

System Memo: # 422

Date: August 17, 2023

To: All System members

From: Matthew T. Jordan, MD, FACEP
EMS System Medical Director

Connie J. Mattera, MS, RN, PM
EMS Administrative Director

RE: **UPDATED IDPH EMS PLANS – due to NCH by 10-20-23**

On August 15, 2022, Bobby Van Bebber, MSN, RN | Division Chief, IDPH EMS and Highway Safety Office of Preparedness and Response forwarded a memo asking for all EMS hospitals, Agencies, and Dispatch Centers to update their EMS System Letters of Commitment and program plans.

RE: EMS System Letters of Commitment

Attached are eight updated EMS System Letters of Commitment. These letters need to be updated every 4 years and are fillable in nature.

If you have had System Letters of Commitment signed within the last year, you do not have to update them again. For those systems, that have not, please complete all letters of commitment and forward to your Regional EMS Coordinator by Sept 30, 2023

As always, thank you for all that you do and if you have any questions, do not hesitate to contact me at Robert.VanBebber2@illinois.gov.

ACTIONS NEEDED NOW:

- Please only fill out the template(s) that pertain to you (Associate Hospital); Provider Agency (transport and non-transport agreements), or Dispatch Center.
Wauconda – you are exempt as your plan was done within the last year.
- I have filled in the System information on each letter template to try and save you some time. Fill in the missing data and have the appropriate senior leader (noted on the form) sign the Letter of Commitment.
- Please read carefully all the documents IDPH is requesting as attachments to the Letters of Commitment.
They must be submitted along with the signed letter and may take some time to construct.
- The last time full plans like this were due was 2019 and if you do not have ready access to your last plan update, please let me know and I'm happy to forward it to you as a reference.
- **Forward signed Letters of Commitment and all attachments to Connie Mattera by Sept. 20, 2023.**
They may be delivered by personal service on paper copies, but we would very much appreciate everything coming to us digitally. When you are scanning, please ensure that they are clear and legible copies so IDPH accepts them.

We've been updating and sending in the substantial number of documents originally required of the Resource Hospitals (like almost every policy, a cross-walk of the SOPs, maps, FCC licenses etc.) and these additional documents were just forwarded to us.

We apologize for the short turn-around time, but **thank you for your rapid and timely response** to this request.

Please let me know if you have any questions and we are happy to assist!