



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

### **SCHEDULING A TRAUMA DESIGNATION SURVEY**

#### *LEVEL III and IV*

Schedule the site survey **after receiving notification from the Office of EMS/Trauma Systems Coordination** (OEMS/TS) stating the facility is ready to survey. The notification will be provided to the Trauma Nurse Coordinator outlining the review results and informing of the next step to move forward with the designation process. Further, before a survey may commence, the complete trauma designation application must be submitted 1 year before expiration for facilities seeking re-designation. Additionally, the OEMS/TS may request further documentation which must be submitted to the OEMS/TS at least 60 days prior to the survey date.

It is recommended that the survey date be scheduled four (4) months prior to a facility's trauma designation expiration. Scheduling the survey 4 months before expiration allows for thorough completion of each step of the designation process and assists in prevention of a lapse in designation. You may check your facility's expiration date on our website: <http://www.dshs.state.tx.us/emstraumasystems/Etrahosp.shtm>

#### **How to Schedule the Survey:**

1. (PLEASE NOTE: Before scheduling the survey, the OEMS/TS should be in receipt of the complete designation application and your facility should have received notification from the OEMS/TS noting the facility is ready to survey.)
2. Please use the following link to request TETAF survey services <http://www.tetaf.org/traumasurvey.php> or you may email [bputz@tetaf.org](mailto:bputz@tetaf.org) or [eshumaker@tetaf.org](mailto:eshumaker@tetaf.org). Website: [www.tetaf.org](http://www.tetaf.org)
3. **TETAF will provide the survey date information to our office** and finalize their process with you.

You may contact either the Office of EMS/Trauma Systems Coordination – Nicole Odame-Darkwa at 512/834-6700 ext. 2348 or TETAF (512/595-1125) for technical assistance or any questions regarding this process.

*Please note that the survey fees are applied by TETAF and are a separate cost from the "DSHS trauma designation application fee". The survey arrangements are made directly with TETAF.*

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### DESIGNATION PROCESS AFTER THE SURVEY

1. If a hospital wishes to continue the designation process, two copies of the complete survey report, including all patient chart reviews, must be submitted to the Office of EMS/Trauma Systems Coordination (OEMS/TS). The survey report must not be older than 180 days from survey date and should be submitted 60 days prior to expiration. Any additional information the hospital would like the OEMS/TS to consider may also be submitted.

**If sending by FedEx, UPS, DHL:**

Texas Dept. State Health Services, MC 1876  
Office of EMS/Trauma Systems Coord.  
Attn: Trauma Designation Program  
8407 Wall Street  
Austin, Texas 78754

**If sending by U.S. Postal Service:**

Texas Dept. State Health Services, MC 1876  
Office of EMS/Trauma Systems Coord.  
Attn: Trauma Designation Program  
P. O. Box 149347  
Austin, Texas 78714-9347

2. Once received, the survey report is reviewed in depth by the Trauma Designation Coordinator and a recommendation is made:
  - a. Recommend designation to the Commissioner without contingencies or with required modifications.
  - b. Request additional information or work before recommending designation (one or two essential criteria not met, such as non-compliance with policies, missing standards of care, a piece of equipment not available; staff education requirements not met; some quality of care issues).
  - c. Require a Site or Focus Survey (a repeat survey) before recommending designation (essential criteria are not met and/or quality of care issues are present).
3. A hospital may submit additional documentation to either clarify the surveyor's findings or address the issues identified (either before or after the survey report is reviewed); the OEMS/TS will consider all information submitted.
4. If a hospital disagrees with the findings, a secondary review by the Designation Review Committee may be requested.
5. If the secondary review findings differ from the findings of the OEMS/TS, the entire file is sent to the Deputy Commissioner.
6. Ultimately, if designation is not approved, a hospital may request a hearing.

**Questions regarding your survey report recommendations or this process may be directed to the Trauma Designation Coordinators:**

Kathy Moon, RN	512/834-6700 ext. 2346	<a href="mailto:kathy.moon@dshs.state.tx.us">kathy.moon@dshs.state.tx.us</a>
Elizabeth Stevenson, RN	512/834-6700 ext 2166	<a href="mailto:elizabeth.stevenson@dshs.state.tx.us">elizabeth.stevenson@dshs.state.tx.us</a>