

Extension Guidance Document (All Designations)

Designation expiration dates can be extended for good cause. DSHS supports facilities' efforts to protect public health and offers the following guidance for designated facilities to ensure continuity of designations during COVID-19-related restrictions.

Upon written request, administrative extensions will be considered for designated facilities to prevent expiration of their designation. Facilities must submit a request for extension before the designation's expiration date.

These extensions are considered as follows for neonatal, stroke, and trauma designations:

- Extensions are temporary.
- Requests are considered on a case-by-case basis.
- DSHS will provide written notice to the facility of any extension of the designation which includes the duration of the extension.
- DSHS will update the program website with the extended expiration date of any facility given an extension.

The process to request an extension includes:

- A written request from facility administration (executive suite).
- The request must include an explanation of circumstances that cause a facility to not meet the deadline for renewal of designation (i.e. onsite survey postponed), and the timeframe in which the facility anticipates the circumstances will be resolved.
- Address the written request to Elizabeth Stevenson, R.N., Designation Program Manager.
- Submit electronically to: DSHS.EMS-TRAUMA@dshs.texas.gov.

When extensions are granted, DSHS will provide written notice to the facility and the RAC. Additionally, the appropriate DSHS designation program website will reflect the extension.

We would like to affirm that the state and hospitals have a shared responsibility to protect public health, especially during the COVID-19 pandemic. We must both ensure that facilities maintain the proper levels of care and safety while being sensitive to the challenges posed by COVID-19. If your facility experiences any operational issues, it is imperative that you document all actions taken to address the issue.