

**SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM****TITLE: OUT OF SERVICE VEHICLE REPORTING****POLICY:**

The purpose of System Vehicle Service Provider agencies reporting a lengthy but temporary downgrading in their level of service or reasons an ambulance is removed from service are to ensure compliance with rules and regulations of IDPH. Failure to report such events is a breach of the System plan. When a System Vehicle Service Provider agency alters its original proposal by downgrading the level of service of a vehicle or takes an ambulance out of service for NON-routine maintenance, the System shall be notified of such occurrences. **This includes all deployments when leaving the State for an EMAC or NAC response.**

I. **Any deployment must be reported to IDPH and approval given prior to deployment. Deployment notifications must include a System modification (Sys-mod) form and a copy of the deployment document that states the deployment is not a self-deploy with date of deployment, date of return, location, number of vehicles, number of staff, equipment, etc. Financial information may be redacted. Vehicles returning from deployment require an IDPH re-inspection.**

II. Downgrading service level or ambulance removed from service (10 days or more)

A. The System must be notified by the following method:

1. Complete an IDPH AMEND SYSTEM PLAN (SYS-MOD) form. This form must be printed directly from the IDPH EMS website to ensure the most up-to-date version is used. Email this completed and signed form with an explanation of change to the System for processing with IDPH.
2. If the level of service is returned to normal operational status or the ambulance is back in service, the notification process must be repeated using a Sys-Mod form. Please note the vehicle may require an IDPH inspection prior to being placed back into service if the Agency, System, and/or IDPH determines its needed.

III. Repeated Offenses and Violations

All instances involving the downgrading of service level or out-of-service ambulances by Vehicle Service Provider agencies will be noted in the agency file. This program will be monitored to detect any problem areas, trends or a progression of patterns. A record of repeated events or failure to report such items could lead to a Vehicle Service Provider agency suspension with the System. The State shall be notified of such action. Each instance will be reviewed on a case-by-case basis.

**EFFECTIVE DATE:** 12-01-93

**REVISED DATE:** 01-04-24