

## Regional Advisory Council Annual Report Report Form

*An annual report is to be submitted to DSHS, OEMS/TS in or around October 15<sup>th</sup>, and will report on/for the past fiscal year (September 1 thru August 31) in accordance with Texas Administrative Code, Title 25; Rule 157.123: Essential Criteria II. D. 4. Additional information can be entered or submitted as an attachment to this report.*

<b>RAC</b>		
<b>Report Period</b>	FROM:	TO:

1. On a separate form (Attachment A) provide current information for RAC Officers and Executive Committee/Board as of September 1<sup>st</sup>.
2. Needs Assessments (*provide details on how these needs were met*)

Identified Need	Targeted Beneficiary (EMS/Hospital)	How Were These Needs Met?
Education/Training		
Equipment		
Other		

3. Administrative/Operational & Clinical:
  - a. Summary the need for and outcomes for special called RAC meetings:
  - b. Projected realignments of counties in trauma service area?
  - c. Describe the RAC's function prior to or during trauma center designations/re-designations within trauma service area that occurred within past twelve months?
  - d. Describe how the RAC administratively and operationally contributed to and participate in Injury Prevention initiatives within past twelve months. (*Provide a brief summary of no less than three quantifiable events*)
  - e. Describe the most significant findings of the RAC's SQI/Performance Improvement Committee within past twelve months.
  - f. To what degree were physicians in the trauma service area involved in the resolution of adverse patient care findings identified by the RAC's SQI/Performance Improvement Committee.
  - g. Describe activities the RAC was involved in to assist or encourage EMS and FRO participated in the RAC within past fiscal year (i.e. teleconferencing, video/conference calls, etc.).

Regional Advisory Council Annual Report  
Report Form

- h. Identify problems or areas of concern identified in past twelve month that adversely impact RAC operations.
  
- 4. Is the information identified on Texas Secretary of State/Comptroller of Public Accounts (<http://ecpa.cpa.state.tx.us/coa/Index.html>) web site current? If not, what actions have been taken to ensure Certification of Franchise Tax Account Status (Registered Agent/Office) is current with the Texas Secretary of State/Comptroller of Public Accounts?
  
- 5. Issues/concerns that occurred in past twelve months that required technical assistance from the Office of EMS/Trauma System Coordination Group.
  
- 6. What method will the RAC utilize to ensure member organizations receive a copy of this Annual Report?

\_\_\_\_\_  
RAC Chair

\_\_\_\_\_  
Date Submitted

*Complete and attach to the Annual Report the following:*

*Attachment A – Officers/Board Members*

*Attachment B – Annual Bylaws Affidavit*

*Attachment C – Annual Regional Trauma System Plan Affidavit*



Regional Advisory Council Annual Report  
Report Form

**ANNUAL BYLAWS AFFIDAVIT**  
Attachment B

---

In accordance with Texas Administrative Code, §Rule 157.123, and Performance Measures for EMS Funding allotments, each system should establish its authority commensurate with its ability to provide trauma care.

*The RAC shall document an annual review of its bylaws. (§ Rule 157.123: Essential Criteria Defined. A.12)*

\_\_\_\_\_ has completed an annual review and/or revision of the RAC's Bylaws with a documented date of and ratified by member organizations on \_\_\_\_\_.

A current copy of the RAC's bylaws is available for review on the RAC's web site.

Yes  No

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

*The Annual Bylaws Affidavit is to be completed and submitted along with the RAC's Annual Report.*

Regional Advisory Council Annual Report  
Report Form

ANNUAL REGIONAL TRAUMA SYSTEM PLAN AFFIDAVIT  
Attachment C

---

In accordance with Texas Administrative Code, §Rule 157.123, and Performance Measures for EMS Funding allotments, each system should establish its authority commensurate with its ability to provide trauma care.

*The RAC shall document an annual review of regional EMS/trauma system plan. (§ Rule 157.123: Essential Criteria Defined. A.12)*

\_\_\_\_\_ has completed an annual review and/or revision of the RAC's regional trauma system plan with a documented date of and ratified by approval from member organizations on \_\_\_\_\_.

Each essential component of the plan has a revision date of:

COMPONENT	DATE
Access to the System	_____
Communication	_____
Medical Oversight	_____
Pre-hospital Triage Criteria	_____
Diversion Policies	_____
Bypass Protocols	_____
Regional Medical Control	_____
Facility Triage Criteria	_____
Inter-hospital Transfers	_____
Designation of Trauma Facilities, Planning for	_____
Performance Improvement	_____
Regional Trauma Treatment Protocols	_____
Regional Helicopter Activation Protocols	_____
Injury Prevention	_____

A current copy of the RAC's regional trauma system plan is available for review on the RAC's web site.

Yes  No

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

*The Annual Bylaws Affidavit is to be completed and submitted along with the RAC's Annual Report.*