



## **Texas Department of Health Bureau of Emergency Management**

### **TRAUMA SYSTEMS POLICY # TS-04-A**

#### **Trauma Facility Designation: HB 3588 & Undesignated Facilities In Active Pursuit of Designation**

September 2003

#### **ISSUE**

The Bureau of Emergency Management (BEM) has been asked to clarify trauma facility designation rules as they relate to HB 3588 [Texas 78<sup>th</sup> Regular Session] and its reference to undesignated facilities “in active pursuit of designation”.

#### **BACKGROUND**

Article 10 of HB 3588, proposed in the Texas 78<sup>th</sup> Regular Session and signed into law by the governor, provides for the funding of designated trauma facilities and undesignated facilities “in active pursuit of designation”. The law defines a facility to be in “pursuit of designation” when it:

- submits an application for trauma verification\designation not later than December 31, 2003
- submits data to the EMS\trauma registry
- participates on a regional advisory council (RAC) on or before December 31, 2003
- creates a hospital trauma performance committee not later than December 31, 2003
- achieves trauma verification\designation on or before December 31, 2005 (failure to do so will result in the facility returning any monies disbursed from the fund)

Undesignated facilities seeking eligibility to receive HB3588 monies should be cognizant of the following:

1. A 2-year timeframe to develop a trauma program that culminates in verification\designation, while possible, will take an extraordinary degree of commitment from the hospital’s governing body and administrative staff, medical staff, and community.
2. Due to the anticipated large volume of applications, some Level III applicants will necessarily consider contracting with the American College of Surgeons for site surveys in order to meet the extremely short verification\designation timeline requirement

#### **STATUTE REFERENCE**

## RULE REFERENCE

25 TAC, §157.125 Requirements for Trauma Facility Designation.

## POLICY

1. An undesignated hospitals will have satisfactorily met its December 31, 2003 “pursuit of designation” obligations if it submits hardcopies of the following documents to BEM postmarked no later than 12-31-03:
  - a. A complete application with all blanks filled in and attached tables \addendums completed. Level I and Level II applicants must submit a current ACS Pre-review Questionnaire; Level III applicants must submit either a current ACS Pre-review Questionnaire or a TDH Level III Application; Level IV applicants must submit a TDH Level IV Application;
  - b. Evidence that the applicant hospital has successfully downloaded successfully at least once to the Texas EMS\Trauma Registry;
  - c. A letter from the appropriate RAC executive board that a representative from the applicant facility has attended and actively participated at a minimum of one RAC meeting;
  - d. Evidence that a hospital trauma performance improvement committee has been created.
  - e. A non-refundable application fee.
2. BEM will notify the facility within 30 days of receipt of the application if has satisfactorily met its December 31, 2003 “pursuit of designation” obligations and is approved to continue towards meeting its verification\designation deadline of December 31, 2005. In written communication to follow, BEM will offer technical assistance by assisting the facility identifying critical deficiencies in its trauma program and providing follow-up as needed. Because of the short deadline for designation in order to qualify for HB 3588 funding, undesignated facilities are strongly encouraged to communicate regularly with BEM staff throughout the pursuit of designation process.
3. In order to minimize the challenges inherent to the strict deadlines for completion of the designation process and to avoid having to return any disbursed monies, BEM strongly recommends that an undesignated facility:
  - a. Consider a designation consultation with an experienced surveyor(s) as one of its strategies for identifying trauma program deficiencies;
  - b. Have its designation survey performed no later than September 1, 2005. (This would allow time for the surveyor(s) to develop the site survey report and time for the facility to attempt to correct identified criteria deficiencies.
4. All surveyor verification\designation reports and any supplemental material addressing correction of deficiencies that the facility wants taken into consideration must be postmarked no later than November 1, 2005, in order to reviewed by BEM staff and recommendations to the commissioner completed by December 31, 2005.

**POLICY #TS-04-A**



Kathryn C. Perkins, Chief  
Bureau of Emergency Management

Date: 9/8/03