



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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COMMISSIONER

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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. Contractor 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](mailto:arlen.bolenbaucher@dshs.state.tx.us) or me at (512) 834-6794, [emily.parsons@dshs.state.tx.us](mailto:emily.parsons@dshs.state.tx.us) concerning any questions regarding this site review/visit.

Sincerely,

Emily Parsons, Manager  
EMS/Trauma Systems Coordination Group

Enclosure

**Department of State Health Services (DSHS)  
System Development & Strategic Planning Review Report**

*Regional Advisory Council (Name)*

**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 RULE 157.123	EMS-County Assistance: Section II. Performance Measures Regional Emergency Medical Services/Trauma Systems: Essential Criteria/ <i>Essential Criteria Defined</i>
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 Bolenbaucher, [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:**