Date

Point of Contact
Position
Name of organization
Address
City, State Zip code

Dear Mr./Ms.__________:

The Texas Department of State Health Services-EMS/Trauma Systems (DSHS) has completed its annual program compliance audit. The primary objective of this review was to assess the internal controls over program systems for DSHS-funded programs. Our review/visit was limited to this objective, and was not intended to evaluate the overall controls of the programs.

Our findings and recommendations are detailed in the enclosed report. Please submit to our office by __________ evidence of action to be taken to meet each finding. Contractors Response should be submitted to:

Department of State Health Services
PO Box 149347
EMS/ Trauma System MC1876
Austin, Texas 78714-9347.

Submit Contractor Response on RAC's letterhead (mail) or electronically (email); each finding and your response will be included in the Final Report as the Contractor Response.

Please contact Arlen Bolenbaucher, Program Development Specialist, at (512) 834-6700, extension 2706, arlen.bolenbaucher@dshs.state.tx.us or me at (512) 834-6794, emily.parsons@dshs.state.tx.us concerning any questions regarding this site review/visit.

Sincerely,

Emily Parsons, Manager
EMS/Trauma Systems Coordination Group

Enclosure
Objective: To determine whether Contractors were in compliance with the terms of contracts statement of work/performance measures, DSHS rules, and applicable state regulations.

EMS/RAC   EMS-Regional Advisory Council: Section II. Performance Measures
EMS/TOB-RAC   EMS-Tobacco Regional Advisory Councils: Section II. Performance Measures
EMS/COUNTY   EMS-County Assistance: Section II. Performance Measures
RULE 157.123 Regional Emergency Medical Services/Trauma Systems: Essential Criteria/Essential Criteria Defined
RULE 157.130 Emergency Medical Services and Trauma Care System Account and Emergency Medical Services, Trauma Facilities, and Trauma Care System Fund
RULE 157.131 Designated Trauma Facilities and Emergency Medical Services Account

Fieldwork Conducted By/Date: Arlen Boltenbaucher, [date]

Scope and Methodology: The scope of this review encompassed a review and analysis of:

- System Management and Planning
- Organization Bylaws
- Regional Advisory Council Operations
- System Planning
- Communications
- Financial Management
- Education
- Trauma Service Area Regional Trauma System Planning
Detailed Findings and Recommendations

Strengths:

Finding #1:

Condition:

Criteria:

Recommendation:

Contractor Response: