



Department of State Health Services

EMS / Trauma Systems Section

Designation Extension Request Guidelines (All Designations)

Purpose: Facility designation extension can be extended for disasters impacting the hospital and communities and the efforts to protect public health. This guideline outlines the steps designated facilities must address to request the designation extension.

Goal: DSHS EMS / Trauma Systems Section has a standardized facility designation extension process for all designation programs.

Guidelines:

1. Designated facilities can request a temporary designation extension due to a disaster declaration in a community, region, or the state.
2. The request must be submitted in writing and requested by the hospital Chief Executive Officer (CEO) or their designee.
3. The written designation extension request and documents must be addressed to the DSHS EMS / Trauma Systems Section Designation Unit.
4. The written request and documents may be submitted electronically to DSHS.EMS-TRAUMA@dshs.texas.gov, directed to the attention of the EMS / Trauma Systems Section Director
5. The written facility designation extension request must be received in the office a minimum of ninety days prior to the facility designation expiration.

Designation Extension Request

[April 9, 2021]

2

6. The written request for designation extension must include a copy of the following documents:
 - designated program's operational plan
 - performance improvement plan
 - twelve-month performance improvement plan summary report (last twelve months).
7. The written request must specifically state if the facility is requesting one six-month designation extension (which can be extended for another six months) or one twelve-month designation extension.
8. The request will be reviewed by the DSHS EMS / Trauma Systems Section Director and the Designation Unit and a decision will be communicated back to the facility.
9. DSHS EMS / Trauma Systems Section Designation Unit's staff are responsible for updating the DSHS website with the facility's extended expiration date.
10. The facility must follow the defined designation requirements to complete the re-designation process prior to the end of the extended designation expiration date, as defined in the designation rules.
11. If the facility has reached the end of their designation extension and they are not able to complete their designation survey process, they may contact the DSHS EMS / Trauma Systems Director to review next steps.