

[REDACTED]

From: Smith, Marc
Sent: Tuesday, May 19, 2020 3:03 PM
To: Strokosch, Jassen; Grant, Tammy
Subject: FW: State agency reopening plans
Attachments: CMS_Returning to the Workplace Planning_20200504.docx

Follow Up Flag: Follow up
Flag Status: Flagged

How are we doing with this?

Marc D. Smith
Acting Director of IDCFS

*Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield*

From: Whitehorn, Lizzy
Sent: Tuesday, May 19, 2020 2:26 PM
To: Smith, Marc ; Strokosch, Jassen ; Hou, Grace ; Croke, Ryan ; Eagleson, Theresa ; Winick, Ben ; Ezike, Ngozi O. ; DeWitt, Justin ; Basta, Paula ; D'Souza, Selma ; Bennett, Jim ; Bautista, Alex ; Dalmage, Philip ; FergCadima, James ; ChapaLaVia, Linda ; Kolbeck, Tony ; Kristin Faust ; EXT Brewer, Herman ; Milano, Dr. Mary L. ; Parks, Teresa
Subject: State agency reopening plans

Hi all,

CMS sent the attached memo earlier in May. Hopefully you all received it and have responded with your point person. Let me know if you have questions. CMS should be sending further guidance soon.

Thanks,
Lizzy

Lizzy Whitehorn
First Assistant Deputy Governor, Health & Human Services
Office: 312-814-5298
Cell: [REDACTED]

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ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

JB Pritzker, Governor

To: All Agency Directors/Boards
Cc: Agency Chiefs of Staff

From: Janel L. Forde, Director

Date: May 4, 2020

Subject: **Returning to the Workplace During and Post COVID-19**

The State of Illinois (State) transitioned many of its employees to remote work with the notable exception of those directly responding to the COVID-19 emergency, to ensure the effects of virus are mitigated and minimized to the greatest extent possible. The State must prepare for a gradual "Return to the Workplace" during and post COVID-19.

The State has developed a framework to prepare your physical workspace and establish new protocols to reduce the risk of infection. Agencies will have to consider new service delivery models, virtual collaboration, and additional Standard Operating Procedures (SOPs) to determine how best to incorporate social distancing strategies in your agency's traditional work locations.

Action Requested.

We request each agency/board appoint a COVID-19 safety liaison. This individual will be your agency's designated point-of-contact and lead as the State, through CMS and in collaboration with IEMA, IDPH, and DoIT. They will help you assess your current conditions and workspaces, develop a comprehensive recovery plan, and on-going monitoring of health, wellness and resources of employees, visitors and occupants to ensure a safe environment.

Each agency will develop its own comprehensive Recovery, Safety, and Health plan. The Plan will be developed during the month of May and will closely look at the following areas:

- Phasing:
 - How many, and which types of employees or functions could or need to return to their traditional work locations.
- Policies:
 - Modifications/development of SOPs (i.e. telework, building restrictions to staff and public, safety training, communication tools, etc.).
 - CMS' Office of Labor Relations will work with your agency's liaison and personnel team to identify next steps for labor-related discussions.
- Technology:
 - DoIT is developing a dashboard showing remote technology usage data specific to each agency. As referenced in Secretary Guerrier's update last week, agency and group CIOs will be engaging your respective leadership teams with more information.

- Workspaces and Infrastructure:
 - Each workspace layout and usage is unique. CMS will work with each agency's liaison to help them identify infrastructure changes and considerations for the workplace (i.e. cube configurations, additional signage, etc.).

Please complete this [online form](#) to designate your agency's liaison and leadership's contact information by Thursday May 7, 2020.

Feel free to contact Anthony Pascente, CMS Chief of Staff, with any questions at 312-814-5259.

[REDACTED]

From: Smith, Marc
Sent: Tuesday, May 19, 2020 3:37 PM
To: Grant, Tammy; Strokosch, Jassen
Cc: Burton, Terese E.; Hobson, Derek; Murray, Denice
Subject: RE: State agency reopening plans

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Let's make sure that the team is responding to this.

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Acting Director of IDCFS

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Sent: Tuesday, May 19, 2020 3:20 PM
To: Smith, Marc ; Strokosch, Jassen
Cc: Burton, Terese E. ; Hobson, Derek
Subject: RE: State agency reopening plans

Good Afternoon Director - please be advised that Terese Burton has been named the Department's liaison to be involved with CMS and our Agency for planning. I'm not aware that we have received any updates from CMS as of yet as to plans for getting this started. I've included Terese on this email so she can provide any additional updates. Thanks

*Tammy Grant
Deputy Director - Office of Employee Services
5415 N University
Peoria IL 61614
309-693-5418 (desk phone)
[REDACTED]
312-814-3240 (Assistant-Brandy Newsome)
Tammy.Grant@illinois.gov*

From: Smith, Marc <Marc.Smith@illinois.gov>
Sent: Tuesday, May 19, 2020 3:03 PM
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Office: 312-814-5298
Cell: [REDACTED]

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[REDACTED]

From: Smith, Marc
Sent: Tuesday, May 19, 2020 3:54 PM
To: Murray, Denice
Subject: FW: State agency reopening plans

Follow Up Flag: Follow up
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FYI

Marc D. Smith
Acting Director of IDCFS

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Cell: [REDACTED]

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Cell: [REDACTED]

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[REDACTED]

From: Smith, Marc
Sent: Wednesday, May 20, 2020 5:02 PM
To: Mann, Kimberly; Nika, David
Cc: Strokosch, Jassen
Subject: Fwd: [External] Child Abuse & Neglect Reporting and COVID-19
Attachments: image001.png; ATT00001.htm; CA-N Covid-19 Reporting Project.xlsx; ATT00002.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Do we know who this is?

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: Tiffany Allen
Date: May 20, 2020 at 4:57:17 PM CDT
To: "Nika, David"
Cc: "Smith, Marc"
Subject: Re: [External] Child Abuse & Neglect Reporting and COVID-19

Hi David, how are you? Last month I reached out to learn more about the impact of COVID-19 on child abuse and neglect reporting in your state. I was hoping that you were still available to provide data? As a result of our data collection last month, we were able to gather data from 21 states. Below is a link to our first information brief summarizing our findings.

<https://www.childfocuspartners.com/tools-publications/supporting-families-to-prevent-child-abuse-and-neglect-during-the-covid-19-pandemic>

I realize that things may have gotten super busy so if you're unable to participate, I completely understand.

Thank you!
Tiffany

On Tue, Apr 7, 2020 at 6:03 PM Tiffany Allen <tiffany@childfocuspartners.com> wrote:
Thanks so much for your response! Stay safe,

Tiffany

On Tue, Apr 7, 2020 at 6:00 PM Nika, David <David.Nika@illinois.gov> wrote:

Tiffany,

Thank you for your inquiry. We will discuss your request internally and give you a response within the next day or two.

Thank you,

David Nika | Associate Deputy Director – Data Management

Department of Innovation and Technology at DCFS

Office: 217-558-5060 | Work Cell: [REDACTED]

David.Nika@illinois.gov | www.DoIT.illinois.gov

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From: Tiffany Allen <tiffany@childfocuspartners.com>
Sent: Tuesday, April 7, 2020 3:30 PM
To: Smith, Marc <Marc.Smith@illinois.gov>; Nika, David <David.Nika@illinois.gov>
Subject: [External] Child Abuse & Neglect Reporting and COVID-19

Hello, I hope you're doing well today. I am with ChildFocus Partners, and we are working with the Annie E. Casey Foundation to understand the impact of the COVID-19 pandemic on child abuse and neglect reporting. As everyone knows, the COVID-19 pandemic has disrupted the normal operations of many child welfare agencies across the country. One of the biggest concerns is that schools, health facilities and community-based programs around the country are operating remotely, and their staff can no longer be the eyes and ears in the community.

At the same time, many families are more stressed due to stay-at-home and quarantine regulations, financial challenges due to lost wages or layoffs, and limited access to basic necessities and food. These factors can exacerbate potential safety risks for children in their homes. Many child welfare leaders and advocates are fearful that instances of abuse and neglect will go unreported, and many children will suffer abuse and neglect and there will be no means to detect it.

We have heard from several of our colleagues that the number of referrals to Child Protective Services have sharply declined. Currently there is no mechanism to capture real-time, accurate data to confirm this assumption, or to quickly assess the national impact of COVID-19 on CPS reporting.

We are reaching out to our state partners to collect data to understand the impact of COVID-19 on child abuse and neglect reporting. Your response to this request will help us get ahead of the curve of a potential national trend that may leave many children at risk. This information can be used to craft strategies to identify abuse and neglect even during a time of social isolation, educate communities,

policymakers and advocates about the importance of remaining vigilant during this time, and help advocate for additional resources that child welfare agencies need to adapt to these changing circumstances.

We are sensitive to the fact that states are suffering with staff shortages, and limitations due to staff working remotely. Please rest assured that we are not requesting any additional quantitative information beyond what is already requested annually through NCANDS.

DATA REQUEST

A. Can you please provide the following for February and March 2019, and February and March 2020? We need this information by April 17th. You can directly add the data into the embedded table below after hitting 'reply'. Alternatively, you can fill in the attached spreadsheet and send it to Tiffany Allen at tiffany@childfocuspartners.com.

CHILD ABUSE/NEGLECT COVID-19 REPORTING PROJECT				
	February 2019	March 2019	February 2020	March 2020
Responding State:				
Number of Hotline Referrals				
Referral Sources				
Education Personnel				
Legal/Law Enforcement Personnel				
Social Services Personnel				
Medical Personnel				
Child Day Care Providers				
Foster Care Providers				
Other Relatives				
Parents				
Friends and Neighbors				
Alleged Victims				
Alleged Perpetrators				
Other				
Anonymous				
Unknown				

B. Are you available to provide regular updates until June 2020?

C. The following questions are OPTIONAL, but will be incredibly helpful in crafting solutions and informing policymakers.

1. Have your hotline staff (whether employed at a state-level or as part of a locally-run hotline), been deemed essential staff, required to work during an emergency/disaster?
2. Has your state issued any revised rules/guidance regarding child abuse investigations?
3. If guidance has been issued can you briefly describe the nature of the changes outlined for child abuse investigations and provide a link to any documents/guidance issued about investigations?
4. Are there any immediate needs (policy, funding, etc) that you or your state have identified with regard to child abuse reporting hotline operations?
5. Are there any immediate needs (policy, funding, etc) that you or your state/county partners have noted are needed with regard to investigating child abuse?

Your assistance is greatly appreciated in this matter.

Thank you,

Tiffany

--

Tiffany Allen, Research Director

ChildFocus, Inc.

e: tiffany@childfocuspartners.com



The question is not whether we can afford to invest in every child; it is whether we can afford not to.

Marian Wright Edelman

If you work with kinship families involved with the child welfare system and would like to learn from other kinship care professionals around the country, join our peer kinship network: [CLICK ME](#)

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Tiffany Allen, Research Director
ChildFocus, Inc.
e: tiffany@childfocuspartners.com



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CHILD ABUSE/NEGLECT COVID-19 REPORTING PROJECT		
	April 2019	April 2020
Responding State:		
Number of Hotline Referrals		
Referral Sources		
Education Personnel		
Legal/Law Enforcement Personnel		
Social Services Personnel		
Medical Personnel		
Child Day Care Providers		
Foster Care Providers		
Other Relatives		
Parents		
Friends and Neighbors		
Alleged Victims		
Alleged Perpetrators		
Other		
Anonymous		
Unknown		

[REDACTED]

From: Smith, Marc
Sent: Thursday, May 21, 2020 1:05 PM
To: Daugherty, James C.
Cc: Strokosch, Jassen
Subject: Fwd: System Authorization for Illinois Department of Children & Family Services
Attachments: image001.png; ATT00001.htm; DCFS.pdf; ATT00002.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Do I need to do anything with this?

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: "DoIT.ISO.GRC"
Date: May 21, 2020 at 12:32:31 PM CDT
To: "Smith, Marc"
Cc: "DoIT.ISO.GRC" , "andrew.flach@illinois.gov" , "Hoover, Stan" , "Daugherty, James C."
Subject: System Authorization for Illinois Department of Children & Family Services

Director Smith,

The intergovernmental agreement between your agency and the Department of Innovation and Technology (DoIT) requires DoIT to provide your agency with a list of the Client Agency information systems that are operated by DoIT on behalf of each Client Agency on an annual basis. This process is intended to enhance the State's cybersecurity posture by ensuring that only authorized information systems are being operated. It also provides transparency to agencies about the information systems being operated on their behalf.

The attached PDF contains an up-to-date listing of the information systems for your agency.

A response is requested by June 25, 2020 indicating that systems should continue to be operated or if any information systems should be decommissioned effective July 1, 2020. Lack of a response will be considered authorization to continue operating all information systems listed. If you have any questions, please feel free to contact me, your CIO or Group CIO.

Please send your responses to DoIT.ISO.GRC@Illinois.gov.

Thanks,

Adam Ford |Chief Information Security Officer

Department of Innovation & Technology

Office: 217-558-1105 | Cell: [REDACTED]

adam.ford@illinois.gov | www.DoIT.illinois.gov

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FY 2021 System Authorization Form

I authorize all systems listed below. _____
Secretary/Director's Signature

Decommission systems marked. _____
Secretary/Director's Signature

Please return this form to DoIT.ISO.GRC@Illinois.gov.

D	AIN	App Name	App Acronym	Business Owner	Technical Owner
	A001610	AA/SG Subsidy Support	AA		Ojugbele, Vel
	A001611	Account Management		Daugherty, James C.	Ackley, Nik
	A001612	Accounts Receivable	RC		Nika, David
	A001613	ACR - Administrative Case Review System	ACR	Ralph, Jamie	Ackley, Nik
	A001614	Adjudicated Sex Offender Tracking		Murray, Denice	Nika, David
	A001615	Adjustment		Kirkpatrick, Royce	Ojugbele, Vel

	A001616	Adoption, Licensed Agency, Website			Ackley, Nik
	A001617	Advocacy		Remolina, Rodrigo	Ackley, Nik
	A001618	AFCARS - Adoption And Foster Care Analysis And Reporting System	AFCARS	Richter-Jackson, Cynthia	Nika, David
	A001619	Appropriation Accounting	AA	Kirkpatrick, Royce	Ojugbele, Vel
	A001620	Board Payments	BP	Grady III, Matthew	Nika, David
	A001621	Budgeting			Nika, David
	A001622	Bureau of Operation - Collaboration		Ruppe, Michael	Rhodes, Brian
	A001623	CANTS Log Tracking		Silva, Desiree	Ojugbele, Vel
	A001624	CAYIT Document Tracking			Nika, David
	A001625	Chicago Public Schools	CPS	Tate, Cynthia	Ojugbele, Vel
	A001626	Chief of Staff - Collaboration			Rhodes, Brian
	A001627	Child Day Care Driver		Murray, Denice	Nika, David
	A001628	Child Death Review	CDR	Schweitzer, John	Ackley, Nik
	A001629	CIPP Document Tracking			Ackley, Nik

	A001630	Claims Statement		Wiegand, Corey	Ackley, Nik
	A001631	Clinical Practice & Development - Collaboration			Rhodes, Brian
	A001632	CM - Case Management System	CM	Ruppe, Michael	Nika, David
	A001633	CM - Childrens Mental Health		Melbourne, Hilary	Laurent, Bob
	A001634	Commodities		Grady III, Matthew	Nika, David
	A001635	Communications/Mobility			Ackley, Nik
	A001636	Computerized Case Counting System		Spacapan, Lise	Ojugbele, Vel
	A001637	Contract Loading		Washington, Douglas	Ojugbele, Vel
	A001638	Contracts/Obligation		Washington, Douglas	Ojugbele, Vel
	A001639	Cook Court System		Spacapan, Lise	Nika, David
	A001640	CR - Client Registration System	CR		Nika, David
	A001641	CWS-CANS			Ackley, Nik
	A001642	Data Dictionary		Nam, Mary	Nika, David
	A001643	Data Warehouse Reporting Portal		Nam, Mary	Nika, David

	A001644	Datamart		Kirkpatrick, Royce	Ojugbele, Vel
	A001645	Day Care Eligibility		Kirkpatrick, Royce	Nika, David
	A001646	Day Care License Reporting		Vennikandam, George	Ackley, Nik
	A001647	Day Care licensure inquiries		Vennikandam, George	Ojugbele, Vel
	A001648	DCFS Enterprise Surveys			Rhodes, Brian
	A001649	DCFS internet site			Ackley, Nik
	A001650	DHS – Chicago / Daycare		Kirkpatrick, Royce	Nika, David
	A001651	Director's Office - Collaboration			Rhodes, Brian
	A001652	D-Net		Florent, Jennifer	Ackley, Nik
	A001653	DNET.NET		Florent, Jennifer	Ackley, Nik
	A001654	Document Transfer		Daugherty, James C.	Ackley, Nik
	A001655	Early Childhood Enrollment		Tate, Cynthia	Nika, David
	A001656	Early Childhood Screening		Tate, Cynthia	Nika, David
	A001657	Email Alert System			Ackley, Nik

	A001658	Emergency Assistance			Laurent, Bob
	A001659	ERC & Consent			Nika, David
	A001660	Error Log Management		Daugherty, James C.	Ackley, Nik
	A001661	Facility Reporting			Ackley, Nik
	A001662	Family Advocacy Center			Ackley, Nik
	A001663	Federal Claiming	FC		Nika, David
	A001664	Fingerprint Data Finder			Ackley, Nik
	A001665	Foster Care Claims Review			Ojugbele, Vel
	A001666	Help Desk Application		Daugherty, James C.	Ackley, Nik
	A001667	Help Unit			Nika, David
	A001668	HMR – Home of Relative	HMR	Melbourne, Hilary	Laurent, Bob
	A001669	Integrated Assessment-CANS	IA-CANS		Ackley, Nik
	A001670	Illinois Birth to Three (IB3)	IB3		Ackley, Nik
	A001671	Illinois Sunshine Website		Vennikandam, George	Ackley, Nik

	A001672	Intact Dashboards			Ackley, Nik
	A001673	Inventory			Ackley, Nik
	A001674	Inventory Control & Label Print		Larson, Paul	Ackley, Nik
	A001675	Inventory Control Vouchering			Nika, David
	A001676	ISBE – Illinois State Board of Education	ISBE	Vennikandam, George	Ojugbele, Vel
	A001677	KIDS/TIV-E (IDPA Interface)			Nika, David
	A001678	Labor Relations Management			Ackley, Nik
	A001679	LAN/Geocoding System			Nika, David
	A001680	LANS database			Nika, David
	A001681	Legal Case Tracking		Wolfman, Amanda	Ackley, Nik
	A001682	Legal Systems		Wolfman, Amanda	Nika, David
	A001683	Licensing - Collaboration			Rhodes, Brian
	A001684	Licensing (Web)		Vennikandam, George	Ackley, Nik
	A001685	Medicaid Billing System	MBS	DCFS\SKH3410	Laurent, Bob

	A001686	Medical Assistance		Melbourne, Hilary	Laurent, Bob
	A001687	Memo Grant			Nika, David
	A001688	MG - Case Manager/Licensing	MG		Nika, David
	A001689	Multiple Agency Clinical Staffing (MACS)	MACS		Ackley, Nik
	A001690	Multiple Moves		Silva, Desiree	Ackley, Nik
	A001691	Non-Case Search (case closed)		Brennan, Michael	Ackley, Nik
	A001692	NORMAN System		Egan, John (DCFS)	Nika, David
	A001693	NORMAN Vouchers			Nika, David
	A001694	NYTD Youth Survey		Peck, Kim	Ackley, Nik
	A001695	OCFP	OCFP		Rhodes, Brian
	A001696	OES	OES		Nika, David
	A001697	Office of Affirmative Action - Collaboration			Rhodes, Brian
	A001698	Office of Budget and Finance - Collaboration			Rhodes, Brian
	A001699	Office of Communications - Collaboration			Rhodes, Brian

	A001700	Office of DCFS Guardian - Collaboration			Rhodes, Brian
	A001701	Office of Employee Services - Collaboration			Rhodes, Brian
	A001702	Office of Internal Audits - Collaboration			Rhodes, Brian
	A001703	Office of Procurement & Contracts - Collaboration			Rhodes, Brian
	A001704	Office of Quality Assurance - Collaboration (Old)			Rhodes, Brian
	A001705	Office of Quality Assurance and Monitoring - Collaboration (New)			Rhodes, Brian
	A001706	Office of Technology and Planning - Collaboration (Current)			Rhodes, Brian
	A001707	Office of Technology and Planning - Collaboration (New)			Rhodes, Brian
	A001708	Office of Technology and Planning - Project Center			Rhodes, Brian
	A001709	Paycheck			Nika, David
	A001710	Payment/Livar/SSF			Nika, David
	A001711	Payments	VP		Nika, David
	A001712	Payroll & Federal Claiming			Nika, David
	A001713	Payroll Vouchers Inquiry			Nika, David

	A001714	Performance Contracting		Kirkpatrick, Royce	Ojugbele, Vel
	A001715	Performance Monitoring HMR		Melbourne, Hilary	Ackley, Nik
	A001716	Permanencies			Nika, David
	A001717	Perpetrator Match			Nika, David
	A001718	Placement Resources			Rhodes, Brian
	A001719	Policy & Advocacy			Rhodes, Brian
	A001720	Prompt Pay			Nika, David
	A001721	Provider Licensing			Nika, David
	A001722	Psychiatric Hospitalization	PHT	Small, Larry	Ackley, Nik
	A001723	Purchase Authorization		Kirkpatrick, Royce	Ojugbele, Vel
	A001724	Putative Father			Kunce, Ron
	A001725	Quality Assurance Custom Developed (In-house)er Satisfactiion Survey			Ackley, Nik
	A001726	Quality Assurance employee Survey			Ackley, Nik
	A001727	Quality Assurance Protocols		Richter-Jackson, Cynthia	Ojugbele, Vel

	A001728	Quality Assurance Surveys			Rhodes, Brian
	A001729	Role Management		Daugherty, James C.	Ackley, Nik
	A001730	RTOS	RTOS	Yang, Allen	Ackley, Nik
	A001731	Statewide Automated Child Welfare Information System	SACWIS	Silva, Desiree	Kunce, Ron
	A001732	School Minder			Nika, David
	A001733	SCR On-Call Assignments			Rhodes, Brian
	A001734	Sex Offender			Nika, David
	A001735	SOC (System of Care)	SOC	Rameriz, Julia	Ackley, Nik
	A001736	Specialized Foster Care System			Nika, David
	A001737	Statewide Case Assignment (aka SCA)	SCA	Minter, Steven	Ojugbele, Vel
	A001738	Statewide Provider Database (SPD)	SPD		Rhodes, Brian
	A001739	Statewide Tickler System			Ojugbele, Vel
	A001740	Table Updates			Nika, David
	A001741	TAS	TAS	Daugherty, James C.	Ackley, Nik

	A001742	TERS	TERS	Harris, Randy	Ackley, Nik
	A001743	Travel Vouchers		Larson, Paul	Ackley, Nik
	A001744	Trust	TR	Melbourne, Hilary	Laurent, Bob
	A001745	UIR (Web)			Rhodes, Brian
	A001746	Unusual Incident Reporting System (aka UIR)			Nika, David
	A001747	Voucher Aging		Larson, Paul	Ojugbele, Vel
	A001748	Vouchers			Nika, David
	A001749	Youth In Care Website			Rhodes, Brian

[REDACTED]

From: Smith, Marc
Sent: Friday, May 22, 2020 4:48 PM
To: Ahern, Janet
Cc: Strokosch, Jassen
Subject: Re: [External] Fwd: Urgent- DCFS Foster Travel Appeal - Leave Request- [REDACTED]

Follow Up Flag: Follow up
Flag Status: Flagged

See attached

Marc D Smith
Acting Director IDCFS

On May 22, 2020, at 4:10 PM, [REDACTED] wrote:

Jassen,

[REDACTED]

[REDACTED]

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: May 22, 2020 at 11:27:21 AM CDT
To: "Lori.Gray@illinois.gov" <Lori.Gray@illinois.gov>,
"Desiree.Silva@illinois.gov"
<Desiree.Silva@illinois.gov>,
"Denice.Murray@illinois.gov"
<Denice.Murray@illinois.gov>,
"Marc.Smith@illinois.gov" <Marc.Smith@illinois.gov>,
"Janet.Ahern@illinois.gov" <Janet.Ahern@illinois.gov>,

[REDACTED]
Subject: Fw: Leave Request- [REDACTED]

Good morning,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Order 2020-37 -
[Illinois.gov](https://www.illinois.gov)

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

From: Smith, Marc
Sent: Saturday, May 23, 2020 12:42 PM
To: Strokosch, Jassen; Kirkpatrick, Royce; Hobson, Derek; Austin, Van P.
Subject: Fwd: Restore Illinois - State Agency PPE Requirements
Attachments: PPE Requirements - DCFS.pdf; ATT00001.htm

Follow Up Flag: Follow up
Flag Status: Flagged

FYI

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: "Findley, Elizabeth"
Date: May 23, 2020 at 11:30:11 AM CDT
To: "Smith, Marc"
Subject: Restore Illinois - State Agency PPE Requirements

Good morning Director Smith,

Please see the attached letter from Director Tate-Nadeau in regards to State Agency PPE Requirements.

Thank you!
Elizabeth Findley
Assistant to the Director

Illinois Emergency Management Agency
2200 South Dirksen Parkway
Springfield, Illinois 62703
Office: (217)558-4779
Cell: [REDACTED]
Elizabeth.Findley@illinois.gov
Emergency 24/7: (217) 782-7860

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ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

May 23, 2020

Marc Smith
Director
Dept. of Children & Family Services
406 East Monroe Street
Springfield, IL 62701

SUBJECT: Restore Illinois—State Agency Personal Protective Equipment (PPE) Requirements

Dear Director:

The State is preparing for the reopening of public buildings and the continuation of services to the citizens of Illinois. It is incumbent upon you as a Director to ensure the safety of your employees and the visitors to your agency buildings. As the State prepares to move from Phase 2 to Phase 3 of the Governor's Restore Illinois Plan, I encourage you to identify and procure your agencies' requirements for PPE well in advance of the need.

An important lesson learned during the COVID-19 emergency response was that the supply chains for necessary commodities, such as PPE, are under strain. The State suffered through several weeks of lean and costly supply lines that have yet to fully recover. Identifying your agency's needs as soon as possible will allow you more options for the procurement of PPE and, hopefully, avoid a supply shortage.

IEMA staff is available to assist your agency with preparations for reopening, including the identification of your agency's PPE needs. IEMA can assist with the initial provision of PPE; however, your agency should be making plans to procure all that you will require. Please contact the SEOC Manager at 217-785-8535 or SEOC.Mgr@illinois.gov for assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Alicia Tate-Nadeau".

Alicia Tate-Nadeau
Director
Illinois Emergency Management Agency

From: Smith, Marc
Sent: Tuesday, May 26, 2020 9:43 AM
To: Austin, Van P.
Cc: Murray, Denise; Strokosch, Jassen; Jorgensen, Meaghan; Carbonaro, Hope; Gray, Lori; Hobson, Derek; Brown, Dagene; Dykes, Petroux; Stutz, Tierney; Daugherty, James C.; Kirkpatrick, Royce; Brennan, Michael; Grant, Tammy; Barbosa, Julie; Wolfman, Amanda; Silva, Desiree; Burton, Terese E.; Scotellaro, Margaret; Ozier, Alicia; Kennedy, Deborah; Polacheck, Stefanie L.; Washington, Douglas; Harvey, Jeremy; House, Jason; Tucker, Sarah; Mills, Cindy; Towers, Christopher; Wood, Edie; Weidner, Paula; Herrick, Todd
Subject: Re: DCFS Supplies Distribution List Final - 5.28

Great work thank you.

Marc D Smith
Acting Director IDCFS

On May 25, 2020, at 5:28 PM, Austin, Van P. wrote:

Good afternoon all, please see PPE Distribution list attached we hope to ship to DCFS Offices on 5/28 and 5/29. All offices will receive more PPE and offices who's weekly inventory sheet indicated low quantities of certain items where given a proportional restock of those items. Highlighted items will be provided by the Chicago Warehouse, everything else is coming out of the Springfield Warehouse. Please share with your offices to let them know what to expect.

There are a few special items I need everyone's assistance with.

- First, this order is larger than past orders with the anticipation of a gradual office reopening in June to ensure all staff have access to PPE when they return to the office.
 - Ops – Please ensure masks and gloves are not issued in higher quantities than normal. The spare inventory should be locked up or set out around the office as staff return to the office.
- Second, certain items are only medically indicated for certain staff and are in limited quantities. Ops – we'll need you to determine the best distribution for these items to ensure they are utilized only in medically indicated situations. Dr. Scotellaro has provided guidance on these items in different situations, if needed I'm sure someone could get that guidance into a single document.
 - **Gowns** – At this time we only have approximately 15K for DCFS offices. More are on order and expected within the next 2-3 weeks.
 - **Disposable shoe covers** – We have approximately 25K pairs for DCFS, POS, and Residential. DCFS offices will receive ~15K of these.
 - **Youth masks** – We have two models – a smaller quantity of size small for approximately 3-8 year old's, and a larger quantity of size medium for 8-18 year old's. The size small are very hard to find, and both sizes should only be distributed to staff requiring them. These will eventually be replaced by reusable youth mask. Our goal is to have reusable youth mask in stock by mid-July or early August.
 - **Medical Safety Glasses** – We received additional inventory last week, however we're still waiting on an order of 5K placed in early May. With the previous shipment and this shipment, all direct service staff should now have one pair. More will be provided as they become available.

- **Thermometers** – If they arrive in time, thermometers will be issued to all DCFS offices. We only have enough on order for smaller offices to receive one, and larger offices to receive 2-4. These are in very short supply worldwide, for example we’re still waiting on a order for 350 we placed in early April.
- **Hand Sanitizer**
 - The Director approved for all direct service staff to receive personal hand sanitizer bottles for near term. A individual bottle will be shipped for all direct service staff along with a few spare. This will nearly wipe out our current inventory, however more are on order and will be shipped as needed. I’ll continue to monitor your weekly inventory for need.
 - Offices will also receive more 1 gallon hand sanitizer bottles to refill the smaller bottles as needed in the event you runout before the next shipment.
 - Offices will also receive one gallon hand sanitizer bottles with pumps. Please ensure these are placed in public areas for clients entering our offices. These will eventually be replaced with wall mounted motion activated hand sanitizer stations on a three year lease for maintenance and refills as needed. Wall mount stations are expected to be installed throughout June as inventory is received by our vendor, Cintas.
- **Small or XL Gloves** – I’ve received one request for small gloves, if any other offices need small or XL gloves have them request them with their weekly inventory sheets and we’ll get them out as soon as possible. We don’t have enough to give all offices a box of each size, but we can provide them as needed.

Please let me know if you have any questions or concerns with the attached list. We’ll start packing Wednesday, so please have comments or requested changes in prior.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Friday, May 8, 2020 10:37 AM

To: Smith, Marc ; Murray, Denice ; Strokosch, Jassen ; Jorgensen, Meaghan ; Carbonaro, Hope ; Gray, Lori ; Hobson, Derek ; Brown, Dagene ; Dykes, Petroux ; Stutz, Tierney ; Daugherty, James C. ; Kirkpatrick, Royce ; Brennan, Michael ; Grant, Tammy ; Barbosa, Julie ; Wolfman, Amanda ; Silva, Desiree ; Burton, Terese E. ; Scotellaro, Margaret ; Ozier, Alicia ; Kennedy, Deborah ; Polacheck, Stefanie L. ; Washington, Douglas ; Harvey, Jeremy ; House, Jason ; Tucker, Sarah

Cc: Mills, Cindy ; Towers, Christopher ; Wood, Edie ; Weidner, Paula ; Herrick, Todd ; Austin, Van P.

Subject: RE: DCFS Supplies Distribution List Final - 5.6.20 and 5.7.20

Importance: High

Good morning all, please see final DCFS PPE distribution list attached. I apologize, I meant to get this out yesterday. It’s my understanding some offices received these items yesterday and others will receive them today. Nearly all items are items offices have not received to-date. The yellow highlighted column of sanitizers was sent from the Chicago warehouse.

We received fewer POS orders to-date than we planned, so I also included another one gallon bottle of hand sanitizer. I’ve also received emails from several offices saying not everyone is receiving masks, so I included a small amount of additional masks to make sure everyone is receiving these masks.

Note, the last 30 day supply of masks was sent out to all DCFS offices the week of 4/20. We’re monitoring the weekly inventory reports from offices to ensure they do not run out, and the plan is to ship another 30 day supply the week of May 18th.

Note, if possible I need better inventory reporting to be able to establish our burn rate. The reports are often coming back with only one column completed and most do not show any additional inventory received. If I go strictly off the numbers reported, which I do not believe are accurate, we are using 2-3 masks per day per person. Again I don’t think that is accurate.

Please let me know if you have any questions or concerns on the current distribution or inventory reporting processes.

Thank you,
Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Monday, April 20, 2020 6:19 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.20.20

Importance: High

Good evening all, please see final supply distribution list attached. It my understanding most of the offices received their hand sanitizer today, and they should receive their masks tomorrow or Wednesday.

Please note, we've received a few questions about the hand sanitizer today. Unfortunately, we only have the one gallon bottles of hand sanitizer at the moment. They came in without pumps, and we could not locate any pumps to send with them, but we were able to find funnels. It is a good sanitizer with 70% alcohol.

What we're suggesting at this time is to refill any bottle you may have around the office such as a Purell/GermX bottle.

Please let me know if you have any questions.

Thank you,

Van Austin

Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, April 1, 2020 8:44 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.3.20

Importance: High

Good evening, all. Please see final supply distribution list to be UPS'd out this Friday 4.3.20 attached. These should be in offices next Monday/Tuesday.

We're sending out 69,840 gloves and 9,015 KN-95 Masks to all DCFS Field Offices. We have more mask coming in next week that will be divided between DCFS and POS. Reminder, the preventative office cleanings begin with the field offices next week. A schedule will be sent out tomorrow. We'll make sure we hand deliver to offices scheduled to be cleaned next Monday and Tuesday to make sure the supplies are received. All offices will have a MSDS book sent this Friday to be stored at the reception desk or in a highly visible area until 6/30/2021.

We still have gloves set-aside for POS, there are a few large agencies that have not requested any gloves to-date. Not sure if we want to send out another notification to those that have not already received their 20 day supply? I'm holding them back, but if they're not needed I would like to distribute them to POS agencies that could use more.

We have more supplies on order arriving periodically over the next two weeks, thank you and your staff for being patient on some of these hard to get items.

I'll update the per office and per commodity counts and try to get that out by Friday for your review.

Please let me know if you have any questions or concern.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 25, 2020 8:12 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>;

Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>
Subject: DCFS Supplies Distribution List Final - 3.26 and 3.27
Importance: High

Good evening, all! Final supply distribution list to be shipped 3/26 and 3/27 is attached.

I want to give a BIG shout out to Cindy and her staff, for an incredible job sorting and packing today! They sorted and packed nearly everything you see in the attached picture and more that's out of sight! I think they filled up 3 cargo vans and a few cars with supplies to be shipped tomorrow to all DCFS Offices! Between everything packed today, delivered last week, all the phones, POS supplies, and their normal duties, they have been hustling!

Cook, Northern, and Central will be delivered tomorrow. Southern will be delivered Friday.

I added two tabs to the spreadsheet. One for total supplies per DCFS office. The other is total by commodities, also pulled out below for easy viewing. Note, we're holding some spare inventory of gloves for right now. I'm waiting on the residential list, unfortunately I cannot remember who was going to get me that? But, the good news is we held some back, so if there is a priority for other units/locations not already supplied let me know.

I've tried ensure all direct service staff get an equal amount of everything. The supplies are coming in at different times, in different amounts, and in different package quantities so it's been an interesting game to figure out how to divvy the supplies up. If you review the DCFS Office Totals To-Date Tab and would like to see any specific office get more/less of any item, please let me know.

Please let me know if you have any questions.

All Total By Commodity:

Commodity (Unit Measure = Each)	Total (In-Stock/Purchased/IDPH)	Total Distributed	Total Spare Inventory	Inventory on Order	Total DCFS	Total POS	Total Distributed/DCFS Direct Service Staff	Total Distributed/POS Direct Service Staff
Gloves (All Sizes)	407,380	331,380	76,000	0	185,560	145,820	123	82
Mask (All Types)	6,063	6,063	0	230,000	6,063	0	4	0
Hand Sanitizer (300ml Pump Bottle)	0	0	0	4,032	0	0	0	0
Disinfectant Cleaner	0	0	0	0	0	0	0	0
Disinfectant Wipes	0	0	0	0	0	0	0	0
Oxivir Tb All Purpose Cleaner	22	22	0	0	22	0	N/A	N/A
Bleach	96	68	30	0	67	1	N/A	N/A
Spray Bottles	136	136	0	75	136	0	N/A	N/A
Spray Bottle Proportioners	65	65	0	15	65	0	N/A	N/A
Spill Prevention Safety Goggles	0	0	0	75	0	0	N/A	N/A
Non-Exam Grade Cleaning Gloves	500	500	0	150	500	0	N/A	N/A
Paper Towels	3,450	3,450	0	0	3,450	0	N/A	N/A
Angel Soft Tissue	2,100	2,100	0	0	2,100	0	N/A	N/A

Linens (Do not have Chicago #s yet)	100	100	0	200	100	0	N/A	N/A
Hygiene Kits (Do not have Chicago #s yet)	420	420	0	2,010	420	0	N/A	N/A
Sleeping Mats (Do not have Chicago #s yet)	40	40	0	80	40	0	N/A	N/A
Cots (Do not have Chicago #s yet)	20	20	0	40	20	0	N/A	N/A

Thank you,
Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 8:05 PM

To: Murray, Denise <Denise.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS PPE Supplies Distribution List Final - 3.19.20

Importance: High

All, final supply distribution list to be shipped 3/20/20 and will be delivered to offices tomorrow or Monday is attached. Note, I was expecting the paper towels and tissues to be in today so they could be included in this shipment, unfortunately they did not arrive and will not be delivered tomorrow. Also, once we counted all the spray bottles we realized the vendor shorted us Desi, we're shipping at 8:00AM tomorrow. If we do not have a list of contacts for each office the drivers will leave them with whoever they find which I think is a very bad idea. Please provide us a list and we'll give them to the staff identified who will be responsible to ensure the items get to appropriate staff in the appropriate amount.

Please let me know if you have any questions.

Thank you,
Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 1:00 PM

To: Murray, Denice <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Got it, thank you Denice! I'll update the spreadsheet and send a final copy to everyone shortly so everyone will know how many each office is getting from this shipment.

Desi, please get me delivery contacts that will be the responsible person to hand the gloves out!!

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Murray, Denice <Denice.Murray@Illinois.gov>

Sent: Thursday, March 19, 2020 12:46 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Yes if they are not out in the field, gloves should go to field staff first.

Denice Murray, AM

Chief of Staff

1911 S. Indiana Ave. 10th Flr.

Chicago, Illinois

Office (312) 328-2505

Office (312) 814-4339

Cell (312) 515-2528

Denice.Murray@illinois.gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 11:51 AM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Hello all, I did not receive any feedback, so I'm assuming this list is ok? We're about to start packing, so let me know ASAP.

Question, we have a lot going to Churchill in Springfield based on those workers being classified as Direct service staff, but it my understanding they do not interact in person with clients? If so, can we give most of their gloves to other locations?

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 18, 2020 10:36 PM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Austin, Van P. <Van.P.Austin@illinois.gov>; Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Good evening, all. Please see DRAFT Distribution List for PPE supplies attached. Please note, this only represents what we currently have in stock. We have **42,700** gloves either in Springfield to be shipped Friday, or delivered yesterday to Cook Offices as highlighted below. I'm able to locate more each day, and I have several orders placed as soon as vendor's receive replenishment stock from the manufacturers.

Tammy/Cindy, can you double check the address list, for some reason I show 67 Offices, I thought we only had 65, plus the 2 warehouses (I did not include the warehouses)?

Please review and let me know if we should move inventory from one location to the other. **We will start packing all these items tomorrow at 10:00AM, if I do not hear anything by then, this is how they will be delivered.**

FYI, 128,000 more gloves are expected in late next week and 200,000 mask are expected by the end of the month or first week in April. I also have more 30,000 more gloves, disinfectant spray, disinfectant wipes, hand sanitizer, and 8,000 N95 mask on order, but the vendor is not even providing an estimated delivery date.

We will also be installing motion activate hand sanitizer stations in all building over the next 2-4 weeks. They are on a 3 year leases and are maintained by the vendor.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, March 18, 2020 6:18 PM

To: Meaghan Jorgensen (Meaghan.Jorgensen@illinois.gov) <Meaghan.Jorgensen@illinois.gov>; Hope Carbonaro (Hope.E.Carbonaro@illinois.gov) <Hope.E.Carbonaro@illinois.gov>; Lori Gray (Lori.Gray@illinois.gov) <Lori.Gray@illinois.gov>; Derek Hobson (Derek.Hobson@illinois.gov) <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denise <Denice.Murray@Illinois.gov>; Tierney Stutz (Tierney.Stutz@illinois.gov) <Tierney.Stutz@illinois.gov>; James C. Daugherty (James.Daugherty@illinois.gov) <James.Daugherty@illinois.gov>; Royce Kirkpatrick (Royce.Kirkpatrick@illinois.gov) <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Desiree Silva (Desiree.Silva@illinois.gov) <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Subject: COOK GLOVES Delivered 3/17/2020

Hello all, as requested at this afternoon's meeting please see locations and quantities of gloves delivered to Cook offices yesterday by the Chicago warehouse.

We need to locate these gloves to ensure they are properly distributed to the appropriate units. We will send more supplies, but I'm counting these in our current stock and they need to be rationed just like this Friday's deliveries.

I'll be sending another email within an hour with a draft distribution list for the supplies ordered to-date. We're packing all the items up tomorrow, so PLEASE review ASAP so they can be packed for shipment Friday.

From: Towers, Christopher <Christopher.Towers@illinois.gov>

Sent: Wednesday, March 18, 2020 2:14 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: FW: GLOVES

1 box of medium and 1 box of large to each of those sites.

In most sites we left them with the receptionist and left instructions to get them to RA's at the site and keep some to give to staff as needed.

(1) Box of medium and (1) box of gloves were delivered to the following sites:

1026 S. Damen Ave.

2020 W. Roosevelt-(ACR & OES)

1240 S. Damen Ave.

2245 W. Ogden (Juvenile Court)

2240 W. Ogden (OIG)
1755 Lake Cook Road, (Deerfield)
1701 S. 1st Ave., (Maywood)
15115 Dixie Highway, (Harvey)
6201 S. Emerald
******1911/1921-received (2) large and (2) medium**

Thanks...

Tammy Warren-Daniels, Supervisor
COOK STORES WAREHOUSE
100 N. Western Ave., 2nd Floor
Chicago, IL 60612
(P) 312 633-3937
(F) 312 633-3972

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From: Smith, Marc
Sent: Tuesday, May 26, 2020 9:52 AM
To: Vennikandam, George; Strokosch, Jassen; Murray, Denice; Vennikandam, George
Subject: Fwd: [External] Child staffing Phase 3 and beyond: the solution

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: Heartland Kids
Date: May 26, 2020 at 8:29:27 AM CDT
To: "Smith, Marc"
Subject: [External] Child staffing Phase 3 and beyond: the solution

Dear Sir;

This is an urgent request that GOECD and DCFS grant the grandfathered status of "Teacher Qualified" to the teacher's assistants that have been allowed to function as teachers in Emergency Child Care Centers across the state.

Child care centers across the state were short staffed prior to Covid19. Being allowed to use teacher assistants as teachers has been a Godsend. It was a wise and sensible decision.

Furthermore, the wise, sensible and fair thing to do is to allow them to continue to serve as teachers through Phase 3 and beyond. If this does not happen, the industry will be in a deeper crisis than it was prior to the Covid19.

In our center, we have 3 teacher's assistants that have performed admirably as teachers since March 23rd. One has been in the field over 4 years and was considered "teacher qualified" in another state. One operated a licensed child care home for approximately 10 years and the other is only 3 credit hours short of being teacher qualified in Illinois and was "teacher qualified" in another state and is currently enrolled in the CDA course. Each of them have more knowledge and experience than the individuals we were able to hire over the last two years that were simply "teacher qualified" on paper (but meet DCFS requirements)..

These folks have risen to the challenge and proved themselves more than capable. What a slap in the face it will be to suddenly be told "you aren't qualified" after they have seen us through this very challenging time.

DCFS must deem these individuals "teacher qualified". None of us would be opposed to personalized action plans for additional training for each of them, but to demote them now would be a travesty. If they are allowed to continue to serve as teachers we will be able to hire teacher assistants to replace them. Teacher's assistants are easier to find than teachers and we could soon be fully staffed again.

If we are not allowed to continue to use these individuals as teachers through Phase 3 we will be forced to work staff longer hours which would balloon our payroll costs or shorten our hours of operation which will negatively impact the workforce. Additionally, our two directors will have to do the morning health checks and give breaks and substitute in the classrooms which will take them away from managing the center. The middle of a crisis is not the time to distract our directors from tending to center operations.

The act of granting the status of "teacher qualified" to these individuals will go a long way toward solving the staffing crisis in our state and prevent the closure of more child care centers due to the lack of teachers. And last but not least, this act will honor the dedication and commitment of teacher's assistants across the state that have literally saved us during this uncertain and unprecedented time.

Thank you for your consideration and for doing the right thing.

Sincerely,

Bonnie Brackett, CEO
Kristina Cleaver, Executive Director
Heartland Kids Early Learning Center
3902 Ernestine Drive
Marion, IL 62959
Phone: (618) 997-7200
Fax: (618) 997-1020



ReplyForward

--

Kristina Cleaver, Executive Director
Heartland Kids Early Learning Center
3902 Ernestine Drive
Marion, IL 62959
Phone: (618) 997-7200
Fax: (618) 997-1020

From: Smith, Marc
Sent: Tuesday, May 26, 2020 2:01 PM
To: McGhee, Tanesha (DCFS); Beauchamp, Kelly A.; King, Tracey (DCFS)
Subject: Fwd: [External] REMINDER: Tomorrow, Wed 5/27 COVID19 CW Leadership Forum Call

Follow Up Flag: Follow up
Flag Status: Flagged

Can you please update my schedule, looks like a time change

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: COVID19 Forum
Date: May 26, 2020 at 1:21:18 PM CDT
Subject: [External] REMINDER: Tomorrow, Wed 5/27 COVID19 CW Leadership Forum Call

Hi everyone! We hope you had a chance to enjoy the long weekend. We look forward seeing you all on the 11th weekly COVID-19 CW Leadership Forum call tomorrow, **Wednesday, May 27, from 5-6 pm ET/2-3 pm PT**, at <https://casey.zoom.us/j/739994288>

As the group requested, we are continuing to focus on re-opening considerations and strategies. We will have the opportunity to hear from **Michael Leach, Director, and Karen Bryant, Deputy Director, of the South Carolina Department of Social Services** regarding their approaches to reopening offices, practice with children and families, and intentional conversations with staff and stakeholders, and we will also receive an **update from our colleagues in Wisconsin** regarding the roll-out of their guidance on visitation and older youth supports this past week.

We continue to respond to questions at COVID19Forum@casey.org, post the resources and information that you share with us daily to the [COVID19 Forum Extranet Site](#), and update the [COVID-19 FAQs](#) each week. Weekly forum sessions will continue through June 3 as planned, and then we will move to holding these sessions twice per month as the group has requested.

Warmly, Sara

Sara Munson, MSW

Knowledge Management

718.288.6463 / smunson@casey.org

Visit [Questions from the field](#) to explore child welfare agency strategies and lessons learned

Peer-to-Peer CW Jurisdictional Forum on COVID19:

Zoom Series

What: Intended to offer timely, informative and supportive **peer-to-peer exchange** to help state, county and tribal child welfare leaders and their emergency management colleagues connect as they seek to manage operations and effectively support children, youth and families, agency staff and community-based providers during the COVID19 pandemic

When: Occurs every Wednesday effective 3/25/2020 until 6/3/2020 from 5:00 PM to 6:00 PM (UTC-05:00) Eastern Time (US & Canada).

How: To register for the series and create your unique calendar invite, and to join us on Zoom each week, use the following URL - <https://casey.zoom.us/j/739994288>. Given that the group is intended for child welfare agency leadership, please let us know if you would like to add anyone, so we can ensure they are on our distribution list and provided with access to the extranet site as well.

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From: Smith, Marc
Sent: Wednesday, May 27, 2020 10:40 AM
To: Austin, Van P.; Murray, Denice; Strokosch, Jassen; Jorgensen, Meaghan; Carbonaro, Hope; Gray, Lori; Hobson, Derek; Brown, Dagene; Dykes, Petroux; Stutz, Tierney; Daugherty, James C.; Kirkpatrick, Royce; Brennan, Michael; Grant, Tammy; Barbosa, Julie; Wolfman, Amanda; Silva, Desiree; Burton, Terese E.; Scotellaro, Margaret; Ozier, Alicia; Kennedy, Deborah; Polacheck, Stefanie L.; Washington, Douglas; Harvey, Jeremy; House, Jason; Tucker, Sarah
Cc: Mills, Cindy; Towers, Christopher; Wood, Edie; Weidner, Paula; Herrick, Todd
Subject: RE: DCFS Supplies Distribution List Final - 5.28

Please ensure that every visitor, to our offices is given a mask. Starting immediately, we can review once we get to phase 4.

Marc D. Smith
Acting Director of IDCFS

Please contact my assistants for further assistance:
Tanisha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield

From: Austin, Van P.
Sent: Tuesday, May 26, 2020 5:28 PM
To: Smith, Marc ; Murray, Denice ; Strokosch, Jassen ; Jorgensen, Meaghan ; Carbonaro, Hope ; Gray, Lori ; Hobson, Derek ; Brown, Dagene ; Dykes, Petroux ; Stutz, Tierney ; Daugherty, James C. ; Kirkpatrick, Royce ; Brennan, Michael ; Grant, Tammy ; Barbosa, Julie ; Wolfman, Amanda ; Silva, Desiree ; Burton, Terese E. ; Scotellaro, Margaret ; Ozier, Alicia ; Kennedy, Deborah ; Polacheck, Stefanie L. ; Washington, Douglas ; Harvey, Jeremy ; House, Jason ; Tucker, Sarah
Cc: Mills, Cindy ; Towers, Christopher ; Wood, Edie ; Weidner, Paula ; Herrick, Todd ; Austin, Van P.
Subject: RE: DCFS Supplies Distribution List Final - 5.28
Importance: High

Part of our thermometer order arrived today. Please see updated list which includes thermometer distribution to offices with direct service staff.

Good afternoon all, please see PPE Distribution list attached we hope to ship to DCFS Offices on 5/28 and 5/29. All offices will receive more PPE and offices who's weekly inventory sheet indicated low quantities of certain items where given a proportional restock of those items. Highlighted items will be provided by the Chicago Warehouse, everything else is coming out of the Springfield Warehouse. Please share with your offices to let them know what to expect.

There are a few special items I need everyone's assistance with.

- First, this order is larger than past orders with the anticipation of a gradual office reopening in June to ensure all staff have access to PPE when they return to the office.

- Ops – Please ensure masks and gloves are not issued in higher quantities than normal. The spare inventory should be locked up or set out around the office as staff return to the office.
- Second, certain items are only medically indicated for certain staff and are in limited quantities. Ops – we’ll need you to determine the best distribution for these items to ensure they are utilized only in medically indicated situations. Dr. Scotellaro has provided guidance on these items in different situations, if needed I’m sure someone could get that guidance into a single document.
 - **Gowns** – At this time we only have approximately 15K for DCFS offices. More are on order and expected within the next 2-3 weeks.
 - **Disposable shoe covers** – We have approximately 25K pairs for DCFS, POS, and Residential. DCFS offices will receive ~15K of these.
 - **Youth masks** – We have two models – a smaller quantity of size small for approximately 3-8 year old’s, and a larger quantity of size medium for 8-18 year old’s. The size small are very hard to find, and both sizes should only be distributed to staff requiring them. These will eventually be replaced by reusable youth mask. Our goal is to have reusable youth mask in stock by mid-July or early August.
 - **Medical Safety Glasses** – We received additional inventory last week, however we’re still waiting on an order of 5K placed in early May. With the previous shipment and this shipment, all direct service staff should now have one pair. More will be provided as they become available.
 - **Thermometers** – If they arrive in time, thermometers will be issued to all DCFS offices. We only have enough on order for smaller offices to receive one, and larger offices to receive 2-4. These are in very short supply worldwide, for example we’re still waiting on a order for 350 we placed in early April.
 - **Hand Sanitizer**
 - The Director approved for all direct service staff to receive personal hand sanitizer bottles for near term. A individual bottle will be shipped for all direct service staff along with a few spare. This will nearly wipe out our current inventory, however more are on order and will be shipped as needed. I’ll continue to monitor your weekly inventory for need.
 - Offices will also receive more 1 gallon hand sanitizer bottles to refill the smaller bottles as needed in the event you runout before the next shipment.
 - Offices will also receive one gallon hand sanitizer bottles with pumps. Please ensure these are placed in public areas for clients entering our offices. These will eventually be replaced with wall mounted motion activated hand sanitizer stations on a three year lease for maintenance and refills as needed. Wall mount stations are expected to be installed throughout June as inventory is received by our vendor, Cintas.
 - **Small or XL Gloves** – I’ve received one request for small gloves, if any other offices need small or XL gloves have them request them with their weekly inventory sheets and we’ll get them out as soon as possible. We don’t have enough to give all offices a box of each size, but we can provide them as needed.

Please let me know if you have any questions or concerns with the attached list. We’ll start packing Wednesday, so please have comments or requested changes in prior.

Thank you,

Van Austin
 Agency Procurement Officer
 IL Dept. of Children and Family Services
 406 E. Monroe
 Springfield, IL 62701
 O: 217.558.0011
 C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Friday, May 8, 2020 10:37 AM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>;

Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 5.6.20 and 5.7.20

Importance: High

Good morning all, please see final DCFS PPE distribution list attached. I apologize, I meant to get this out yesterday. It's my understanding some offices received these items yesterday and others will receive them today. Nearly all items are items offices have not received to-date. The yellow highlighted column of sanitizers was sent from the Chicago warehouse.

We received fewer POS orders to-date than we planned, so I also included another one gallon bottle of hand sanitizer. I've also received emails from several offices saying not everyone is receiving masks, so I included a small amount of additional masks to make sure everyone is receiving these masks.

Note, the last 30 day supply of masks was sent out to all DCFS offices the week of 4/20. We're monitoring the weekly inventory reports from offices to ensure they do not run out, and the plan is to ship another 30 day supply the week of May 18th.

Note, if possible I need better inventory reporting to be able to establish our burn rate. The reports are often coming back with only one column completed and most do not show any additional inventory received. If I go strictly off the numbers reported, which I do not believe are accurate, we are using 2-3 masks per day per person. Again I don't think that is accurate.

Please let me know if you have any questions or concerns on the current distribution or inventory reporting processes.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Monday, April 20, 2020 6:19 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.20.20

Importance: High

Good evening all, please see final supply distribution list attached. It my understanding most of the offices received their hand sanitizer today, and they should receive their masks tomorrow or Wednesday.

Please note, we've received a few questions about the hand sanitizer today. Unfortunately, we only have the one gallon bottles of hand sanitizer at the moment. They came in without pumps, and we could not locate any pumps to send with them, but we were able to find funnels. It is a good sanitizer with 70% alcohol.

What we're suggesting at this time is to refill any bottle you may have around the office such as a Purell/GermX bottle.

Please let me know if you have any questions.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, April 1, 2020 8:44 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.3.20

Importance: High

Good evening, all. Please see final supply distribution list to be UPS'd out this Friday 4.3.20 attached. These should be in offices next Monday/Tuesday.

We're sending out 69,840 gloves and 9,015 KN-95 Masks to all DCFS Field Offices. We have more mask coming in next week that will be divided between DCFS and POS. Reminder, the preventative office cleanings begin with the field offices next week. A schedule will be sent out tomorrow. We'll make sure we hand deliver to offices scheduled to be cleaned next Monday and Tuesday to make sure the supplies are received. All offices will have a MSDS book sent this Friday to be stored at the reception desk or in a highly visible area until 6/30/2021.

We still have gloves set-aside for POS, there are a few large agencies that have not requested any gloves to-date. Not sure if we want to send out another notification to those that have not already received their 20 day supply? I'm holding them back, but if they're not needed I would like to distribute them to POS agencies that could use more.

We have more supplies on order arriving periodically over the next two weeks, thank you and your staff for being patient on some of these hard to get items.

I'll update the per office and per commodity counts and try to get that out by Friday for your review.

Please let me know if you have any questions or concern.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011

C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>
Sent: Wednesday, March 25, 2020 8:12 PM
To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>
Subject: DCFS Supplies Distribution List Final - 3.26 and 3.27
Importance: High

Good evening, all! Final supply distribution list to be shipped 3/26 and 3/27 is attached.

I want to give a BIG shout out to Cindy and her staff, for an incredible job sorting and packing today! They sorted and packed nearly everything you see in the attached picture and more that’s out of sight! I think they filled up 3 cargo vans and a few cars with supplies to be shipped tomorrow to all DCFS Offices! Between everything packed today, delivered last week, all the phones, POS supplies, and their normal duties, they have been hustling!

Cook, Northern, and Central will be delivered tomorrow. Southern will be delivered Friday.

I added two tabs to the spreadsheet. One for total supplies per DCFS office. The other is total by commodities, also pulled out below for easy viewing. Note, we’re holding some spare inventory of gloves for right now. I’m waiting on the residential list, unfortunately I cannot remember who was going to get me that? But, the good news is we held some back, so if there is a priority for other units/locations not already supplied let me know.

I’ve tried ensure all direct service staff get an equal amount of everything. The supplies are coming in at different times, in different amounts, and in different package quantities so it’s been an interesting game to figure out how to divvy the supplies up. If you review the DCFS Office Totals To-Date Tab and would like to see any specific office get more/less of any item, please let me know.

Please let me know if you have any questions.

All Total By Commodity:

Commodity (Unit Measure = Each)	Total (In-Stock/Purchased/IDPH)	Total Distributed	Total Spare Inventory	Inventory on Order	Total DCFS	Total POS	Total Distributed/DCFS Direct Service Staff	Total Distributed/POS Direct Service Staff
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Gloves (All Sizes)	407,380	331,380	76,000	0	185,560	145,820	123	82
Mask (All Types)	6,063	6,063	0	230,000	6,063	0	4	0
Hand Sanitizer (300ml Pump Bottle)	0	0	0	4,032	0	0	0	0
Disinfectant Cleaner	0	0	0	0	0	0	0	0
Disinfectant Wipes	0	0	0	0	0	0	0	0
Oxivir Tb All Purpose Cleaner	22	22	0	0	22	0	N/A	N/A
Bleach	96	68	30	0	67	1	N/A	N/A
Spray Bottles	136	136	0	75	136	0	N/A	N/A
Spray Bottle Proportioners	65	65	0	15	65	0	N/A	N/A
Spill Prevention Safety Goggles	0	0	0	75	0	0	N/A	N/A
Non-Exam Grade Cleaning Gloves	500	500	0	150	500	0	N/A	N/A
Paper Towels	3,450	3,450	0	0	3,450	0	N/A	N/A
Angel Soft Tissue	2,100	2,100	0	0	2,100	0	N/A	N/A
Linens (Do not have Chicago #s yet)	100	100	0	200	100	0	N/A	N/A
Hygiene Kits (Do not have Chicago #s yet)	420	420	0	2,010	420	0	N/A	N/A
Sleeping Mats (Do not have Chicago #s yet)	40	40	0	80	40	0	N/A	N/A
Cots (Do not have Chicago #s yet)	20	20	0	40	20	0	N/A	N/A

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 8:05 PM

To: Murray, Denise <Denise.Murray@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie

<Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS PPE Supplies Distribution List Final - 3.19.20

Importance: High

All, final supply distribution list to be shipped 3/20/20 and will be delivered to offices tomorrow or Monday is attached. Note, I was expecting the paper towels and tissues to be in today so they could be included in this shipment, unfortunately they did not arrive and will not be delivered tomorrow. Also, once we counted all the spray bottles we realized the vendor shorted us

Desi, we're shipping at 8:00AM tomorrow. If we do not have a list of contacts for each office the drivers will leave them with whoever they find which I think is a very bad idea. Please provide us a list and we'll give them to the staff identified who will be responsible to ensure the items get to appropriate staff in the appropriate amount.

Please let me know if you have any questions.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 1:00 PM

To: Murray, Denice <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Got it, thank you Denice! I'll update the spreadsheet and send a final copy to everyone shortly so everyone will know how many each office is getting from this shipment.

Desi, please get me delivery contacts that will be the responsible person to hand the gloves out!!

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Murray, Denice <Denice.Murray@Illinois.gov>

Sent: Thursday, March 19, 2020 12:46 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Yes if they are not out in the field, gloves should go to field staff first.

Denice Murray, AM
Chief of Staff
1911 S. Indiana Ave. 10th Flr.
Chicago, Illinois
Office (312) 328-2505
Office (312) 814-4339
Cell (312) 515-2528
Denice.Murray@illinois.gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 11:51 AM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagenne <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denise <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Hello all, I did not receive any feedback, so I'm assuming this list is ok? We're about to start packing, so let me know ASAP.

Question, we have a lot going to Churchill in Springfield based on those workers being classified as Direct service staff, but it my understanding they do not interact in person with clients? If so, can we give most of their gloves to other locations?

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 18, 2020 10:36 PM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagenne <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denise <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Austin, Van P. <Van.P.Austin@illinois.gov>; Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Good evening, all. Please see DRAFT Distribution List for PPE supplies attached. Please note, this only represents what we currently have in stock. We have **42,700** gloves either in Springfield to be shipped Friday, or delivered yesterday to Cook Offices as highlighted below. I'm able to locate more each day, and I have several orders placed as soon as vendor's receive replenishment stock from the manufacturers.

Tammy/Cindy, can you double check the address list, for some reason I show 67 Offices, I thought we only had 65, plus the 2 warehouses (I did not include the warehouses)?

Please review and let me know if we should move inventory from one location to the other. **We will start packing all these items tomorrow at 10:00AM, if I do not hear anything by then, this is how they will be delivered.**

FYI, 128,000 more gloves are expected in late next week and 200,000 mask are expected by the end of the month or first week in April. I also have more 30,000 more gloves, disinfectant spray, disinfectant wipes, hand sanitizer, and 8,000 N95 mask on order, but the vendor is not even providing an estimated delivery date.

We will also be installing motion activate hand sanitizer stations in all building over the next 2-4 weeks. They are on a 3 year leases and are maintained by the vendor.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, March 18, 2020 6:18 PM

To: Meaghan Jorgensen (Meaghan.Jorgensen@illinois.gov) <Meaghan.Jorgensen@illinois.gov>; Hope Carbonaro (Hope.E.Carbonaro@illinois.gov) <Hope.E.Carbonaro@illinois.gov>; Lori Gray (Lori.Gray@illinois.gov) <Lori.Gray@illinois.gov>; Derek Hobson (Derek.Hobson@illinois.gov) <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Tierney Stutz (Tierney.Stutz@illinois.gov) <Tierney.Stutz@illinois.gov>; James C. Daugherty (James.Daugherty@illinois.gov) <James.Daugherty@illinois.gov>; Royce Kirkpatrick (Royce.Kirkpatrick@illinois.gov) <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Desiree Silva (Desiree.Silva@illinois.gov) <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Subject: COOK GLOVES Delivered 3/17/2020

Hello all, as requested at this afternoon's meeting please see locations and quantities of gloves delivered to Cook offices yesterday by the Chicago warehouse.

We need to locate these gloves to ensure they are properly distributed to the appropriate units. We will send more supplies, but I'm counting these in our current stock and they need to be rationed just like this Friday's deliveries.

I'll be sending another email within an hour with a draft distribution list for the supplies ordered to-date. We're packing all the items up tomorrow, so PLEASE review ASAP so they can be packed for shipment Friday.

From: Towers, Christopher <Christopher.Towers@illinois.gov>

Sent: Wednesday, March 18, 2020 2:14 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: FW: GLOVES

1 box of medium and 1 box of large to each of those sites.

In most sites we left them with the receptionist and left instructions to get them to RA's at the site and keep some to give to staff as needed.

(1) Box of medium and (1) box of gloves were delivered to the following sites:

1026 S. Damen Ave.

2020 W. Roosevelt-(ACR & OES)

1240 S. Damen Ave.

2245 W. Ogden (Juvenile Court)

2240 W. Ogden (OIG)

1755 Lake Cook Road, (Deerfield)

1701 S. 1st Ave., (Maywood)

15115 Dixie Highway, (Harvey)

6201 S. Emerald

******1911/1921-received (2) large and (2) medium**

Thanks...

Tammy Warren-Daniels, Supervisor

COOK STORES WAREHOUSE

100 N. Western Ave., 2nd Floor

Chicago, IL 60612

(P) 312 633-3937

(F) 312 633-3972

From: Smith, Marc
Sent: Wednesday, May 27, 2020 10:43 AM
To: Silva, Desiree
Subject: RE: DCFS Supplies Distribution List Final - 5.28

No, just if they don't have one.

Marc D. Smith
Acting Director of IDCFS

*Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield*

From: Silva, Desiree
Sent: Wednesday, May 27, 2020 10:42 AM
To: Smith, Marc
Subject: RE: DCFS Supplies Distribution List Final - 5.28

Even if they walk in with a face covering?

From: Smith, Marc <Marc.Smith@illinois.gov>
Sent: Wednesday, May 27, 2020 10:40 AM
To: Austin, Van P. <Van.P.Austin@illinois.gov>; Murray, Denise <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>
Subject: RE: DCFS Supplies Distribution List Final - 5.28

Please ensure that every visitor, to our offices is given a mask. Starting immediately, we can review once we get to phase 4.

Marc D. Smith
Acting Director of IDCFS

*Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield*

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Tuesday, May 26, 2020 5:28 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 5.28

Importance: High

Part of our thermometer order arrived today. Please see updated list which includes thermometer distribution to offices with direct service staff.

Good afternoon all, please see PPE Distribution list attached we hope to ship to DCFS Offices on 5/28 and 5/29. All offices will receive more PPE and offices who's weekly inventory sheet indicated low quantities of certain items where given a proportional restock of those items. Highlighted items will be provided by the Chicago Warehouse, everything else is coming out of the Springfield Warehouse. Please share with your offices to let them know what to expect.

There are a few special items I need everyone's assistance with.

- First, this order is larger than past orders with the anticipation of a gradual office reopening in June to ensure all staff have access to PPE when they return to the office.
 - Ops – Please ensure masks and gloves are not issued in higher quantities than normal. The spare inventory should be locked up or set out around the office as staff return to the office.
- Second, certain items are only medically indicated for certain staff and are in limited quantities. Ops – we'll need you to determine the best distribution for these items to ensure they are utilized only in medically indicated situations. Dr. Scotellaro has provided guidance on these items in different situations, if needed I'm sure someone could get that guidance into a single document.
 - **Gowns** – At this time we only have approximately 15K for DCFS offices. More are on order and expected within the next 2-3 weeks.
 - **Disposable shoe covers** – We have approximately 25K pairs for DCFS, POS, and Residential. DCFS offices will receive ~15K of these.

- **Youth masks** – We have two models – a smaller quantity of size small for approximately 3-8 year old’s, and a larger quantity of size medium for 8-18 year old’s. The size small are very hard to find, and both sizes should only be distributed to staff requiring them. These will eventually be replaced by reusable youth mask. Our goal is to have reusable youth mask in stock by mid-July or early August.
- **Medical Safety Glasses** – We received additional inventory last week, however we’re still waiting on an order of 5K placed in early May. With the previous shipment and this shipment, all direct service staff should now have one pair. More will be provided as they become available.
- **Thermometers** – If they arrive in time, thermometers will be issued to all DCFS offices. We only have enough on order for smaller offices to receive one, and larger offices to receive 2-4. These are in very short supply worldwide, for example we’re still waiting on a order for 350 we placed in early April.
- **Hand Sanitizer**
 - The Director approved for all direct service staff to receive personal hand sanitizer bottles for near term. A individual bottle will be shipped for all direct service staff along with a few spare. This will nearly wipe out our current inventory, however more are on order and will be shipped as needed. I’ll continue to monitor your weekly inventory for need.
 - Offices will also receive more 1 gallon hand sanitizer bottles to refill the smaller bottles as needed in the event you runout before the next shipment.
 - Offices will also receive one gallon hand sanitizer bottles with pumps. Please ensure these are placed in public areas for clients entering our offices. These will eventually be replaced with wall mounted motion activated hand sanitizer stations on a three year lease for maintenance and refills as needed. Wall mount stations are expected to be installed throughout June as inventory is received by our vendor, Cintas.
- **Small or XL Gloves** – I’ve received one request for small gloves, if any other offices need small or XL gloves have them request them with their weekly inventory sheets and we’ll get them out as soon as possible. We don’t have enough to give all offices a box of each size, but we can provide them as needed.

Please let me know if you have any questions or concerns with the attached list. We’ll start packing Wednesday, so please have comments or requested changes in prior.

Thank you,

Van Austin
 Agency Procurement Officer
 IL Dept. of Children and Family Services
 406 E. Monroe
 Springfield, IL 62701
 O: 217.558.0011
 C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Friday, May 8, 2020 10:37 AM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House,

Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 5.6.20 and 5.7.20

Importance: High

Good morning all, please see final DCFS PPE distribution list attached. I apologize, I meant to get this out yesterday. It's my understanding some offices received these items yesterday and others will receive them today. Nearly all items are items offices have not received to-date. The yellow highlighted column of sanitizers was sent from the Chicago warehouse.

We received fewer POS orders to-date than we planned, so I also included another one gallon bottle of hand sanitizer. I've also received emails from several offices saying not everyone is receiving masks, so I included a small amount of additional masks to make sure everyone is receiving these masks.

Note, the last 30 day supply of masks was sent out to all DCFS offices the week of 4/20. We're monitoring the weekly inventory reports from offices to ensure they do not run out, and the plan is to ship another 30 day supply the week of May 18th.

Note, if possible I need better inventory reporting to be able to establish our burn rate. The reports are often coming back with only one column completed and most do not show any additional inventory received. If I go strictly off the numbers reported, which I do not believe are accurate, we are using 2-3 masks per day per person. Again I don't think that is accurate.

Please let me know if you have any questions or concerns on the current distribution or inventory reporting processes.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Monday, April 20, 2020 6:19 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux

<Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>
Subject: RE: DCFS Supplies Distribution List Final - 4.20.20
Importance: High

Good evening all, please see final supply distribution list attached. It my understanding most of the offices received their hand sanitizer today, and they should receive their masks tomorrow or Wednesday.

Please note, we’ve received a few questions about the hand sanitizer today. Unfortunately, we only have the one gallon bottles of hand sanitizer at the moment. They came in without pumps, and we could not locate any pumps to send with them, but we were able to find funnels. It is a good sanitizer with 70% alcohol.

What we’re suggesting at this time is to refill any bottle you may have around the office such as a Purell/GermX bottle.

Please let me know if you have any questions.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.
Sent: Wednesday, April 1, 2020 8:44 PM
To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah

<Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.3.20

Importance: High

Good evening, all. Please see final supply distribution list to be UPS'd out this Friday 4.3.20 attached. These should be in offices next Monday/Tuesday.

We're sending out 69,840 gloves and 9,015 KN-95 Masks to all DCFS Field Offices. We have more mask coming in next week that will be divided between DCFS and POS. Reminder, the preventative office cleanings begin with the field offices next week. A schedule will be sent out tomorrow. We'll make sure we hand deliver to offices scheduled to be cleaned next Monday and Tuesday to make sure the supplies are received. All offices will have a MSDS book sent this Friday to be stored at the reception desk or in a highly visible area until 6/30/2021.

We still have gloves set-aside for POS, there are a few large agencies that have not requested any gloves to-date. Not sure if we want to send out another notification to those that have not already received their 20 day supply? I'm holding them back, but if they're not needed I would like to distribute them to POS agencies that could use more.

We have more supplies on order arriving periodically over the next two weeks, thank you and your staff for being patient on some of these hard to get items.

I'll update the per office and per commodity counts and try to get that out by Friday for your review.

Please let me know if you have any questions or concern.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 25, 2020 8:12 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux

<Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS Supplies Distribution List Final - 3.26 and 3.27

Importance: High

Good evening, all! Final supply distribution list to be shipped 3/26 and 3/27 is attached.

I want to give a BIG shout out to Cindy and her staff, for an incredible job sorting and packing today! They sorted and packed nearly everything you see in the attached picture and more that's out of sight! I think they filled up 3 cargo vans and a few cars with supplies to be shipped tomorrow to all DCFS Offices! Between everything packed today, delivered last week, all the phones, POS supplies, and their normal duties, they have been hustling!

Cook, Northern, and Central will be delivered tomorrow. Southern will be delivered Friday.

I added two tabs to the spreadsheet. One for total supplies per DCFS office. The other is total by commodities, also pulled out below for easy viewing. Note, we're holding some spare inventory of gloves for right now. I'm waiting on the residential list, unfortunately I cannot remember who was going to get me that? But, the good news is we held some back, so if there is a priority for other units/locations not already supplied let me know.

I've tried ensure all direct service staff get an equal amount of everything. The supplies are coming in at different times, in different amounts, and in different package quantities so it's been an interesting game to figure out how to divvy the supplies up. If you review the DCFS Office Totals To-Date Tab and would like to see any specific office get more/less of any item, please let me know.

Please let me know if you have any questions.

All Total By Commodity:

Commodity (Unit Measure = Each)	Total (In-Stock/Purchased/IDPH)	Total Distributed	Total Spare Inventory	Inventory on Order	Total DCFS	Total POS	Total Distributed/DCFS Direct Service Staff	Total Distributed/POS Direct Service Staff
Gloves (All Sizes)	407,380	331,380	76,000	0	185,560	145,820	123	82
Mask (All Types)	6,063	6,063	0	230,000	6,063	0	4	0
Hand Sanitizer (300ml Pump Bottle)	0	0	0	4,032	0	0	0	0
Disinfectant Cleaner	0	0	0	0	0	0	0	0
Disinfectant Wipes	0	0	0	0	0	0	0	0
Oxivir Tb All Purpose Cleaner	22	22	0	0	22	0	N/A	N/A

Bleach	96	68	30	0	67	1	N/A	N/A
Spray Bottles	136	136	0	75	136	0	N/A	N/A
Spray Bottle Proportioners	65	65	0	15	65	0	N/A	N/A
Spill Prevention Safety Goggles	0	0	0	75	0	0	N/A	N/A
Non-Exam Grade Cleaning Gloves	500	500	0	150	500	0	N/A	N/A
Paper Towels	3,450	3,450	0	0	3,450	0	N/A	N/A
Angel Soft Tissue	2,100	2,100	0	0	2,100	0	N/A	N/A
Linens (Do not have Chicago #s yet)	100	100	0	200	100	0	N/A	N/A
Hygiene Kits (Do not have Chicago #s yet)	420	420	0	2,010	420	0	N/A	N/A
Sleeping Mats (Do not have Chicago #s yet)	40	40	0	80	40	0	N/A	N/A
Cots (Do not have Chicago #s yet)	20	20	0	40	20	0	N/A	N/A

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 8:05 PM

To: Murray, Denise <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS PPE Supplies Distribution List Final - 3.19.20

Importance: High

All, final supply distribution list to be shipped 3/20/20 and will be delivered to offices tomorrow or Monday is attached. Note, I was expecting the paper towels and tissues to be in today so they could be included in this shipment, unfortunately they did not arrive and will not be delivered tomorrow. Also, once we counted all the spray bottles we realized the vendor shorted us

Desi, we're shipping at 8:00AM tomorrow. If we do not have a list of contacts for each office the drivers will leave them with whoever they find which I think is a very bad idea. Please provide us a list and we'll give them to the staff identified who will be responsible to ensure the items get to appropriate staff in the appropriate amount.

Please let me know if you have any questions.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 1:00 PM

To: Murray, Denice <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Got it, thank you Denice! I'll update the spreadsheet and send a final copy to everyone shortly so everyone will know how many each office is getting from this shipment.

Desi, please get me delivery contacts that will be the responsible person to hand the gloves out!!

Thank you,

Van Austin
Agency Procurement Officer

IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Murray, Denice <Denice.Murray@Illinois.gov>

Sent: Thursday, March 19, 2020 12:46 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Yes if they are not out in the field, gloves should go to field staff first.

Denice Murray, AM
Chief of Staff
1911 S. Indiana Ave. 10th Flr.
Chicago, Illinois
Office (312) 328-2505
Office (312) 814-4339
Cell (312) 515-2528
Denice.Murray@illinois.gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 11:51 AM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Hello all, I did not receive any feedback, so I'm assuming this list is ok? We're about to start packing, so let me know ASAP.

Question, we have a lot going to Churchill in Springfield based on those workers being classified as Direct service staff, but it my understanding they do not interact in person with clients? If so, can we give most of their gloves to other locations?

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 18, 2020 10:36 PM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Austin, Van P. <Van.P.Austin@illinois.gov>; Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Good evening, all. Please see DRAFT Distribution List for PPE supplies attached. Please note, this only represents what we currently have in stock. We have **42,700** gloves either in Springfield to be shipped Friday, or delivered yesterday to Cook Offices as highlighted below. I'm able to locate more each day, and I have several orders placed as soon as vendor's receive replenishment stock from the manufacturers.

Tammy/Cindy, can you double check the address list, for some reason I show 67 Offices, I thought we only had 65, plus the 2 warehouses (I did not include the warehouses)?

Please review and let me know if we should move more inventory from one location to the other. **We will start packing all these items tomorrow at 10:00AM, if I do not hear anything by then, this is how they will be delivered.**

FYI, 128,000 more gloves are expected in late next week and 200,000 mask are expected by the end of the month or first week in April. I also have more 30,000 more gloves, disinfectant spray, disinfectant wipes, hand sanitizer, and 8,000 N95 mask on order, but the vendor is not even providing an estimated delivery date.

We will also be installing motion activate hand sanitizer stations in all building over the next 2-4 weeks. They are on a 3 year leases and are maintained by the vendor.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, March 18, 2020 6:18 PM

To: Meaghan Jorgensen (Meaghan.Jorgensen@illinois.gov) <Meaghan.Jorgensen@illinois.gov>; Hope Carbonaro (Hope.E.Carbonaro@illinois.gov) <Hope.E.Carbonaro@illinois.gov>; Lori Gray (Lori.Gray@illinois.gov) <Lori.Gray@illinois.gov>; Derek Hobson (Derek.Hobson@illinois.gov) <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Tierney Stutz (Tierney.Stutz@illinois.gov) <Tierney.Stutz@illinois.gov>; James C. Daugherty (James.Daugherty@illinois.gov) <James.Daugherty@illinois.gov>; Royce Kirkpatrick (Royce.Kirkpatrick@illinois.gov) <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Desiree Silva (Desiree.Silva@illinois.gov) <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Subject: COOK GLOVES Delivered 3/17/2020

Hello all, as requested at this afternoon's meeting please see locations and quantities of gloves delivered to Cook offices yesterday by the Chicago warehouse.

We need to locate these gloves to ensure they are properly distributed to the appropriate units. We will send more supplies, but I'm counting these in our current stock and they need to be rationed just like this Friday's deliveries.

I'll be sending another email within an hour with a draft distribution list for the supplies ordered to-date. We're packing all the items up tomorrow, so PLEASE review ASAP so they can be packed for shipment Friday.

From: Towers, Christopher <Christopher.Towers@illinois.gov>

Sent: Wednesday, March 18, 2020 2:14 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: FW: GLOVES

1 box of medium and 1 box of large to each of those sites.

In most sites we left them with the receptionist and left instructions to get them to RA's at the site and keep some to give to staff as needed.

(1) Box of medium and (1) box of gloves were delivered to the following sites:

1026 S. Damen Ave.

2020 W. Roosevelt-(ACR & OES)

1240 S. Damen Ave.

2245 W. Ogden (Juvenile Court)

2240 W. Ogden (OIG)

1755 Lake Cook Road, (Deerfield)

1701 S. 1st Ave., (Maywood)

15115 Dixie Highway, (Harvey)

6201 S. Emerald

****1911/1921-received (2) large and (2) medium

Thanks...

Tammy Warren-Daniels, Supervisor

COOK STORES WAREHOUSE

100 N. Western Ave., 2nd Floor

Chicago, IL 60612

(P) 312 633-3937

(F) 312 633-3972

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From: Smith, Marc
Sent: Wednesday, May 27, 2020 2:41 PM
To: Austin, Van P.
Cc: Murray, Denice; Strokosch, Jassen; Jorgensen, Meaghan; Carbonaro, Hope; Gray, Lori; Hobson, Derek; Brown, Dagene; Dykes, Petroux; Stutz, Tierney; Daugherty, James C.; Kirkpatrick, Royce; Brennan, Michael; Grant, Tammy; Barbosa, Julie; Wolfman, Amanda; Silva, Desiree; Burton, Terese E.; Scotellaro, Margaret; Ozier, Alicia; Kennedy, Deborah; Polacheck, Stefanie L.; Washington, Douglas; Harvey, Jeremy; House, Jason; Tucker, Sarah; Mills, Cindy; Towers, Christopher; Wood, Edie; Weidner, Paula; Herrick, Todd
Subject: Re: DCFS Supplies Distribution List Final - 5.28

Great, will the security guards be responsible for passing them out to people entering the building? Will they also have the big bottles of hand sanitizer? Both for the public?

Marc D Smith
Acting Director IDCFS

On May 27, 2020, at 2:28 PM, Austin, Van P. wrote:

Hi all, please see updated distribution list attached. Please forward on to your office contacts so everyone has the final count they will receive. I added 20,000 more procedure masks to the list for clients entering our offices. We're shipping out nearly 100,000 procedure masks in this delivery. I'll continue to monitor weekly inventory sheets, but this should represent at least a 30 day supply. We have more are in stock and they will be provided as inventory sheets indicate.

I've attached the contact list for the Ops staff in each office responsible for PPE. Please share this with other units and let staff know if they need PPE to request from these contacts.

We're hand delivering supplies to most offices due to the volume of the gowns and shoe covers, but some smaller offices will receive their supplies via UPS. All offices should have their supplies by Friday.

Please let me know if you have any questions or concerns.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, May 27, 2020 10:48 AM

To: Smith, Marc

Cc: Murray, Denise ; Strokosch, Jassen ; Jorgensen, Meaghan ; Carbonaro, Hope ; Gray, Lori ; Hobson, Derek ; Brown, Dagene ; Dykes, Petroux ; Stutz, Tierney ; Daugherty, James C. ; Kirkpatrick, Royce ; Brennan, Michael ; Grant, Tammy ; Barbosa, Julie ; Wolfman, Amanda ; Silva, Desiree ; Burton, Terese E. ; Scotellaro, Margaret ; Ozier, Alicia ; Kennedy, Deborah ; Polacheck, Stefanie L. ; Washington, Douglas ; Harvey, Jeremy ; House, Jason ; Tucker, Sarah ; Mills, Cindy ; Towers, Christopher ; Wood, Edie ; Weidner, Paula ; Herrick, Todd ; Austin, Van P.

Subject: Re: DCFS Supplies Distribution List Final - 5.28

Understood, thank you Director. We're packing the items today, so I'll update the distribution list to include more masks for clients entering our offices. All DCFS offices will have extra masks for clients by this Friday.

Ops, please plan on your direct service staff having a 30 day supply of masks and the rest should be set aside for other staff returning to offices and clients coming into our offices.

I'll send a updated distribution list shortly to share with contacts in the offices.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

O: 217-558-0011

M: 217-720-3187

Sent from my mobile.

On May 27, 2020, at 10:40 AM, Smith, Marc <Marc.Smith@illinois.gov> wrote:

Please ensure that every visitor, to our offices is given a mask. Starting immediately, we can review once we get to phase 4.

Marc D. Smith

Acting Director of IDCFS

Please contact my assistants for further assistance:

Tanesha McGhee 312-814-2074 Chicago

Kelly Beauchamp 217-785-5280 Springfield

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Tuesday, May 26, 2020 5:28 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>;

Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>
Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 5.28

Importance: High

Part of our thermometer order arrived today. Please see updated list which includes thermometer distribution to offices with direct service staff.

Good afternoon all, please see PPE Distribution list attached we hope to ship to DCFS Offices on 5/28 and 5/29. All offices will receive more PPE and offices who's weekly inventory sheet indicated low quantities of certain items where given a proportional restock of those items. Highlighted items will be provided by the Chicago Warehouse, everything else is coming out of the Springfield Warehouse. Please share with your offices to let them know what to expect.

There are a few special items I need everyone's assistance with.

- First, this order is larger than past orders with the anticipation of a gradual office reopening in June to ensure all staff have access to PPE when they return to the office.
 - Ops – Please ensure masks and gloves are not issued in higher quantities than normal. The spare inventory should be locked up or set out around the office as staff return to the office.
- Second, certain items are only medically indicated for certain staff and are in limited quantities. Ops – we'll need you to determine the best distribution for these items to ensure they are utilized only in medically indicated situations. Dr. Scotellaro has provided guidance on these items in different situations, if needed I'm sure someone could get that guidance into a single document.
 - **Gowns** – At this time we only have approximately 15K for DCFS offices. More are on order and expected within the next 2-3 weeks.
 - **Disposable shoe covers** – We have approximately 25K pairs for DCFS, POS, and Residential. DCFS offices will receive ~15K of these.
 - **Youth masks** – We have two models – a smaller quantity of size small for approximately 3-8 year old's, and a larger quantity of size medium for 8-18 year old's. The size small are very hard to find, and both sizes should only be distributed to staff requiring them. These will eventually be replaced by reusable youth mask. Our goal is to have reusable youth mask in stock by mid-July or early August.
 - **Medical Safety Glasses** – We received additional inventory last week, however we're still waiting on an order of 5K placed in early May. With the previous shipment and this shipment, all direct service staff should now have one pair. More will be provided as they become available.
 - **Thermometers** – If they arrive in time, thermometers will be issued to all DCFS offices. We only have enough on order for smaller offices to receive one, and larger offices to receive 2-4. These are in very short supply worldwide, for example we're still waiting on a order for 350 we placed in early April.
 - **Hand Sanitizer**
 - The Director approved for all direct service staff to receive personal hand sanitizer bottles for near term. A individual bottle will be shipped for all direct service staff along with a few spare. This will nearly wipe out our current inventory, however more are on order and will be shipped as needed. I'll continue to monitor your weekly inventory for need.
 - Offices will also receive more 1 gallon hand sanitizer bottles to refill the smaller bottles as needed in the event you runout before the next shipment.
 - Offices will also receive one gallon hand sanitizer bottles with pumps. Please ensure these are placed in public areas for clients entering our offices. These will eventually be replaced with wall mounted motion activated hand sanitizer stations on a three year lease for maintenance and refills as needed. Wall mount stations are expected to be installed throughout June as inventory is received by our vendor, Cintas.
 - **Small or XL Gloves** – I've received one request for small gloves, if any other offices need small or XL gloves have them request them with their weekly inventory sheets and we'll get them out as soon as possible. We don't have enough to give all offices a box of each size, but we can provide them as needed.

Please let me know if you have any questions or concerns with the attached list. We'll start packing Wednesday, so please have comments or requested changes in prior.

Thank you,

Van Austin
Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701
O: 217.558.0011
C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Friday, May 8, 2020 10:37 AM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 5.6.20 and 5.7.20

Importance: High

Good morning all, please see final DCFS PPE distribution list attached. I apologize, I meant to get this out yesterday. It's my understanding some offices received these items yesterday and others will receive them today. Nearly all items are items offices have not received to-date. The yellow highlighted column of sanitizers was sent from the Chicago warehouse.

We received fewer POS orders to-date than we planned, so I also included another one gallon bottle of hand sanitizer. I've also received emails from several offices saying not everyone is receiving masks, so I included a small amount of additional masks to make sure everyone is receiving these masks.

Note, the last 30 day supply of masks was sent out to all DCFS offices the week of 4/20. We're monitoring the weekly inventory reports from offices to ensure they do not run out, and the plan is to ship another 30 day supply the week of May 18th.

Note, if possible I need better inventory reporting to be able to establish our burn rate. The reports are often coming back with only one column completed and most do not show any additional inventory received. If I go strictly off the numbers reported, which I do not believe are accurate, we are using 2-3 masks per day per person. Again I don't think that is accurate.

Please let me know if you have any questions or concerns on the current distribution or inventory reporting processes.

Thank you,

Van Austin

Agency Procurement Officer
IL Dept. of Children and Family Services
406 E. Monroe
Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Monday, April 20, 2020 6:19 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.20.20

Importance: High

Good evening all, please see final supply distribution list attached. It my understanding most of the offices received their hand sanitizer today, and they should receive their masks tomorrow or Wednesday.

Please note, we've received a few questions about the hand sanitizer today. Unfortunately, we only have the one gallon bottles of hand sanitizer at the moment. They came in without pumps, and we could not locate any pumps to send with them, but we were able to find funnels. It is a good sanitizer with 70% alcohol.

What we're suggesting at this time is to refill any bottle you may have around the office such as a Purell/GermX bottle.

Please let me know if you have any questions.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, April 1, 2020 8:44 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy

<Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: DCFS Supplies Distribution List Final - 4.3.20

Importance: High

Good evening, all. Please see final supply distribution list to be UPS'd out this Friday 4.3.20 attached. These should be in offices next Monday/Tuesday.

We're sending out 69,840 gloves and 9,015 KN-95 Masks to all DCFS Field Offices. We have more mask coming in next week that will be divided between DCFS and POS.

Reminder, the preventative office cleanings begin with the field offices next week. A schedule will be sent out tomorrow. We'll make sure we hand deliver to offices scheduled to be cleaned next Monday and Tuesday to make sure the supplies are received. All offices will have a MSDS book sent this Friday to be stored at the reception desk or in a highly visible area until 6/30/2021.

We still have gloves set-aside for POS, there are a few large agencies that have not requested any gloves to-date. Not sure if we want to send out another notification to those that have not already received their 20 day supply? I'm holding them back, but if they're not needed I would like to distribute them to POS agencies that could use more.

We have more supplies on order arriving periodically over the next two weeks, thank you and your staff for being patient on some of these hard to get items.

I'll update the per office and per commodity counts and try to get that out by Friday for your review.

Please let me know if you have any questions or concern.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 25, 2020 8:12 PM

To: Smith, Marc <Marc.Smith@illinois.gov>; Murray, Denise <Denise.Murray@Illinois.gov>; Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy

<Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>; Ozier, Alicia <Alicia.Ozier@Illinois.gov>; Kennedy, Deborah <Deborah.Kennedy2@illinois.gov>; Polacheck, Stefanie L. <Stefanie.L.Polacheck@Illinois.gov>; Washington, Douglas <Douglas.Washington@illinois.gov>; Harvey, Jeremy <Jeremy.Harvey@illinois.gov>; House, Jason <Jason.House@illinois.gov>; Tucker, Sarah <Sarah.D.Tucker@illinois.gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS Supplies Distribution List Final - 3.26 and 3.27

Importance: High

Good evening, all! Final supply distribution list to be shipped 3/26 and 3/27 is attached.

I want to give a BIG shout out to Cindy and her staff, for an incredible job sorting and packing today! They sorted and packed nearly everything you see in the attached picture and more that's out of sight! I think they filled up 3 cargo vans and a few cars with supplies to be shipped tomorrow to all DCFS Offices! Between everything packed today, delivered last week, all the phones, POS supplies, and their normal duties, they have been hustling!

Cook, Northern, and Central will be delivered tomorrow. Southern will be delivered Friday.

I added two tabs to the spreadsheet. One for total supplies per DCFS office. The other is total by commodities, also pulled out below for easy viewing. Note, we're holding some spare inventory of gloves for right now. I'm waiting on the residential list, unfortunately I cannot remember who was going to get me that? But, the good news is we held some back, so if there is a priority for other units/locations not already supplied let me know.

I've tried ensure all direct service staff get an equal amount of everything. The supplies are coming in at different times, in different amounts, and in different package quantities so it's been an interesting game to figure out how to divvy the supplies up. If you review the DCFS Office Totals To-Date Tab and would like to see any specific office get more/less of any item, please let me know.

Please let me know if you have any questions.

All Total By Commodity:

Commodity (Unit Measure = Each)	Total (In-Stock/Purchased/IDPH)	Total Distributed	Total Spare Inventory	Inventory on Order	Total DCFS	Total POS	Total Distributed/DCFS Direct Service Staff	Total Distributed/DCFS Direct Service
Gloves (All Sizes)	407,380	331,380	76,000	0	185,560	145,820	123	82
Mask (All Types)	6,063	6,063	0	230,000	6,063	0	4	0
Hand Sanitizer (300ml Pump Bottle)	0	0	0	4,032	0	0	0	0
Disinfectant Cleaner	0	0	0	0	0	0	0	0
Disinfectant Wipes	0	0	0	0	0	0	0	0
Oxivir Tb All Purpose Cleaner	22	22	0	0	22	0	N/A	N/A
Bleach	96	68	30	0	67	1	N/A	N/A
Spray Bottles	136	136	0	75	136	0	N/A	N/A
Spray Bottle Proportioners	65	65	0	15	65	0	N/A	N/A
Spill Prevention Safety Goggles	0	0	0	75	0	0	N/A	N/A
Non-Exam Grade Cleaning Gloves	500	500	0	150	500	0	N/A	N/A
Paper Towels	3,450	3,450	0	0	3,450	0	N/A	N/A
Angel Soft Tissue	2,100	2,100	0	0	2,100	0	N/A	N/A
Linens (Do not have Chicago #s yet)	100	100	0	200	100	0	N/A	N/A
Hygiene Kits (Do not have Chicago #s yet)	420	420	0	2,010	420	0	N/A	N/A
Sleeping Mats (Do not have Chicago #s yet)	40	40	0	80	40	0	N/A	N/A

Cots (Do not have Chicago #s yet)	20	20	0	40	20	0	N/A	N/A
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Thank you,
 Van Austin
 Agency Procurement Officer
 IL Dept. of Children and Family Services
 406 E. Monroe
 Springfield, IL 62701
 O: 217.558.0011
 C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 8:05 PM

To: Murray, Denice <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Towers, Christopher <Christopher.Towers@illinois.gov>; Jones, Michael C (DCFS) <Michael.C.Jones2@illinois.gov>; Wood, Edie <Edith.Wood@illinois.gov>; Weidner, Paula <Paula.Weidner@illinois.gov>; Herrick, Todd <Todd.Herrick@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: DCFS PPE Supplies Distribution List Final - 3.19.20

Importance: High

All, final supply distribution list to be shipped 3/20/20 and will be delivered to offices tomorrow or Monday is attached. Note, I was expecting the paper towels and tissues to be in today so they could be included in this shipment, unfortunately they did not arrive and will not be delivered tomorrow. Also, once we counted all the spray bottles we realized the vendor shorted us

Desi, we're shipping at 8:00AM tomorrow. If we do not have a list of contacts for each office the drivers will leave them with whoever they find which I think is a very bad idea.

Please provide us a list and we'll give them to the staff identified who will be responsible to ensure the items get to appropriate staff in the appropriate amount.

Please let me know if you have any questions.

Thank you,
 Van Austin
 Agency Procurement Officer
 IL Dept. of Children and Family Services
 406 E. Monroe
 Springfield, IL 62701
 O: 217.558.0011
 C: 217.720.3187
Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 1:00 PM

To: Murray, Denice <Denice.Murray@Illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Got it, thank you Denice! I'll update the spreadsheet and send a final copy to everyone shortly so everyone will know how many each office is getting from this shipment.

Desi, please get me delivery contacts that will be the responsible person to hand the gloves out!!

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Murray, Denice <Denice.Murray@Illinois.gov>

Sent: Thursday, March 19, 2020 12:46 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>; Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Yes if they are not out in the field, gloves should go to field staff first.

Denice Murray, AM

Chief of Staff

1911 S. Indiana Ave. 10th Flr.

Chicago, Illinois

Office (312) 328-2505

Office (312) 814-4339

Cell (312) 515-2528

Denice.Murray@illinois.gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Thursday, March 19, 2020 11:51 AM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Mills, Cindy <Cindy.Mills@illinois.gov>; Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: RE: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Hello all, I did not receive any feedback, so I'm assuming this list is ok? We're about to start packing, so let me know ASAP.

Question, we have a lot going to Churchill in Springfield based on those workers being classified as Direct service staff, but it my understanding they do not interact in person with clients? If so, can we give most of their gloves to other locations?

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P. <Van.P.Austin@illinois.gov>

Sent: Wednesday, March 18, 2020 10:36 PM

To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>; Carbonaro, Hope <Hope.E.Carbonaro@illinois.gov>; Gray, Lori <Lori.Gray@illinois.gov>; Hobson, Derek <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Stutz, Tierney <Tierney.Stutz@illinois.gov>; Daugherty, James C. <James.Daugherty@illinois.gov>; Kirkpatrick, Royce <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Silva, Desiree <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Cc: Austin, Van P. <Van.P.Austin@illinois.gov>; Mills, Cindy <Cindy.Mills@illinois.gov>

Subject: PPE Supplies Distribution List - PLEASE REVIEW BY 10:00AM TOMORROW

Importance: High

Good evening, all. Please see DRAFT Distribution List for PPE supplies attached. Please note, this only represents what we currently have in stock. We have **42,700** gloves either in Springfield to be shipped Friday, or delivered yesterday to Cook Offices as highlighted below. I'm able to locate more each day, and I have several orders placed as soon as vendor's receive replenishment stock from the manufacturers.

Tammy/Cindy, can you double check the address list, for some reason I show 67 Offices, I thought we only had 65, plus the 2 warehouses (I did not include the warehouses)? Please review and let me know if we should move inventory from one location to the other. **We will start packing all these items tomorrow at 10:00AM, if I do not hear anything by then, this is how they will be delivered.**

FYI, 128,000 more gloves are expected in late next week and 200,000 mask are expected by the end of the month or first week in April. I also have more 30,000 more gloves, disinfectant spray, disinfectant wipes, hand sanitizer, and 8,000 N95 mask on order, but the vendor is not even providing an estimated delivery date.

We will also be installing motion activate hand sanitizer stations in all building over the next 2-4 weeks. They are on a 3 year leases and are maintained by the vendor.

Thank you,

Van Austin

Agency Procurement Officer

IL Dept. of Children and Family Services

406 E. Monroe

Springfield, IL 62701

O: 217.558.0011

C: 217.720.3187

Van.P.Austin@Illinois.Gov

From: Austin, Van P.

Sent: Wednesday, March 18, 2020 6:18 PM

To: Meaghan Jorgensen (Meaghan.Jorgensen@illinois.gov) <Meaghan.Jorgensen@illinois.gov>; Hope Carbonaro (Hope.E.Carbonaro@illinois.gov) <Hope.E.Carbonaro@illinois.gov>; Lori Gray (Lori.Gray@illinois.gov) <Lori.Gray@illinois.gov>; Derek Hobson (Derek.Hobson@illinois.gov) <Derek.Hobson@illinois.gov>; Brown, Dagene <Dagene.Brown@illinois.gov>; Dykes, Petroux <Petroux.Dykes2@illinois.gov>; Murray, Denice <Denice.Murray@Illinois.gov>; Tierney Stutz (Tierney.Stutz@illinois.gov) <Tierney.Stutz@illinois.gov>; James C. Daugherty (James.Daugherty@illinois.gov) <James.Daugherty@illinois.gov>; Royce Kirkpatrick (Royce.Kirkpatrick@illinois.gov) <Royce.Kirkpatrick@illinois.gov>; Brennan, Michael <Michael.C.Brennan@illinois.gov>; Grant, Tammy <Tammy.Grant@illinois.gov>; Barbosa, Julie <Julie.Barbosa@illinois.gov>; Wolfman, Amanda <Amanda.Wolfman@illinois.gov>; Desiree Silva (Desiree.Silva@illinois.gov) <Desiree.Silva@illinois.gov>; Burton, Terese E. <Terese.Burton@Illinois.gov>; Scotellaro, Margaret <Margaret.Scotellaro@Illinois.Gov>

Subject: COOK GLOVES Delivered 3/17/2020

Hello all, as requested at this afternoon's meeting please see locations and quantities of gloves delivered to Cook offices yesterday by the Chicago warehouse.

We need to locate these gloves to ensure they are properly distributed to the appropriate units. We will send more supplies, but I'm counting these in our current stock and they need to be rationed just like this Friday's deliveries.

I'll be sending another email within an hour with a draft distribution list for the supplies ordered to-date. We're packing all the items up tomorrow, so PLEASE review ASAP so they can be packed for shipment Friday.

From: Towers, Christopher <Christopher.Towers@illinois.gov>

Sent: Wednesday, March 18, 2020 2:14 PM

To: Austin, Van P. <Van.P.Austin@illinois.gov>

Subject: FW: GLOVES

1 box of medium and 1 box of large to each of those sites.

In most sites we left them with the receptionist and left instructions to get them to RA's at the site and keep some to give to staff as needed.

(1) Box of medium and (1) box of gloves were delivered to the following sites:

1026 S. Damen Ave.

2020 W. Roosevelt-(ACR & OES)

1240 S. Damen Ave.

2245 W. Ogden (Juvenile Court)

2240 W. Ogden (OIG)

1755 Lake Cook Road, (Deerfield)

1701 S. 1st Ave., (Maywood)

15115 Dixie Highway, (Harvey)

6201 S. Emerald

******1911/1921-received (2) large and (2) medium**

Thanks...

Tammy Warren-Daniels, Supervisor

COOK STORES WAREHOUSE

100 N. Western Ave., 2nd Floor

Chicago, IL 60612

(P) 312 633-3937

(F) 312 633-3972

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[REDACTED]

From: Smith, Marc
Sent: Friday, May 29, 2020 12:07 PM
To: Jorgensen, Meaghan
Cc: Strokosch, Jassen; Simek-Dreher, Stacey; Vennikandam, George; Washington, Edie; Osowski, Jeff; [REDACTED] Cyrus, Rocell J.; Melton, Carol; Franklin, Tina; Honigman, Miranda; Clyne, Kathy; Murray, Denice
Subject: RE: Emergency Day Care Rules 406, 407 & 408

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Everyone, I just sat down with Meaghan and signed off on your hard work. Thank you so much for leading the charge on this, it is a good plan and is that way because of your advocacy and thoughtfulness. I do appreciate your hard work and leadership! Thank you!

Marc D. Smith
Acting Director of IDCFS

Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield

From: Jorgensen, Meaghan
Sent: Friday, May 29, 2020 11:54 AM
To: Smith, Marc
Cc: Strokosch, Jassen ; Simek-Dreher, Stacey ; Vennikandam, George ; Washington, Edie ; Osowski, Jeff ; [REDACTED] ; Cyrus, Rocell J. ; Melton, Carol ; Franklin, Tina ; Honigman, Miranda ; Clyne, Kathy
Subject: Emergency Day Care Rules 406, 407 & 408

Director,

This is the DCFS Team that worked around the clock this week to get Phase 3 & Phase 4 Emergency Day Care Rules issued.

Thanks

Meaghan Jorgensen
Deputy Director of Legislative Affairs
Illinois Department of Children and Family Services
312-405-3739



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[REDACTED]

From: Smith, Marc
Sent: Friday, May 29, 2020 12:43 PM
To: Vennikandam, George; Murray, Denice
Cc: Strokosch, Jassen
Subject: RE: Emergency Day Care Rules 406, 407 & 408

Follow Up Flag: Follow up
Flag Status: Flagged

Great, make sure they get their mask and gloves and hand sanitizer,

Marc D. Smith
Acting Director of IDCFS

*Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield*

From: Vennikandam, George
Sent: Friday, May 29, 2020 12:31 PM
To: Smith, Marc ; Murray, Denice
Cc: Strokosch, Jassen
Subject: RE: Emergency Day Care Rules 406, 407 & 408

Hi Denice,

Is this what you called me about? I thought it was the policy transmittal for Licensing staff, how to conduct their work during Phase III. We have to go out, inspect and assess new applications for license and for renewals. We will be doing it in a safe manner and in strict compliance to the DCFS protocols established for staff working in the field. Certain jobs never get done remotely or in a virtual fashion.

Yes, Director, this a is the product of hard work, day and night by licensing staff with the support of Governor's office, our legal, Office of Policy and Meghan. We have done it in lightning speed.

Even JCAR was so supportive and extremely nice.

Now we have to review the 3000 or so re-opening plans from day care centers as they come in, and amend their capacity consistent with the requirements of Phase III.

We are blessed that we have a multi-talented support network around licensing. Thank you for your support, appreciate it.

George Vennikandam,
Chief Deputy Director, Division of Licensing,
1911 S. Indiana Ave, Room 923
Chicago, IL. 60616
Phone: Office 312-328-2423 : Cell: [REDACTED]
E-mail: George.Vennikandam@illinois.gov

From: Smith, Marc <Marc.Smith@illinois.gov>
Sent: Friday, May 29, 2020 12:07 PM
To: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>
Cc: Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Simek-Dreher, Stacey <Stacey.Simek-Dreher@illinois.gov>; Vennikandam, George <George.Vennikandam@illinois.gov>; Washington, Edie <Edie.Washington@illinois.gov>; Osowski, Jeff <Jeff.Osowski@illinois.gov>; [REDACTED] <Bret.Angelos@illinois.gov>; Cyrus, Rocell J. <Rocell.Cyrus@illinois.gov>; Melton, Carol <Carol.Melton@illinois.gov>; Franklin, Tina <Tina.P.Franklin@illinois.gov>; Honigman, Miranda <Miranda.Honigman@illinois.gov>; Clyne, Kathy <Kathy.Clyne@illinois.gov>; Murray, Denise <Denise.Murray@illinois.gov>
Subject: RE: Emergency Day Care Rules 406, 407 & 408

Good morning Everyone, I just sat down with Meaghan and signed off on your hard work. Thank you so much for leading the charge on this, it is a good plan and is that way because of your advocacy and thoughtfulness. I do appreciate your hard work and leadership! Thank you!

Marc D. Smith
Acting Director of IDCFS

Please contact my assistants for further assistance:
Tanesha McGhee 312-814-2074 Chicago
Kelly Beauchamp 217-785-5280 Springfield

From: Jorgensen, Meaghan <Meaghan.Jorgensen@illinois.gov>
Sent: Friday, May 29, 2020 11:54 AM
To: Smith, Marc <Marc.Smith@illinois.gov>
Cc: Strokosch, Jassen <Jassen.Strokosch@illinois.gov>; Simek-Dreher, Stacey <Stacey.Simek-Dreher@illinois.gov>; Vennikandam, George <George.Vennikandam@illinois.gov>; Washington, Edie <Edie.Washington@illinois.gov>; Osowski, Jeff <Jeff.Osowski@illinois.gov>; [REDACTED] <Bret.Angelos@illinois.gov>; Cyrus, Rocell J. <Rocell.Cyrus@illinois.gov>; Melton, Carol <Carol.Melton@illinois.gov>; Franklin, Tina <Tina.P.Franklin@illinois.gov>; Honigman, Miranda <Miranda.Honigman@illinois.gov>; Clyne, Kathy <Kathy.Clyne@illinois.gov>
Subject: Emergency Day Care Rules 406, 407 & 408

Director,

This is the DCFS Team that worked around the clock this week to get Phase 3 & Phase 4 Emergency Day Care Rules issued.

Thanks

Meaghan Jorgensen
Deputy Director of Legislative Affairs
Illinois Department of Children and Family Services
312-405-3739



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[REDACTED]

From: Smith, Marc
Sent: Friday, May 29, 2020 5:34 PM
To: Vennikandam, George
Subject: Fwd: [External] opening daycare

Follow Up Flag: Follow up
Flag Status: Flagged

Marc D Smith
Acting Director IDCFS

Begin forwarded message:

From: annette yount
Date: May 29, 2020 at 5:10:44 PM CDT
To: "Smith, Marc"
Subject: [External] opening daycare
Reply-To: '[REDACTED]'

Need to know what is expected of us. We were told to open June 1st. But no communication from our licensing agents

We need input or at the very least those that remained open get to add numbers

Annette Yount
Mount Morris IL
815-734-4970
[Sent from Yahoo Mail on Android](#)

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