



122 S. Michigan Ave., Suite 700 • Chicago, IL 60603-6119 • [www.dph.illinois.gov](http://www.dph.illinois.gov)

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

June 14<sup>th</sup>, 2017  
 12:30 p.m. until 2:00 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>
---	--

**Attendees**

Members in Attendance	Guests and IDPH
Phil Schaefer Elaine Shafer Jennifer Hamilton-Gilpin Jim Hocker Salena Kinser William Mackendrick Ann Schramm Michael Socol	Tanya Dworkin, IDPH Miranda Scott, IDPH Andrea Palmer, IDPH Trishna Harris, IDPH  Fiona Springman Paula Culvey Kate Jones Shirley Scott Stephen Locher Robyn Gude Cindy Mitchell Jodi Hoskins Trish O'Malley Myra Sabini Carol Rosenbusch Jenny Brandenburg Mary Beth Miller
	<b>Members Not In Attendance</b>
	-

**Meeting Minutes of:**  
**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**LEVELS OF CARE COMMITTEE: Site Visits MEETING**  
**June 14<sup>th</sup>, 2017**  
**Page 2 of 3**

## **Motions**

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

## **Introductions and Welcome**

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

## **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.

### **2. Current Structure Process for Site Visits**

- The group would like to look at what a site visit should look like in accordance with the rules and maybe improve the quality.
- It was discussed that the group would like to try not be punitive, but seen more as a helpful support.
- Phil then posed a question to the committee: What is going well [with site visits]? What isn't or what could be improved upon?
  - A good practice was the emphasis on quality, but it's not always touched on in every site visit.
  - Suggested to look at different approaches such as outcomes and not resources.
  - Find a way to keep things up to date online so site visit attendees will not have to scramble for materials.
  - Consensus that site visits require too much time, energy, and effort.
- What is the committee hoping the site visits will accomplish?
  - Quality Reviews; Identifying outliers
  - What are the outcomes the committee want to look at?
  - How are best practices shared?
  - IDPH could have a seal of approval for excellence?

**Meeting Minutes of:**  
**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**LEVELS OF CARE COMMITTEE: Site Visits MEETING**  
**June 14<sup>th</sup>, 2017**  
**Page 3 of 3**

**3. Goals / Objects for Work Group**

- Moving forward what does the committee intend to look at / decision points:
  - Outcomes and Quality Measures
  - How often should site visits be done?
  - What data needs to be reviewed?
  - How to assure that hospitals are operating at the level they are designated?
  - What does a site visit look like and who has to show up?
  - Should there be different processes for different Level of Care?
  - How/Can we standardize the requirements for data collection so that everyone is reviewed the same way?
  - Look at what the current regulations are?
- Action items:
  - Other states doing during site visits?
  - What other organizations do site visits/comparisons? (Elaine)
  - Find out how many hospitals in Illinois that are not JCAHO accredited (Tanya)

**4. Meeting Logistics/Frequency**

- The group would like to meet in August and then start monthly from then on.
- Asked for public comment. There was none.

**Adjournment**

Motion to adjourn: Unanimous yes.