

**Hospital Designation Sub-Committee**

**February 19, 2015**

**George W. Dunne Building  
69 W. Washington, 35<sup>th</sup> Floor**

**Chicago, IL**

**9:30 – 12:00**

**MINUTES**

**Facilities Designation Sub-Committee Attendees:**

Howard Strassner, MD, Cindy Mitchell, (Chair), Dennis Crouse, MD; Ed Hirsch, MD; Ray Spooner; Robyn Gude

**Absent:** Don Taylor, DO, Roger Powell, MD (Excused); Urmila Chaudhry, MD (Excused)

**IDPH staff:** Andrea Palmer;

1. The meeting was called to order at 9:52 am by Cindy Mitchell – December 11, 2014 meeting minutes reviewed. Motion to accept as written by Ed Hirsch, MD and seconded by Howard Strassner, MD with unanimous approval.
2. **IDPH Updates:** New Director of Public Health, Nirav Shah, JD, MD; Office of Women's Health is working on a needs assessment ~ more to come on the roll out of that.
3. **Work Plan:** At this time no hospitals have submitted any letters to IDPH regarding a request to increase or decrease in level of care however it is anticipated that 2 hospitals will be submitting such requests to IDPH. Will follow up at the April meeting. 1 hospital with an 18 month follow up will be scheduled to appear at the April 16, 2015 meeting.
4. **Site Visits:** The process for site visits was discussed with specific attention to the discrepancies in the rule and also the process. Per legal we are able to open specific sections of the administrative code therefore the sections of 640 dealing with the site visit process will be reviewed, suggested changes will be put into the chart format requested by IDPH legal. Discussed creating a check list to be utilized when a hospital is being newly designated, requests a change in designation, or is up for the general redesignation to assure all steps are completed.

5. **Levels of Care:** The currently defined levels of care in Illinois were discussed. There are new documents released by SMFM regarding maternal levels of care, the neonatal task force work for Illinois that was done, as well as pediatric surgical levels of care document. Will discuss at PAC to request a task force that will look at levels of care documents and try to incorporate into Illinois administrative code to be more consistent with the national standards.
  
6. **Letters of Agreement:** Illinois hospitals are to have letters of agreements with their administrative perinatal center. Networks have different elements contained in the letters therefore it was recommended by IDPH to have one letter of agreement (per level of designation) that each network will use for their hospitals to create consistency. Sample letters of agreement were obtained and will be reviewed to decide the elements that are common among all networks and the minimum of what is required based on the administrative code. This process will be ongoing and updates will be presented to the committee as available.

Ed Hirsch MD moved to adjourn at 12:05 pm ~ seconded by Dennis Crouse MD.

Next scheduled meeting ~ **April 16, 2015** ~ James R. Thompson Center