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14 February 2019

To: EMS System Medical Directors  
EMS System Coordinators

From: Winfred Rawls  
Deputy Director, Office of Preparedness and Response

Subject: Follow-up Notification Regarding Compliance with State Prehospital Patient Care Reporting Requirements

On the 21st of September of last year Leslee Stein-Spencer, Acting Chief of the Division of EMS and Highway Safety, sent out a memo reminding EMS System leadership and Illinois-licensed EMS Transport Vehicle Providers of their statutory responsibility to submit prehospital patient care report data to IDPH.

The previous memo advised that non-compliant agencies must contact the department to discuss precisely how and when they would become compliant or else face fines and/or a license action. While many agencies have responded, many others have not. Please be advised that IDPH takes the failure to submit data seriously. Non-reporting is not just a technical violation. It deprives your EMS System and IDPH of the ability to do oversight, to monitor important trends, and impairs the ability to do QA required under 77 Ill Adm. Code 515.330.(l)(6) and 515.330.(l)(7). IDPH has, in many instances, had multiple communications with non-compliant entities over many months, without resolution. **Therefore, effective 15 June 2019, any IDPH licensed Transport Vehicle Service Provider that does not bring itself into full compliance by: 1) consistently submitting data; and 2) making immediate and substantial progress in submitting past due data, will be subject to both fine and license suspension.**

Under 77 Ill Adm. Code 515.350(c), data from a given month must be submitted to the state by the 15th of the following month, at the latest. It is also required that the data submitted conform to IDPH's Prehospital Dataset, which is currently at Version 3.4 of the National Emergency Medical Services Information System (NEMSIS) Standard. If you need technical assistance, the point of contact for the prehospital reporting program is Dan Lee (312-814-0056, [daniel.lee@illinois.gov](mailto:daniel.lee@illinois.gov)).

Cc: Illinois-licensed EMS Transport Vehicle Providers  
Leslee Stein-Spencer R.N., M.S.  
Jonathan S. Gunn, JD, MICT  
Dan Lee, MPH, MBA