

Submission of a completed application by a survey organization is for approval to conduct surveys to evaluate that an eligible facility has met the Texas Administrative Code requirements for designation.

The initial application to be recognized as a department-approved survey organization effective January 1, 2024, will be opened September 1, 2023. The application must be submitted to the department prior to December 1st, 2023.

Department-approved survey organizations must complete a new application every four years prior to expiration using the same process.

The period for renewal application submission will be between January 1st and January 31st of every year.

Complete an application for each designation program requested.

Submit: Email the completed application and required documentation as an attachment to: DSHS.EMS-TRAUMA@dshs.texas.gov

Subject line: "Survey Organization Application - Organization Name or Acronym"

Note: Our email system does not currently accept large email attachments. You may need to submit your documentation in multiple emails.

Please contact a [designation staff member](#) for questions.



Designation Survey Organization Information

Designation Survey Organization

Legal Name

Legal Address

Address 2

City

State

Zip Code

Contact Name & Title

Email Address

Phone Number

Government Liaison/Survey Director Contact

Name & Title

Address

Address 2

City

State

Zip Code

Email Address

Phone Number

Designation Program and Level(s) Requested to Survey

Level I Level II Level III Level IV Designation Program:
Does the organization provide consultation surveys? Yes No

Please provide the following information as attachments:

1. Describe the history and qualifications of the organization's oversight of the survey process for the type and levels of designation surveys requested for approval.
2. How many regular surveys were performed by the organization in the previous full calendar year by type and level?
3. How many focused surveys were performed by the organization in the previous full calendar year by type and level?
4. Define the capabilities to conduct surveys on-site, virtually and as a hybrid.
5. How many surveys were completed in-person, virtually, or as a hybrid by the organization in the previous full calendar year by type and level?
6. Define the selection process to identify qualified individuals to serve as surveyors.
7. Define the process for validating all surveyors meet the defined surveyor requirements.
8. Provide an overview and schedule of the organization's surveyor training which must include:
 - a. An overview of the specific rules for designation and additional requirements referenced in the rules (ACS, BAC, etc.);
 - b. How to document evidence that designation requirements are met in the survey summary report and the medical record reviews;
 - c. How to conduct a survey as the lead surveyor or a survey team member;
 - d. Successful completion of conducting a survey with a senior surveyor evaluator prior to independent surveying; and
 - e. Attendance at a DSHS Designation Surveyor Training.
9. Define the process for validating each surveyor has completed a performance improvement / quality assessment performance improvement course in the past four years.
10. Define how current designation requirements are integrated into the surveyor training and the plan to integrate any adopted rule requirements.
11. Define the process to provide updates to all surveyors.
12. Define the process for ensuring surveyors do not have a conflict of interest with the facility they are scheduled to survey.
13. Define the process for ensuring each surveyor completes a minimum of two surveys annually.
14. Define the organization's oversight and performance improvement process for each surveyor including:

- a. Performance before, during, and after a survey;
 - b. Demonstrates effective time management skills to ensure the survey begins and ends on time;
 - c. Completion of ten medical record reviews to include review of the associated performance improvement measures;
 - d. Quality of the documentation in the survey summary reports and medical record reviews;
 - e. Completion of the assignments specific to the designation survey guidelines
 - f. Failure to address or assess a designation requirement;
 - g. Documentation in the survey summary report and medical record reviews is objective and supported with data; and
 - h. Ensuring the department recommendations for opportunities to improve surveyor performance is shared with the surveyor.
15. Define the organization's plan to address non-professional behavior or other issues with a surveyor.
 16. Provide the survey summary form and documented requirements or standards that the survey organization uses to evaluate each type and level of designation.
 17. Provide the process for medical record selection.
 18. Provide the medical record review tool and requirements for documentation of care provided to the patient population.
 19. Define the process to ensure the confidentiality of all information as required by rule and law.