



**Division of EMS and Trauma
TRAUMA SECTION
POLICY**

NUMBER:

**Trauma-
002**

Subject:
Designation Process and Timeline

Supersedes #:
New

Previous Date:
NA

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Approved By:
Eileen Worden, Trauma Section Manager

Date:
**September
19, 2016**

PURPOSE:

The purpose of this policy is to describe the designation process of both American College of Surgeons (ACS) verified facilities and Michigan in-state verified facilities.

POLICY:

The designation process for ACS verified facilities is as follows:

- 1) The facility submits the designation application to the Michigan Department of Health and Human Services (MDHHS).
- 2) The State Trauma Designation Coordinator reviews the application for completeness and sends an electronic confirmation of receipt to the facility. The State Trauma Designation Coordinator will notify a facility if any information is missing from the application. Upon notification, the facility must submit a revised, completed application within 10 business days. Extensions will be considered on a case by case basis.
- 3) The application will be reviewed at the next scheduled Designation Subcommittee meeting. The Designation Subcommittee will give their recommendation on designation determination to the department.
- 4) MDHHS will make the final designation determination and notify the facility of the determination.

Note: The designation of ACS verified facilities will coincide with the ACS verification. Once the ACS verification expires, so does the designation status. The ACS gives a three year verification (full term), one year verification (if there are critical deficiencies a facility needs to fix), and there is a grace period between the expiration of verification until the ACS re-verification letter is sent to the trauma facility.

- (a) Three Year Verification – The ACS will give verification to a trauma facility for three years if they have no critical deficiencies. This is the standard verification period and the state designation status will coincide with the ACS verification after a facility has applied and been designated.
- (b) One Year Verification – The ACS will give verification to a trauma facility for one year if they have up to three type II critical deficiencies. The facility will have a year to correct those deficiencies in order to get the additional two years of ACS verification. If a trauma facility that has a one year ACS verification applies for designation, their designation will expire at the end of the ACS verification, unless the facility has corrected the deficiencies and their verification has been extended the full three years. In that case, the facility will need to submit the



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updated ACS verification letter to the department and the designation will end after the full three year verification period.

- (c) Grace Period – The ACS gives a grace period between the end of verification until the re-verification letter is sent. This applies only if a facility has scheduled their re-verification visit. The department will honor the ACS grace period. If a facility applies for designation during the grace period, the application will go through the designation process based on the previous designation. Once the facility receives the ACS letter of re-verification with the new verification dates, the facility will need to submit a new application with the new ACS verification letter to the Department.

The designation process for Michigan in-state verified facilities is as follows:

- 1) The facility submits a “Request for Verification” form to the department.
- 2) The State Trauma Designation Coordinator sets up a site review at least 90 days out from the date of the request for verification.
- 3) An electronic confirmation of receipt along with the promise of confidentiality and site review date and instructions are sent to the facility.
- 4) The State Trauma Designation Coordinator schedules the site review team and coordinates schedules.
- 5) No later than 45 days prior to the scheduled date of the site review, the applying facility must submit the designation application and pre-review questionnaire (PRQ).
- 6) The State Trauma Designation Coordinator sends an electronic confirmation of receipt and copies the site review team. Travel for the site review team is finalized.
- 7) The site review takes place.
- 8) Site reviewer reports are sent to the State Trauma Designation Coordinator.
- 9) Each site reviewer report will be reviewed by two Designation Subcommittee members who will perform a detailed review of the report and give their findings to the full Designation Subcommittee at the next scheduled subcommittee meeting.
- 10) The designation application and site reviewer reports will be reviewed at the next scheduled Designation Subcommittee meeting. The Designation Subcommittee will give their recommendation on designation determination to the department.
- 11) MDHHS will make the final designation determination.

Note: A level III trauma facility applying for in-state verification must complete the in-state verification process before going through the ACS-COT verification process. A level III trauma facility will not be eligible for in-state verification if they are in the ACS-COT verification process.