Coronavirus Disease 2019 (COVID-19):

Provider Guidance for Reporting Cases of COVID-19

ODP Announcement 20-041 - UPDATE

AUDIENCE:

All Qualified Providers
Supports Coordination Organizations (ID/A and AAW)
Administrative Entities
Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/ID)

PURPOSE:

The purpose of this communication is to give guidance to providers, ICF/IDs and SCOs when reporting cases of COVID-19 for individuals and Direct Service Professionals/provider staff.

DISCUSSION:

To help mitigate the spread of COVID-19, the Office of Developmental Programs (ODP) is requiring providers, ICF/IDs and Supports Coordination Organizations to report cases of COVID-19 for individuals (1) receiving services and for (2) Direct Service Professionals or provider staff that work directly with service recipients.

The requirement to report incidents of COVID-19 testing and positive cases extends to all individuals, regardless of service provision at the time of the incident.

SCOs are required to report incidents related to COVID-19, unless the incident was reported and documented by another source.

Providers are responsible for reporting DSPs and SCOs are responsible for reporting SCs in order to eliminate duplication of effort.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

Reporting for individuals:

Beginning April 3, 2020, providers, ICF/IDs and Supports Coordination Organizations can document suspected/confirmed COVID-19 diagnoses in EIM incident reports by entering an incident and documenting when an individual has been tested or has a confirmed diagnosis of COVID-19. Please refer to Announcement 20-037 for additional guidance.

When to use the EIM indicator:
- An individual was administered a COVID-19 virus test (awaiting results).
- An individual was administered a COVID-19 virus test that indicated a positive result.
- An individual was diagnosed with COVID-19 virus by a health care practitioner, regardless of testing.

When **not** to use the EIM indicator:
- An individual displays symptoms but is not referred for testing and not given the diagnosis of COVID-19 by a health care practitioner.
- An individual displays symptoms and is sent home with a recommendation for quarantine/self-quarantine.

Providers will discontinue reporting cases for an individual has been tested or has a confirmed diagnosis of COVID-19 to the ODP Regulatory Administration Unit.

Reporting Direct Service Professionals/Provider Staff

ODP is requiring providers to report all cases of staff that have been tested or has a confirmed diagnosis of COVID-19. Providers should continue to notify the ODP Regulatory Administration Unit at:

RA-PW6100REGADMIN@pa.gov

Please provide the following information when reporting a staff member that has been tested or has a confirmed diagnosis of COVID-19:

1. Master Provider Index (MPI)
2. Addresses of each home staff member works in
3. Type of setting (ICF/ID, 6400, 6500)
4. Region of each home
5. Census of each home
6. Scope of potential exposure (how many individuals and staff members)
7. Testing site

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

8. Results of Test
9. Staff member(s) title

State Centers are not required to report staff to the ODP Regulatory Administration Unit as they are required to report to ODP, DOH and DHS through other communication channels.

Questions about this Announcement can be directed to the ODP Regulatory Administration Unit at RA-PW6100REGADMIN@pa.gov.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.