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Meeting Minutes of:
ILLINOIS DEPARTMENT OF PUBLIC HEALTH
Levels of Care: Transfers (LOC)

June 7th, 2017
 10:00 a.m. until 11:00 a.m.

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| IDPH Offices 69 W. Washington, 35th Floor Chicago, IL | IDPH Offices 535 West Jefferson, 5th Floor Springfield, IL |
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Attendees

| Members in Attendance | Guests and IDPH |
|--|---|
| Cindy Mitchell Jodi Hoskins Frank Belmonte (Phone) Jean Goodman (Phone) Diane Long (Phone) Kshama Shah (Phone) Fiona Springman | Trishna Harris, IDPH Tanya Dworkin, IDPH Miranda Scott, IDPH Alexander Smith, IDPH Andrea Palmer, IDPH Maripat Zeschke Raye-Ann de Regnier Michael Bower Stephanie Ochs Sheryl Hyatt Jenny Brandenburg Ann Schramm Debbie Schy Carol Rosenbusch Paula Simmons |
| | Members Not In Attendance |
| | Rob Abrams |

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Motions

1. **Motion to adjourn.**
 - Unanimous yes.

Introductions and Welcome

- Cindy Mitchell, Chair of the committee, ask everyone in the room and on the phone to introduce themselves. She also asked a quick background of the members to give everyone an idea of the group make up.

Agenda Items

1. IDPH Meeting Guidelines

- The Illinois Department of Public Health (IDPH) staff was on hand to go over and give an overview of the open meetings act and the rules to be followed by the committee.
- Explained meeting scheduling and logistics in accordance with the Open Meetings Act.
- IDPH also spoke about the importance of the committee members representing their state and not their hospital affiliation.
- If the group has anything to disseminate to the rest of the group, please submit it to Alexander Smith, IDPH, who will in turn disseminate it to the group.

2. Goals / Objects for Work Group

- Some topics the committee plans to look towards in the future:
 - The group will not focus on what patients will be sent.
 - Look at processes
 - Requirements reporting
 - The follow-up that goes back to the referral center
 - What the makeup of the transport team would look like
 - Logistics of the transport team
 - Education of the transport team
 - Back transports
 - What role does telehealth play into transfers?
 - Look at developing a transfer agreement
 - Is the transport going to be a burden on the family?
 - Who the director of transport should be at a facility/requirements of said person.
 - Back transfers – specifically private insurance vs the administrative rule

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- Homework for future meetings calls to break into groups of two to look at:
 - Process of Transports (for moms and babies) – Jean Goodman/Jodi Hoskins
 - Transport Team – Diane Long/Fiona Springman
 - Reporting – Frank Belmonte/Cindy Mitchell
 - Back Transports – Kshama Shah/Rob Abrams

3. Meeting Logistics/Frequency and Future Meeting Resources

- The group would like to meet in August and then ideally start monthly from then on.
- The committee plans to be done in a year.
- Committee wants a person from Emergency Medical Services to attend a meeting.
- Asked for public comment.
 - It was asked of the committee to keep in mind maternal transports and plan on delivers with abnormalities
 - What barriers do they think they group will encounter in the long run? Keep an eye on payment and if it would over burden.

Adjournment

Motion to adjourn: Unanimous yes.