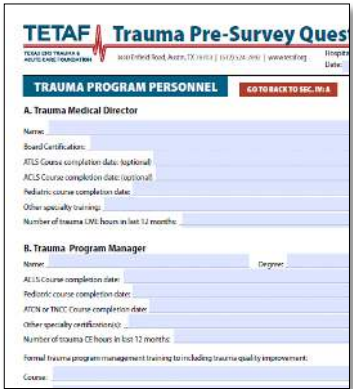


TETAF Survey Timeline & Checklist

Purpose: Provide a roadmap for hospitals to navigate the designation survey process

EXAMPLE SCHEDULE	SUGGESTED CHECKLIST
<p>12 months PRIOR to designation expiration</p>	<p>Contact DSHS**</p> <ul style="list-style-type: none"> ○ Begin state application for designation or redesignation ○ Review application submission instructions on DSHS website ○ Submit state application to DSHS ○ Receive approval from DSHS for survey
<p>Dates based on January 1, 2023 expiration date</p> <p>Early January 2022</p>	<p>Request Designation Survey through TETAF</p> <ul style="list-style-type: none"> ○ Complete and submit TETAF’s online Request for Survey form <ul style="list-style-type: none"> ● Include 4-week preferred date range for survey ● Clear date range with Medical Director and Hospital Leadership. Their participation is expected. ○ Receive confirmation from TETAF survey scheduling team ○ Receive, complete, and return TETAF business agreements ○ Receive and begin work on Pre-Survey Questionnaire (PSQ)
<p>Late January 2022</p>	<p>Confirm Survey Date with TETAF</p> <ul style="list-style-type: none"> ○ Receive survey date confirmation and calendar items from TETAF scheduling team ○ Receive preliminary survey agenda ○ Receive TETAF invoice and arrange for payment
<p>February – April 2022</p>	<p>Prepare Hospital Documentation</p> <ul style="list-style-type: none"> ○ Complete PSQ ○ Electronically submit PSQ to TETAF scheduling team by secure email or file sharing site (Ex: Dropbox) ○ Organize program documentation – including program policies, QAPI plan and processes, educational materials ○ Ensure TETAF payment has been processed and delivered



**** TETAF is an independent, 501(c)(3) non-profit organization based in Austin, Texas. ****
TETAF and Texas Perinatal Services are not affiliated with the Texas Department of State Health Services (DSHS).

TETAF Survey Timeline & Checklist

EXAMPLE SCHEDULE	SUGGESTED CHECKLIST (CONTINUED)
<p>May 2022</p>	<p>Prepare for Survey</p> <ul style="list-style-type: none"> ○ Agenda review discussion with TETAF scheduling team <ul style="list-style-type: none"> ● Conference call/Zoom meeting 2-4 weeks prior to survey ○ Provide arrival instructions for survey team ○ Create admission records log – Do not pre-select records
<p>June 1-2 2022</p> <p>5-6 months PRIOR to expiration date</p>	<p>Pre-Survey Record Review and Survey</p> <ul style="list-style-type: none"> ○ Pre-Survey Medical Record & Documentation Review ○ Survey (including opening conference, department walk-through, and exit conferences)
<p>Late June 2022</p>	<p>Receive Survey Documentation</p> <ul style="list-style-type: none"> ○ Receive digital copies of the survey report, record review packet, and TETAF exclusive consultation supplement including program strengths and recommendations for improvement ○ Complete online TETAF evaluation
<p>July-September 2022</p>	<p>Review Survey Report and Create Action Plan</p> <ul style="list-style-type: none"> ○ Review received documents from TETAF ○ Prepare action plan (if potential deficiencies are identified) <p>Submit Documentation to DSHS</p> <ul style="list-style-type: none"> ○ Submit survey report, record review packet, and action plan (if needed) to DSHS for final designation approval <ul style="list-style-type: none"> ● Please do not hold survey report/documents. The report should be submitted as soon as possible after receipt from TETAF. The action plan will be in progress - not necessarily completed. ● Materials should be submitted to DSHS at least 90 days prior to designation expiration date
<p>January 1, 2023</p>	<p>Designation Expiration Date</p>

