

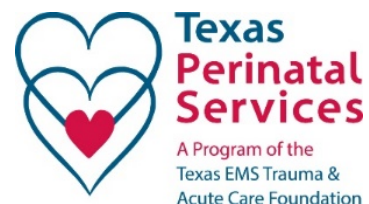
Texas Perinatal Services Survey Timeline & Checklist

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

EXAMPLE SCHEDULE	SUGGESTED CHECKLIST
<p>18 months PRIOR to designation expiration</p>	<p>Texas Perinatal Services Consultation (recommended)</p> <ul style="list-style-type: none"> ○ Identify strengths, areas of improvement, and potential deficiencies in advance of designation survey. ○ Create action plan to reduce need for mid-cycle/contingency survey.
<p>Dates based on January 1, 2023 expiration date</p> <p>Early January 2022</p>	<p>Request Designation Survey through Texas Perinatal Services</p> <ul style="list-style-type: none"> ○ Complete and submit Texas Perinatal Services' 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 survey scheduling team ○ Receive, complete, and return business agreements ○ Receive and begin work on Pre-Survey Questionnaire (PSQ)
<p>Late January 2022</p>	<p>Confirm Survey Date with Texas Perinatal Services</p> <ul style="list-style-type: none"> ○ Receive survey date confirmation and calendar items from scheduling team ○ Receive preliminary survey agenda ○ Receive 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 scheduling team by secure email or file sharing site (Ex: Dropbox) ○ Organize program documentation – including program policies, QAPI plan and processes, educational materials ○ Ensure payment has been processed and delivered
<p>May 2022</p>	<p>Prepare for Survey</p> <ul style="list-style-type: none"> ○ Agenda review discussion with scheduling team <ul style="list-style-type: none"> ● Conference call or virtual meeting 2-4 weeks prior to survey ○ Provide arrival instructions for survey team ○ Create admission records log – Do not pre-select records

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EXAMPLE SCHEDULE	SUGGESTED CHECKLIST (CONTINUED)
<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 Texas Perinatal Services exclusive consultation supplement including program strengths and recommendations for improvement ○ Complete online 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 Texas Perinatal Services ○ Prepare plan of correction (if potential deficiencies are identified) <p>Submit Documentation to DSHS**</p> <ul style="list-style-type: none"> ○ Submit accurate and complete application form, survey report, record review packet, evidence of participation in Perinatal Care Region, and plan of correction (if needed) to DSHS for final designation approval <ul style="list-style-type: none"> ● Per state rule, materials must be submitted to DSHS at least 60 days prior to designation expiration date and no more than 120 days after the survey date. ● Do not hold survey report/documents. The report should be submitted as soon as possible after receipt from Texas Perinatal Services. The results of plan of correction will be in progress - not necessarily completed.
<p>January 1, 2023</p>	<p>Designation Expiration Date</p>



**** 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)