



DIVISION OF COMMUNITY HEALTH AND PREVENTION

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M E M O R A N D U M

TO: Cornerstone User

FROM: Jo Anne Durkee
Division of Community Health and Prevention

DATE: November 3, 2003

SUBJECT: Policies for Cornerstone Clinic Moves and Closings

The Illinois Department of Human Services is instituting new policies and procedures regarding the approval of moves and closings of Cornerstone clinics. Agencies that plan to move or close a Cornerstone clinic are to call the Cornerstone Call Center at least four months in advance of the change. The programs involved in the move or closing are to be identified to the Call Center along with the identification numbers of the originating and destination servers. A justification for the move or closing also is required.

Agency information regarding the move or closing will be forwarded by the Cornerstone Call Center to department program representatives. Based on the justification, program representatives will either approve or disapprove the proposed move. Notification of clinic closings and approved clinic moves will be forward to the appropriate Division of Community Health Regional Administrator for follow-up. Information collected during the follow-up contact will be used to facilitate data transfers, equipment tracking and equipment removal.

Thank you for your cooperation with this matter. If you have questions or comments regarding the new approach to clinic moves and closings, please contact your DHS regional administrator.