**Trauma designation process** ("Department" refers to the Washington State Department of Health)

**Pre-designation period**
- Department announces open designation to all facilities
- Facilities decide designation level and send letter of intent to department
- Department emails application to applicant. Application due date announced.
- Facilities complete applications and send to department.
- Department: 1. Date stamps 2. Application date input into ILRS
- Department and trauma services confer with applicants to select on-site review date

**Designation period**
- Department reviews application by trauma designation components, including:
  1. Trauma service profile
  2. Administrative assurances
  3. Scope of services
  4. Service administration, leadership
  5. Quality improvement
  6. Trauma registry
  7. Patient transfer and diversion
  8. Trauma team activation
  9. Emergency services
  10. Diagnostics imaging
  11. Lab services
  12. Other services
  13. Outreach, injury prevention
- Levels IV and V: Write draft final reports
- Levels I - III: On-site review

**On-site review**
- On-site facility review visit, to include:
  1. Opening remarks
  2. Facility tour
  3. Medical record review
  4. Reviewer counterpart conference
  5. Final remarks and closing statements
- Write draft final reports
- Complete final reports
- Trauma designation decision made

**Post-designation period**
- Three-year contract initiated
- Final reports and certificates mailed to trauma services
- Designation decision announced
- ILRS trauma designation start date, expiration date updated
- Designation level?
  - Yes: Additional requirements sent to facility
  - Two-year provisional?
    - No: Feedback on due-outs sent to trauma service
    - Yes: Two-year provisional?