

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
EMERGENCY MEDICAL SERVICES
First Responder Organization Initial Application Checklist
Last Updated 08/01/2023

If any of the following are not completed or included, the application may be considered incomplete until corrected.

All applicable DSHS forms are readily available at: <http://www.dshs.state.tx.us/emstraumasystems/fro.shtm>

For initial applicants:

___ Completed the online application by creating an account. Do **not** use the same account that has another license such as your EMT or paramedic.

Website for Online applications:
<https://vo.ras.dshs.state.tx.us/>

___ Nonrefundable application fee of \$70 included **with appropriate cover sheet**. You may pay online (electronic check, credit cards not accepted) or mail a check

Found at: <http://www.dshs.state.tx.us/emstraumasystems/fro.shtm>

Note: If First Responder employees or members are compensated by any entity for providing first responder service, the First Responder Organization shall pay the nonrefundable application fee.

___ DSHS Medical Director Information Form

Found at: <http://www.dshs.state.tx.us/emstraumasystems/fro.shtm>

___ DSHS Administrator Information Form

Found at: <http://www.dshs.state.tx.us/emstraumasystems/fro.shtm>

___ DSHS Personnel Form completed in **alphabetical order** by last name, must include Texas DSHS certification number, last name, first name, certification level and paid or volunteer status.

Note: Personnel are only considered paid if they are compensated by the registering entity.

___ Written description or highlighted map of your service area.

___ An agreement with all licensed EMS providers and their medical directors who routinely transport patients treated by the FRO's personnel. *The agreements shall address the following (at a minimum):*

- ___ (A) signature of provider administrator,
- ___ (B) signature of the first responder administrator,
- ___ (C) signature of the provider medical director,
- ___ (D) signature of the first responder medical director if different than EMS provider medical director,
- ___ (E) level(s) of certification of FRO personnel providing care,
- ___ (F) protocols and medical equipment used by the FRO,
- ___ (G) days of the week and hours of the day the FRO will be available for response,
- ___ (H) patient care reporting procedures,
- ___ (I) level of certification of FRO personnel who render patient care,
- ___ (J) process for the assessment of care provided by the FRO personnel,
- ___ (K) response code policies for FRO personnel,
- ___ (L) on-scene chain-of-command policies,
- ___ (M) policies regarding FRO personnel canceling en-route EMS units,
- ___ (N) policies regarding FRO personnel accompanying patients in provider's vehicles,
- ___ (O) policies regarding FRO personnel holding highest certification level on scene and
- ___ (P) patient confidentiality.

Note: For ALS First Responders, if any of the providers are licensed as BLS or BLS with any level of capability then the agreement must specify how patients will be cared for if advanced procedures are initiated and a basic transport crew arrives.

- Copy of protocols which should include *effective date, as well as the medical director's dated signature*. Protocols shall identify procedures for each level of EMS certification/license level.
- Medical equipment, supply, and medication list (including amounts and concentrations); signed and dated by the Medical Director. *These may be included in protocols.*

Online Application Attachment Section – many common mistakes happen in this section:

1. Attachments must be in PDF format.
2. The maximum file size per attachment is 5MB with an overall upload limit of 30MB.
3. The maximum name length on a file is 16 characters.
4. Once a file is selected, use the notes field to add a brief description of the file before continuing. Doing so may help with the processing time of your application.
5. Each time you select a file you must press “Attach” to upload the file to our server. If the “Attach” button is not pressed the file will not be received and your application will be deficient. Once the “Attach” button is pressed a list of uploaded files can be seen on the screen.

If you have a question about the online renewal process for EMS Providers, please email: EMSPROVIDERFRO@dshs.texas.gov

Do not apply to DSHS unless you have all your paperwork and medical supplies. Applying without these items will delay your application.

If you have trouble uploading documents or your items are too large to upload you may send the items to DSHS via file share. Contact your licensing specialist by emailing EMSPROVIDERFRO@dshs.texas.gov for a link and instructions.