

Instructions and Process of Application for Levels IV & V Initial Provisional Trauma Center Designation

- Step 1** CEO of facility sends formal letter of request to STECS/OEMS Medical Director expressing interest in applying as a WV designated trauma center (7.1).
- Step 2** STECS/OEMS sends initial provisional designation packet to facility.
- Step 3** Facility completes the Initial Provisional Application and Letter of Commitment and submits them to STECS/OEMS with the Initial Provisional non-refundable designation fee (7.1). Facility needs to request access to the trauma registry. **See contact list.**
- Step 4** Facility collects trauma registry data and performs Performance Improvement and Patient Safety (PIPS) activities for six months.
- Step 5** After six months of data has been collected, facility completes and submits Pre-review Questionnaire (PRQ provided on disk) and Hospital Resources Checklist to STECS/OEMS. **See contact list.**
- Step 6** STECS/OEMS performs preliminary review* and confirms potential level of designation of facility. STECS/OEMS may then notify the facility of intent to grant Initial Provisional Designation, pending scheduling of consultation site visit with STECS/OEMS (7.3.a,b).
- Step 7** The consultation site visit is scheduled directly with STECS/OEMS and is conducted by a state site visit team (7.2.a.2).
- Step 8** After the Consultation Site Visit has been scheduled, the facility will be granted Initial Provisional Designation status and will be sent an Initial Provisional Designation letter (7.3.d).
- Step 9** State consultation site visit is conducted.
- Step 10** Once STECS/OEMS has conducted a consultation site visit, the facility will be sent a consultation site visit report. After the consultation site visit report has been sent, then a Permanent Designation packet will be sent to the facility.
- Step 11** Facility has one (1) year to complete the Permanent Designation process as outlined in Permanent Designation guidelines (7.3.g).

* As outlined in Legislative Rule §64 CSR 27-7.3.b, if STECS/OEMS determines that the facility does not have the ability to substantially meet the requirements for Initial Provisional Designation at the requested level, STECS/OEMS shall deny the application and may recommend that the facility seek Initial Provisional Designation at a different level and/or suggest to the facility additional modifications before re-applying for Initial Provisional Designation status.

Note: References in parenthesis after the steps refers to the applicable section of Legislative Rule §64 CSR 27.