

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 1 - of 10

**Introduction:**

This policy describes the procedures for distribution of the Trauma Care Trust Fund (the Fund) through the Trauma Care Regions (the Regions) to EMS providers, physicians, and Trauma Centers.

**Section 400.04 of the Mississippi Trauma Care System Regulations states:**

- Eight-five percent (85%) of the available funds of the Fund are allocated to participating Trauma Centers which shall further allocate at least thirty percent (30%) of the funds received by Level I, II, and III Trauma Centers to eligible physicians.
- Fifteen percent (15%) of available funds from the Fund are allocated to eligible EMS providers which provide pre-hospital care to trauma victims.
- Funds that are allocated to participating hospitals, eligible physicians, and eligible EMS providers are disbursed through the Regions.

**General Guidelines:**

- Fund distribution will be provided only to designated Level I, II, III Trauma Centers and EMS providers. Designated Level IV Trauma Centers shall not receive Fund distribution, however, will receive \$10,000 annually for administrative support for participation in the Mississippi Trauma Care System.
- Fund distribution is determined using the Distribution Model published in the Mississippi Trauma Care System Regulations, Chapter 4, Section 400.04 and Appendix D.
- Expenditure of Fund disbursements may be escrowed for up to three (3) years in order to accumulate sufficient funds to purchase equipment or capital investments. (Note: All escrowed funds must be in an interest bearing account; any interest must be expended in accordance with Fund guidelines.) Extensions beyond three (3) years must be approved by the Region.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 2 - of 10

**Definitions:**

Eligible Expenditures:

- Trauma Centers:
  - Physician compensation, including stand-by, call-back, or trauma team activation pay. (Must be a minimum of 30% of the total Trauma Center distribution).
  - Medical staff compensation, including nurses, nurse-practitioners, CRNA, radiology technicians, laboratory technicians, and others. May also include stand-by, call-back, or trauma team activation pay.
  - Non-medical staff compensation including administration, security, maintenance, or other function that directly supports the trauma care program of the facility.
  - Training and associated travel costs for trauma education including, but not limited to, Advanced Trauma Life Support, Advanced Burn Life Support, Advanced Cardiac Life Support, Emergency Nurse Practitioner Course, Pediatric Advanced Life Support, and Trauma Nurse Critical Care.
  - Equipment directly related to the immediate resuscitation and stabilization, and definitive acute care, of trauma patients.
  - Commodities directly related to the immediate resuscitation and stabilization, and definitive acute care, of trauma patients.
  - Capital investments directly related to the immediate resuscitation and stabilization, and definitive acute care of trauma patients, i.e., expansion of emergency treatment rooms, expansion of operating rooms, Intensive Care Units.
- EMS providers:
  - Compensation for Paramedics, EMTs, and EMS drivers, including stand-by or call-back pay.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 3 - of 10

- Compensation for other employees including administration, dispatchers, maintenance, or other function that directly supports trauma response.
- Training and associated travel costs for trauma education including, but not limited to, Basic Trauma Life Support, BEMS approved defensive EMS driver training, equipment familiarization, proficiency training/testing/certification.
- Equipment, to include:
  - Ambulances
  - Defibrillators
  - Ventilators and airway equipment
  - Patient monitoring equipment
  - Spinal/orthopedic immobilization devices
  - Suction units
  - Stretchers/wheeled cot
  - Communications equipment, including mobile/portable radios and repeaters, laptop computers/mobile data terminals, GPS units, cellular telephones, satellite radios
  - Generators for base station back-up capability
  - Safety equipment, including reflective clothing
  - Commodities associated with the operation of the EMS service, such as fuel, oil, maintenance, district fees, and utilities. Commodities charged to patients cannot be purchased with TCTF funds.
  - Capital investments directed related to providing service, such as expansion/conversion of existing stations and construction of new stations.

Eligible Physician:

The attending or admitting emergency room physician(s), trauma/general surgeon(s), orthopedic surgeon(s), neurosurgeon(s), anesthesiologist(s), or any other physician specialty who provides health care service to a patient whose condition and/or circumstances qualify the patient for entry into the trauma registry, and such service is directly related to the medical treatment of the trauma case. Services must be delivered at a designated trauma center.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 4 - of 10

EMS providers:

Ambulance services licensed by the MSDH that are designated to provide 9-1-1 response. All services must abide by the rules, policies, and guidelines, and be active participants of their respective Trauma Care Region and the State Trauma Plan. This participation shall include, but is not limited to, the Performance Improvement process and destination guidelines.

Physician Charges:

The gross charges for the professional component of eligible physicians associated with treatment of trauma cases. This does not include laboratory, x-ray, facility fees, drug or supply charges, hospital visits included in a global surgical fee, or any other charges that do not fall under the scope of the professional component.

Trauma:

MSDH has developed the following criteria for inclusion of a patient's condition into the trauma registry:

- All state designated patients must have a primary diagnosis of ICD-9 diagnosis code 800-959.9.
- Only burn patients with an ICD-9 Code of 940-949 qualify for inclusion into the trauma registry. Qualifying burn patients must also meet one of the following criteria:
  - Any patient who has sustained an injury (ICD-9: 800.0 - 959.9) and is referred from a trauma center or transferred to a trauma center (in or out).
  - Any injury that a patient has sustained in which the patient is admitted to a critical care unit (no minimum days).
  - Hospitalization for three or more calendar days.
  - Died after receiving any evaluation or treatment. (All deaths due to an injury that receive an evaluation or treatment in the Emergency Department qualify for inclusion into the trauma registry.)

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 5 - of 10

- Admitted directly from Emergency Department to Operating Room for major procedure, excluding plastics or orthopedics procedures on patients that do not meet the three day hospitalization criteria. (Any trauma patient that is admitted directly from the Emergency Department to the Operating Room for a major procedure qualifies for inclusion into the trauma registry. Plastics and/or orthopedic procedures that do not meet one of the other criteria for inclusion into trauma registry are EXCLUDED and do not qualify for inclusion into the trauma registry.)
- Triaged (per regional trauma protocols) to a trauma hospital by pre-hospital care regardless of severity. (Any trauma patient who is triaged to a trauma center by pre- hospital care providers, per regional trauma protocols, qualifies for inclusion into the trauma registry. Documentation verifying that this criteria was used must be present in the patient's hospital chart to qualify for inclusion.)
- Treated in the Emergency Department by the trauma team regardless of severity of injury. (Any trauma patient who arrives at a trauma center and is treated by a trauma team as delineated by hospital policy qualifies for inclusion into the trauma registry. Documentation verifying a trauma team activation and response must be present in the patient's hospital chart to qualify for inclusion.)
- The following primary ICD-9 diagnosis codes are excluded and should NOT be included in the trauma registry:
  - ICD9 Code 905-909 Late Effects of Injuries, Poisonings, Toxic Effects, and Other External Causes.
  - ICD9 Code 930-939 Effects of Foreign Body Entering Through an Orifice.
  - Extremities and/or hip fractures from same height fall in patients over the age of 65.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 6 - of 10

**Trauma Center:**

A hospital eligible to participate in the Trauma Care System that has applied and has been designated by the Mississippi State Department of Health as a Trauma Center.

**Trauma Patient:**

An injured patient who presents at a Trauma Center, whose condition is qualified for entry into the hospital's Trauma Registry and who is included in the Trauma Registry. A patient must be included in the Trauma Registry in order to be considered for distribution from the Fund.

**Procedures:**

1. On or about April 1 and October 1 of each year, the Mississippi State Department of Health (the Department) will obtain a Treasury Report showing the balance in the Fund and will determine the amount available to disburse to Trauma Centers and EMS providers.
2. The Trauma Registrar will collect the Trauma Registry data for the six month period preceding the application month (October: Jan 1-Jun 30; April: Jul 1- Dec 31). This data will be used to calculate the individual disbursements to participating Trauma Centers.
3. The Department will obtain the most current U.S. census data for each county and will use that data to calculate the disbursements by county for EMS providers.
4. The Department's contract accounting firm will calculate the disbursement in accordance with the Distribution Model and will publish a spreadsheet listing, by region, each eligible Trauma Center and each county (for EMS) and the proposed distribution amount.
5. The Regions will hold application meetings for participating Level I, II, and III Trauma Centers and EMS providers. Applicants must attend the meetings to obtain and file an application.
6. Completed applications will be submitted by the Trauma Centers and EMS providers to the Region where the facility/service operates. The Region will review the application, and based on criteria published in the Regional Trauma Plan/State Trauma Plan, and applicable rules, regulations, and

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 7 - of 10

statutes, will determine if the facility/service is in compliance and will take one of the following actions:

- a. Return the application to the submitting organization for additional information with comments and/or instructions for the resubmission of the application.
  - b. Determine the facility/service is in compliance and make the Fund distribution.
  - c. Determine the facility/service is not in compliance and withhold distribution. The Region must provide documented justification for withholding of distribution, as well as corrective actions/timeframe that must be completed by the facility/service in order to obtain full compliance and Fund distribution.
7. For EMS distribution: If more than one EMS provider operates in a county, the Region will determine the share to each service.
  8. The Regions must distribute all Fund disbursements received between January 1 and June 30 to Trauma Centers/EMS providers by December 31 or return the funds to the Department. The Regions must distribute all Fund disbursements received between July 1 and December 31 to Trauma Centers/EMS providers by June 30 of the following year or return the funds to the Department.
  9. The Regions will maintain the financial data submitted by the applicants for audits.
  10. The Department will conduct yearly audits of the Regions, Trauma Centers, and EMS providers which have received Fund distribution.
  11. Any Trauma Center or EMS provider whose application for Fund distribution has been denied shall have the right to appeal such decision, within thirty (30) days after receiving notification of the denial, to the Department for an appeal hearing.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 8 - of 10

## 12. Sample application:

<b>SAMPLE</b>			
Mississippi Trauma Care System			
Application for TCTF Distribution (Trauma Centers)			
Application Procedures			
Please circle the appropriate response.			
Yes	Or	No	The applicant is a designated Mississippi Trauma Care Center.
Yes	Or	No	The applicant is current with ALL submissions to the Statewide Trauma Care System Registry.
Yes	Or	No	At least 30 percent of the total funding is distributed to physicians.
Yes	Or	No	All questions on the TCTF Application are completed. (Note: Level IV Trauma Centers do not have to complete Section 2.)
Yes	Or	No	Applicant is in compliance with Regional policies and State rules and regulations.

Should you have any questions regarding this application or the TCTF program, please contact the Trauma Care Region. Beginning January 1, 2010, all applications shall include the expenditures of the **previous TCTF distribution** sent to each Trauma Center.

Each Hospital Authorized Agent **must** attend the mandatory regional TCTF application meeting to submit an application. Failure to attend this meeting will cause the application to be denied without review.

The TCTF application will be returned to Trauma Regional Director to certify that the Trauma Center is in compliance with regional/state guidelines. Each application will be reviewed and will receive one of the following decisions on funding:

1. **Returned for Additional Information:** Application is incomplete, missing information.
2. **Approved:** Application is approved and funds will be distributed by the Trauma Care Region.
3. **Denied:** Facility did not meet qualifications for distribution, i.e., is not in compliance with regional/state guidelines, regulations, statutes.

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 9 - of 10

### SAMPLE

**Mississippi Trauma Care System  
Application for TCTF Distribution (Trauma Centers)  
Calendar Year 2010**

**SECTION 1. GENERAL INFORMATION**

Name of Organization and Authorized Agent:	
Address:	
Name and Contact Information of Trauma Program Manager:	
Name and Contact information of Trauma Registrar:	

**SECTION 2. Expenditure Report For TCTF Previous Payments**

(The expenditure report is a financial summary of the previous distribution of the Trauma Care Trust Fund. This report must be completed with all other sections of this form. **No new distributions will be granted until this report is completed.**)

<b>Trauma compensation (separate entries for each category are required)</b>  <input type="checkbox"/> Physicians (list groups/specialties) <input type="checkbox"/> Nurses, Nurse-Practitioners, Physician Assistants, etc. <input type="checkbox"/> Non-medical staff	
<b>Medical Staff Training/Travel</b> <i>Itemize and total all expenses separately for mileage and subsistence ( meals, lodging, and other allowable categories) for trauma specific training.</i>	
<b>Commodities</b> <i>Categorize and give cost of all supplies.</i>	
<b>Capital Outlay Other Than Equipment</b> <i>Explain and justify all costs and the relationships to Trauma Care activities. (Example: Construction to expand or enhance current services offered to better serve the trauma patient).</i>	
<b>Equipment</b> <i>List each non-expendable item to be purchased. Justify how each item of equipment relates to Trauma Care activities.</i>	

**SECTION 3. FINANCIAL INFORMATION**

	Charges	Collections
Total Medicare Trauma	\$\$\$\$\$\$	\$\$\$\$\$\$
Total Medicaid	\$\$\$\$\$\$	\$\$\$\$\$\$
Total Private Insurance	\$\$\$\$\$\$	\$\$\$\$\$\$
Workman Compensation	\$\$\$\$\$\$	\$\$\$\$\$\$
Self Pay	\$\$\$\$\$\$	\$\$\$\$\$\$
Other	\$\$\$\$\$\$	\$\$\$\$\$\$
Uncompensated Care	\$\$\$\$\$\$	\$\$\$\$\$\$
Trauma Activation	\$\$\$\$\$\$	\$\$\$\$\$\$

MISSISSIPPI STATE DEPARTMENT OF HEALTH OFFICE OF EMERGENCY PLANNING AND RESPONSE	TOPIC: Emergency Medical Services/Trauma System
	SUBTOPIC: Trauma Care Trust Fund distribution procedures
EFFECTIVE DATE: February 19, 2010	REFERENCE: Mississippi Trauma Care System Regulations Chapter 4
REVISION DATE:	SECTION 1.1 Page - 10 - of 10

**SAMPLE**

**SECTION 4. ATTESTMENT**

I, the undersigned, attest to the fact that the organization receiving funds from Trauma Care Trust Fund has expended the funds in accordance with the Mississippi State Department of Health Trauma Care Trust Fund Distribution Policy or I have received, in writing, prior approval to deviate from the policy, and that the information submitted in Section 2 and 3 above is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Agent