



# TEXAS J

## Regional Advisory Council

### Standard Operating Procedure

SOP Title:	<b>PARTICIPATING ENTITY REQUIREMENTS</b>
SOP NUMBER:	<b>JRAC 1002</b>
SOP EFFECTIVE DATE:	6/09
SOP REVIEWED:	8/10; 7/11
SOP REVISED:	8/10, 02/15, 9/16

#### SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article IV, A Participating Entity is defined as an organization or specialized interest meeting the requirements for Good Standing status. An entity is considered to be in Good Standing when all participation criteria has been met.

#### OPERATING PROCEDURE:

##### Participation Criteria:

1. Participating entities must submit all Texas “J” RAC required documents, including but not limited to:
  - 1.1 TXJRAC Affidavit for Utilization of RAC Regional Protocol (State Mandated)
  - 1.2 Needs Assessment (State Mandated)
  - 1.3 EMS Distribution Agreement
  - 1.4 Annual designated voting member and two (2) voting alternates for each entity
  - 1.5 NIMS Compliance Accumulations (HPP Mandated)
  - 1.6 Board Responsibility Attestation (State Mandated)
  - 1.7 Conflict of Interest Documentation
  - 1.8 Confidentiality Agreement

Deadlines will be established with thought to complexity of the project, requirements for entity Board(s) approval and other extenuating circumstances. TXJRAC will make every effort to make the deadlines as reasonable as possible for the MOST number of entities. All deadlines will be at the close of business for the day specified.

- A Grace Period until the close of business on the next business day will be extended without penalty.

2. Hospital and EMS entities must report their National Incident Management System (NIMS), compliance to the Hospital Preparedness Program Grant Contractor on a quarterly basis. Missing a deadline does not exempt an entity from completing and reporting the required compliance. Special appeals for delayed reporting may be presented prior to the deadline to the Executive Board for consideration. NIMS courses required are as follows:
  - 2.1 Non-Clinical Employees- Incident Command System (ICS) 100 and Independent Study (IS) 700
  - 2.2 Clinical Employees – ICS 100 & 200, and IS- 700 & 800
  - 2.3 Incident Command Post (ICP) employees – ICS 100, 200, 300, 400, and IS 700, 800
  - 2.4 Emergency Operation Center (EOC) employees- same as ICP employees
3. Participation Entities are responsible for designating a member to be active on at least one committee and the Emergency Preparedness / Health Care Coalition Committee. The member must attend at least three-fourths of the committee meetings.
4. Non-Compliance:
  - 4.1 Failure to meet a participation criterion will result in probation.
  - 4.2 If an entity, while on “probation”, has a second occurrence of non-compliance of participation criteria, the entity will be placed in “not good standing”.
  - 4.3 Continued non-compliance with participation criteria may result in “expulsion” from the Texas “J” RAC General Membership.
5. Monthly meetings are held on the third Wednesday. Quarterly meetings (March, June, September, and December) will be hosted and held with a volunteer participating member. The meal and venue for the meeting will be under the responsibility of the hosting member, unless provided by a vendor. The quarterly meetings are mandatory for all members and all other meetings must be attended via in-person or webinar at 75%.
6. Participating Entity Contact Data Information. Each participating entity is required to maintain current TXJRAC Participating Entity Contact Data Information. The TXJRAC office must be notified in writing of all changes within 14 business days to remain in good standing.
  - 6.1 A TXJRAC Participating Entity Contact Data Form appropriate for the entity must be completed upon joining TXJRAC. Refer to the attached forms.
  - 6.2 Any changes in the representation of an entity must be submitted thirty (30) days prior to the change and annually with the payment of annual dues via email or USPS. Changes should be submitted on the Entity’s letterhead and signed by the highest ranking official.
7. Annual dues – The General Membership may set and change the amount of an initiation fee, if any, and the annual dues will be payable to the Organization by its Participating Entities. Dues shall be payable in the first quarter of each fiscal year. Any increase in fees will be announced in December for the next RAC fiscal year.
  - 6.1 Emergency Medical Services
    - Ground Ambulance - \$50 per State licensed unit
    - Air Medical - \$100 per State licensed aircraft
  - 6.2 First Responder Organization
    - Licensed - \$50 per organization
  - 6.3 Hospital

Level IV - \$ 20 per State licensed bed  
Level III - \$ 25 per State licensed bed  
Level II - \$ 30 per State licensed bed  
Level I - \$ 35 per State licensed bed  
Specialty/Critical Access Hospital – \$ 15 per State licensed bed.

6.4 A former participating entity may be required to submit a written request for reinstatement into the Organization. The general membership, or a duly authorized committee designated to handle such matters, may reinstate Participating entities on any reasonable terms that the General Membership or said committee deem appropriate.

8. A letter of current TXJRAC status will be issued annually upon the request of the entity.

7.1 EMS

Letter will be sent to the designated Director for the EMS Entity and the City/County Manager or Judge with jurisdiction for the EMS Entity.

7.2 Hospital

Letter will be sent to the designated Director for the Hospital Entity and the Hospital Administrator/Chief Executive Officer.

9. Data Collection Tools:

9.1 CVD Data Collection

This information is collected by the hospitals in the region and to be completed and entered by grant requirements.

9.2 Trauma PI Data Collection

This information is collected by the hospitals and EMS services in the region and to be completed and entered by grant requirements. State required participation by submitting data in the trauma registry.

9.3 Other Data Collection Tools

Any other data collection tools that the general membership and executive board approve and deem necessary.