



## **EMFTS Board Policy**

### ***Requests for extension to deadlines for submission of data to the Ohio Trauma Registry***

This policy is developed in accordance with section 4765-4-07(B) of the Ohio Administrative Code, which states that the Board may develop policies for granting extensions to the deadlines for submission of trauma registry data.

Pursuant to this policy, the Board hereby directs the Division of EMS (the "Division") to determine whether a request for extension should be granted and, if so, the length of time for such extension.

Any entity wishing to obtain an extension must send a written request to the Division (Ohio Department of Public Safety, Division of EMS, 1970 W. Broad Street, Columbus, OH 43223) within 15 days prior to the submission deadline date, and include the following information in the request:

1. Justification for the extension;
2. Length of extension requested;
3. Specific plan for submission of the require trauma data within the length of time requested;
4. Signature of the chief executive officer

If a request for extension is received after the submission deadline date, but no later than fifteen days after such date, the Division may grant an extension only if it determines that there are extenuating circumstances affecting either the submission of the request for extension in a timely manner, or the ability of the facility to comply with the data submission requirement. Any request for extension received more than fifteen days after the submission deadline date will not be granted.

Approved August 22, 2002

Revised and approved February 18, 2009 (updated OAC reference)

Reviewed and approved February 19, 2014

Reviewed and approved May 22, 2018