

Illinois Department of Public Health

Procedure for the submission of electronic responses to inspections and plan review comments for licensed health care facilities licensed in the State of Illinois.

Effective 09/01/11: IDPH Licensed Facilities

Under Title 77 Illinois Administrative Code Parts 205, 210, 250, 260, 280, 300, 350,390, 518

- Electronic responses shall be sent to the Design and Construction Section's email address which is dph.design.standards@illinois.gov. Emails that are sent directly to the reviewer will not be processed for review. Email submissions must be backed up with hard copies via mail.
- The electronic response must be a scan of the response in a .pdf format which contains the responding company's letterhead and all necessary signatures.
- Plans and drawings sent as electronic attachments cannot exceed a printed size of 8.5" x 11" and be clearly legible. IDPH responses which require the review of plans larger than that must be sent via regular first class mail or overnight mail. The maximum number of pages per electronic response is ten (10) pages and the maximum number of attachments per electronic response is three (3).
- The submission of certifications to request an inspection and the submission for review of a new plan review is not accepted via email – only responses to plan reviews comments and general questions are accepted if they meet the above requirements. All responses are required to be submitted via mail.
- Electronic responses will be printed and processed in accordance with IDPH regulations and internal policies. Time frames as outlined in 210 ILCS 5/ Ambulatory Surgical Treatment Center Licensing Act, 210 ILCS 85/Hospital Licensing Act , Section 8 Facility Plan Review fees and Nursing Home Care Act Sect 3-202.5, Facility Plan Reviews and fees will still apply. Department responses will not be provided via email but will continue to be sent via US mail.
- CMS Plans of Corrections are not accepted via email.

The Department does not take any responsibility should the email address be changed or if the email is not received due to unforeseen circumstances. Failure to comply with any of the requirements within this Procedure, may result in a significant delay for purposes of IDPH's review of the electronic submission, including but not limited to necessary re-submission