jodi Hoskins Cindy Mitchell Carol Rosenbusch Ann Schramm Shirley Scott
	Members Not In Attendance
	Harold Bigger Adriena Beatty

**Motions**

1. **Motion to approve minutes from February 2018.**  
 - 1<sup>st</sup> Lori Filock, 2<sup>nd</sup> Linnette Carter, Unanimous Yes
2. **Motion to adjourn.**  
 - 1<sup>st</sup> Linnette Carter, 2<sup>nd</sup> Debbie Schy, Unanimous Yes

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**March 15, 2018**  
**Page 2 of 3**

## **Introductions**

- Jenny Brandenburg called the meeting to order about 8:32 a.m. and introductions were done in Chicago, Springfield, and on the phone.

## **Minutes**

- The minutes from February 2018 were approved.

## **Agenda Items**

### **1. IDPH Update**

- The implementation team membership for the levels of care is being finalized
- Jenny asked if anything major came out of the levels of care combined meeting that took place March 1<sup>st</sup>.
  - IDPH mentioned they would send out the notes taken from the meeting.

### **2. Old Business**

- None that was discussed.

### **3. New Business**

#### *Change of Network Process*

- The group looked at a document sent to the committee for things to consider for network change.
  - Discussion on receiving APC's capabilities of keeping up with the new facilities education, M&M's, etc.
    1. Discussed that it should be if the APC can or wants to accept the facility
    2. Asked if there was a report card/score card from an APC and whether they can handle all of the hospitals in their network. A lot of hospitals will want to transfer because their APC is cancelling their M&M's and trainings.
  - Suggested a report for feedback/kudos/complaints about their network. Keep it anonymous.
    1. Currently, feedback is just given directly back to IDPH staff in an informal type of way
  - Discussion on what should be documented, IE what materials should be supplied or given for a network change.
  - Question posed: is a site visit needed for a change of network?
    1. Group consensus was that a site visit is NOT needed.
    2. What should be done in place of a site visit if one is not needed?  
Discussion:
      1. Redesignation letter from last site visit and whatever the responses were
      2. Should an appendix A be included?

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**March 15, 2018**  
**Page 3 of 3**

3. A letter sent to IDPH describing intent
  4. Recommended to send a letter of intent to the current APC as well. It will give the APC a chance to rectify any issues.
  5. Consensus to send a letter of intent to both APC's and IDPH.
- **Public Comment:** Cindy Mitchell – Outline the role of the APC, possibly give a list of reasons you will allow network switch.
  - Should the distance between the current APC and the requested APC be a consideration?
    1. IDPH reminded the group that transports aren't to be decided on by network.
  - What are some acceptable reasons to transfer APC's? Discussion on:
    1. If you are not receiving the proper training
    2. Are financial reasons something to be looked at/a good enough reason?
    3. Discussion on the goal/purpose of regionalization
    4. What are some common reasons for prior network changes?
4. **Next Steps**
- Everyone to think about the topic of acceptable reasons to request/deny a change in perinatal networks?
  - **Action Item:** IDPH is to come up with a list of network changes in the past three years.
5. **Public Comment**
- None during the designated period. Public comment was made throughout the meeting.

## **Adjournment**

Motion to adjourn, Unanimous yes.