

**TETAF Trauma Survey Scheduling Timeline  
including Pre-Survey Questionnaire process**

**Example Schedule**

**More than 12 months prior to designation expiration date**  
Contact DSHS and begin the state application for designation or redesignation.

June 1, 2016

**12 months prior to expiration**  
Submit the state application, including the applicable state application fees.  
Contact TETAF through the short, web-based Request for Survey form (RFS).

August 1, 2016

<http://tetaf.org/services/trauma-survey-request/>

**Within a few days after submitting the RFS**  
TETAF’s survey coordinator will contact the trauma program manager and will begin the process to schedule a designation survey.

August 5, 2016

**Survey dates will be established as quickly as possible**  
following receipt of the RFS. For most hospitals, the survey will take place five to six months prior to the designation expiration date.

August 12, 2016

**Six months prior to the *survey* date**  
TETAF’s survey coordinator will electronically send the Pre-Survey Questionnaire (PSQ) to the trauma program manager. This PDF form, similar in content to the 2014-2015 state designation application, should be completed by the trauma program manager. The PSQ and all supporting documents will be returned electronically to TETAF’s survey coordinator.

August 15, 2016

**As the PSQ is completed**  
using the most current information available, the trauma program manager and the survey coordinator will establish the means of document submission. This submission will be electronic—Dropbox, secure email, flash drive—no printouts will be needed by TETAF.

**TETAF Trauma Pre-Survey Questionnaire**  
TEXAS STATE TRAUMA & ACUTE CARE FOUNDATION | 3400 Enfield Road, Austin, TX 78703 | (512) 534-2892 | www.tetaf.org Date: \_\_\_\_\_

**SECTION III: PRE-HOSPITAL SYSTEM(S) DEMOGRAPHICS**

**A. Describe the first responders in your catchment area:**

Agency	Basic Level	Advanced Level
Ground EMS	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
First Responder	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/> Other: _____

**B. Describe the available air medical support in your region including service name and location.**

Agency	Location and Distance	Authority	Medical Direction

**C. What type of public access to EMS is used in your community?**  
 911  Enhanced 911  Other (define): \_\_\_\_\_

**How are EMS personnel dispatched to the scene of an injury? (check all that apply)**  
 EMS Center or 911 Center  Fire Department  Law Enforcement Agency  Other (define): \_\_\_\_\_

**D. Does your hospital have a designated helipad?**  Yes  No  
 If "No," describe location, access and protocols for air transport: \_\_\_\_\_

**Two months prior to the survey date**  
Completed PSQ is submitted to TETAF’s survey coordinator.

December 15, 2016

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**Two to four weeks prior to the survey date**

January 25, 2017

TETAF will submit the Trauma Survey Agenda to the trauma program manager, including a list of records that should be made available for review and the contact information for the designation surveyors.

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**Survey days**

February 14-15, 2017

Most surveys will include an afternoon/late evening session for medical record reviews. The next morning will begin with an opening session to review the hospital's entire trauma system, followed by departmental walk-throughs. The day will end with a discussion of the surveyor's findings.

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**Within 30 days following the survey date**

March 16, 2017

TETAF will deliver to the trauma program manager hard copies of the survey report, record review documents, and a consultation report, including recommendations for improvement.

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**No less than three months (90 days) prior to the designation expiration date**

May 1, 2017

Trauma program manager should submit the survey report, record review documents, and action plan (if needed) to DSHS for final trauma designation approval.

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**Trauma designation expiration date**August 1, 2017

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