



Wisconsin Department of Health Services
Division of Public Health

Trauma Care Facility Classification Process

Pre-Visit Procedures

Process	Timeline
Department of Health Services (DHS) sends the application packet to the facility. All documents can also be found on the DHS trauma webpage .	12 weeks prior to scheduled visit
The facility electronically completes the pre-review questionnaire (PRQ), trauma program manager and trauma medical director job descriptions, and trauma care facility activation criteria and sends to DHS.	45 days prior to scheduled visit
DHS sends the PRQ and supplemental documents to the designated trauma care facility (TCF) site review team members.	30 days prior to scheduled visit
TCF site review team members contact the trauma program manager for any final questions prior to the scheduled visit.	One to two weeks prior to scheduled visit

Post-Visit Procedures

Process	Timeline
TCF site review team members provide their report and findings to the Classification Review Committee (CRC).	Two to six weeks after facility visit
CRC provides review of the reports and recommendations to DHS.	Six to eight weeks after facility visit
DHS provides post-letter, final report, and certificate of classification to facility.	Eight to ten weeks after facility visit
If necessary, DHS and facility schedule a focused visit.	Six to 12 months after facility visit