Redesignation Frequently Asked Questions:

1. Should we include our Perinatal Service Plan in the flash drive?
   a. No, have a binder available if requested by the site visit team. It does not need to be included on the flash drive.

2. Our interim Chief of OB from 2016-2018, is listed in the Perinatal Service Plan. Should we update that a new name of who will be assuming that role, as of 01-01-19?
   a. Yes, include both names because the time of review is from 2016-2018. We will also need to know changes that occur going forward because that is who will receive the follow up information.
   b. Addendum’s can be distributed at the time of the site visit if they occur after the flash drives have been distributed.

3. With change in positions that biosketches are asked for should we have both included that have retired and now new associates are in those positions but in the time period of 2016-2018) in the biosketch portion?
   a. Yes, please include both biosketches. Those that have vacated the position but were acting during the review period between 2016-2018 and those that have assumed a position during that time frame or starting in 2019. Identify on the biosketches their term in the position or start and end date.

4. What date would you like the flashdrives out by?
   a. The request is that the site visit team has flash drives at least 30 days prior to the scheduled site visit.
   b. Each site visit has a different team from IDPH, you will be notified prior to the 30 days of the team and how to send the flash drives to them.

5. Do we need to include Family Practitioners on the education/hire date list as we do not have any that deliver babies here?
   a. No you do not need to include FP if they are not delivering. Somewhere in your binder it should state that no FPs have delivering privileges.

6. Do we need the forms that are titled Fetal/Neonatal Abstract, Maternal Morbidity Abstract, and Maternal Transport Abstract filled out for each case?
   a. No. These are abstracts used for M & M and do not need presenting. Only enter the data in the template provided. These templates are suggestions. If you have the same information on a form that abstracts the data from your computer system and it contains the same information feel free to use.

7. Do we need to biosketches for the person full time licensed respiratory practitioner with a bachelor's degree and a backup therapist? This is what we did last time. If so for the backup do they need a bachelor's degree or just NPS Certified?
   a. There are two distinct RT roles that should be held by two different people. That is what IDPH is interested in per the code. Please include a biosketch for each of those people.
      1. Director: Must be a licensed respiratory therapist and have a minimum of a bachelor's degree
      2. Lead Respiratory Therapist for SCN/NICU: Must have 3 years of pediatric and neonatal respiratory therapy and completion of the
neonatal/pediatric specialty examination of the National Board for Respiratory Care. Does not need to have a bachelor’s

8. For the schedule do you want just a list of who was scheduled with dates and times or do you want a copy of their whole schedule of all the Respiratory Associates for those months?
   a. A copy of an original schedule that shows what RT is covering the SCN for each day of the month is sufficient. If the schedule has all the RT’s listed and where they are covering, please just highlight the SCN portion of the schedule so that it is easy to identify who is covering.

9. All the therapists are NRP and have their licensure. Their education besides yearly competencies is not mandatory. Do you want what CEUs and other educational classes/conferences that they have completed for 2016-2018? If so do you need the printouts of certificates of proof included?
   a. Do any of their competencies include caring for an OB or Neonatal patient?? If so, these should be listed with sign in sheets to show all that attended along with a copy of what was covered.
   b. CEU’s and other educational classes or conferences should only be included if they pertain to the OB and Neo population.

10. Do the sign in sheets for the educational classes that were offered but not mandatory need to be included?
    a. Only include if they pertain to the OB and Neo population and include the spreadsheet that was provided.

11. What time is the meeting starting 0700 or 0800?
    a. You can have a unit tour from 7:30am to 8:15am for the site visit team and have the actual meeting start at 8:30am.

12. For OB’s, CNM, or administration staff that has resigned- for the purpose of the education graph should we list their resignation date so it does not look as though they did not complete their education?
    a. Yes this is an excellent idea, to have the resignation date listed.

13. For the purpose of stating that Family Practice Physicians do not deliver, can we state that in the education graph and highlight it?
    a. You can leave them off of the Education graph all together and just state this in the organization / department overview.

14. Were you able to find out if the Chief of Family Practice Physicians needs to attend and do we need a biosketch for him?
    a. This was my response from IDPH: No, I do not need biosketches for those family medicine providers, however, please be certain that a consultation log is supplied which would cover consults from family medicine to neonatologist (on staff at the level IIE) and then consults from the neonatologist at the IIE to a higher level neo at a level III. Just see if the family medicine chair can be available via phone just in case the team has questions. The only biosketch needed will be the family medicine chair.
15. For the Certified Nurse Practitioners that work with our OBs and see patients on our unit, do they need to be included in the education graph. If so does it matter where they go. For example can we put them under the midwives?
   a. If they see inpatients, yes they should be included in the education graph. Please place them under the midwives.

16. There are four Associates, including myself, that because of our jobs we do not have to do all the education requirements as others do but have done what was expected of us with the education and competencies. Should we be included on the graph with hire dates and the education that we have done with a notation of our jobs. For example our roles include Perinatal Mood Disorder Coordinator, Perinatal Education Coordinator, Perinatal Bereavement Coordinator, and Unit Secretary.
   a. If any of the people have RN after their name please place them on the education graph under 'other' in the nursing area. If that RN's role is strictly non-clinical please place an asterisk by their name and place an asterisk at the bottom of sheet stating that they are non-clinical and do not provide patient care.

17. We have one OB who came due for her EFM this year and has already completed it. Do we put both years that she has completed it (2016, 2019) or just 2016 or just 2019.
   a. Well my question would be where is that OB's 2018 date? They are required to complete EFM education every two years so it should have been done in 2017 and then again in 2019??

18. You have references numbers not matching birth certificate reports. Do you have those reports to forward to us for review?
   a. I can't print from ePerinet. My question is, where are the numbers coming from for appendix A? Is it what was put in ePerinet, is it from Birth Certificate Data or another log that you keep? I was using ePerinet to compare it to and the numbers didn't always align. The goal is to have one source of truth. ePerinet is what the state database is so I would defer to that however, it is only as good as the information being entered by each hospital. Birth certificate data is a comparison to cross-reference material.

19. A Level II or Level IIe has a chart of the babies that were not transferred under the requirements with reasons for not being transferred. Would you like that chart placed in the correct place or just have it to speak to?
   a. Yes this is great data to share. I would include the chart.