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Aug. 23, 2021

To: ODDS Case Management Entities and Providers
From: Lilia Teninty, Director, Office of Developmental Disabilities Services
Subject: Reminder of Reporting Requirements

This message is a reminder of COVID-19 reporting requirements for providers, case management entities (CMEs) and personal support workers (PSWs).

Cases of COVID-19 statewide and in the developmental disabilities system are rising. It is important that the Office of Developmental Disabilities Service (ODDS) have information on positive cases to inform policy and connect with partners including local public health to assist with support as needed. We also need this information to support the health and safety of people with intellectual and developmental disabilities. It is required for CMEs, providers and PSWs to follow notification procedures outlined in the [ODDS Scenarios Tool](#). Transmittal [AR 20-099](#) requires the use of the ODDS COVID-19 reporting form, which is linked from the [ODDS Scenarios Tool](#).

If an individual in in-home services tests positive for COVID-19, PSWs notify Case Management Entities and Case Management Entities then notify ODDS. Case Management Entities and Provider Agencies that receive information about individuals, provider staff, and case management staff must also follow reporting requirements, as outlined in [AR 20-099](#) and the [ODDS Scenarios Tool](#).

Sincerely,



Lilia Teninty
Director
Office of Developmental Disabilities Services

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