

# Action Request Transmittal Developmental Disabilities Services



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**Number: APD-AR-20-021**

**Issue date: 3/12/2020**

**Topic:** Developmental Disabilities

**Due date: 3/12/2020**

**Subject:** Emergency Plans for ODDS Community Living Supports (In Home Agency Services and DSA Providers) - Responding to Infectious Disease and COVID19 (Coronavirus)

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services   |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> Support Service Brokerage Directors   | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Community Living Supports Providers (In Home Agency and DSA) |
| <input type="checkbox"/> ODDS Children's Residential Services  |   |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Action required:**

**Emergency Plans for ODDS Community Living Supports Providers**

Oregon Administrative Rule 411-450-0080(19) requires that all ODDS provider agencies delivering Community Living Supports (In Home agency services and DSA) have a written emergency plan for each provider site where CLS is delivered (including DSA). Additionally, 411-323-0060(1) requires that all ODDS provider agencies have policies and procedures to maintain and protect the health of individuals.

ODDS requires that Community Living Supports provider agencies immediately review their written emergency plans, as well as their policies and procedures for maintaining health and safety, in order to ensure they sufficiently address strategies to mitigate and respond to an outbreak or pandemic of infectious disease including COVID-19.

Providers must submit plans, policies, and procedures, to ODDS as soon as possible, but **no later than Wednesday, March 25, 2020**. Email plans, policies, and procedures to ODDS at: [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us).

ODDS administrative rules for CLS/DSA do not specify what needs to be in an Emergency Plan or Health and Safety policies and procedures. However, it is reasonable that plans, policies, and procedures related to infectious disease address the expectations outlined in [Policy Transmittal 20-015<sup>1</sup>](#), as well as the following:

- A system for preventing infectious disease; a system for identifying, reporting, monitoring, and treating symptoms of infectious disease; a system for responding to isolation and quarantine (at the direction of a public health entity).
- Documentation that staff are trained on standard precautions, infection control, and handwashing.
- Policies that ensure both individuals and staff remain home when they are sick.
- Policies and expectations for visitors (e.g. handwashing, prohibiting visitors exhibiting symptoms of infectious disease, etc.). Employment and DSA providers may turn away any unnecessary visitors or guests.
- A plan for addressing potential staffing shortages, including strategies to mitigate staffing shortages and back up plans.
- A plan for communicating with individuals and families.
- Verification that emergency contact information is current for each individual using services.
- A plan for relocation, if necessary, and coordination with other providers.
- Procedures for notifying individuals in the event of a closure (including temporary closures required as a result of cleaning, staffing shortages, etc.). A less than 30 day notice due to medical emergency may be used.
- Strategies for coordinating with federal, state, and local health officials, and following direction by a federal, state, or local public health official, including procedures for notifying individuals regarding suspected or confirmed COVID 19.
- Procedures for notification to ODDS Emergency Management Specialist in the event of potential exposure, outbreak, or closure, due to COVID 19 or other infectious disease at: [ODDS.INFO@dhsosha.state.or.us](mailto:ODDS.INFO@dhsosha.state.or.us).
- Plan for maintaining sufficient supplies.

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<sup>1</sup> <http://www.dhs.state.or.us/policy/spd/transmit/pt/2020/pt20015.pdf>

## Training for Direct Support Staff

Provider agencies have also been expected to document that employment professionals and direct support professionals are trained on the provider emergency plan and the health and safety policies and procedures. Generally, this information is requested during an ODDS licensing review; however, verification of this training may be requested sooner to ensure providers are prepared for responding to an outbreak of infectious disease. Training requirements apply regardless of the relationship of the direct support professional to the individual(s) they are working with.

### More Resources and Information:

Providers must continue to remain up to date on expectations and guidance from Federal, State, and Local health officials. Provider may also request technical assistance from ODDS regarding what should be included in their written emergency plans, as well as their policies and procedures for maintaining health and safety.

More resources can also be found via the links below. Subscribe to receive information update alerts for these websites when it is available:

- OHA website: [www.healthoregon.org/coronavirus](http://www.healthoregon.org/coronavirus).
- ODDS website: <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/ODDS-COVID-19-Information.aspx>
- OHA Guidance on Infection Control for Personal Care Workers: <https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/DISEASESAZ/Emerging%20Respiratory%20Infections/COVID-19-Interim-Infection-Control-Guidance-Home-Care-Workers.pdf>
- ODDS Provider Expectations Webinar: <https://attendee.gotowebinar.com/register/3518047287725902092>  
Please send questions in advance to: [ODDS.INFO@dhs.oha.state.or.us](mailto:ODDS.INFO@dhs.oha.state.or.us)
- Email questions to ODDS: [ODDS.FieldLiaison@dhs.oha.state.or.us](mailto:ODDS.FieldLiaison@dhs.oha.state.or.us)
- Responses will be posted on the DD Staff Tools page under FAQs here: <http://www.dhs.state.or.us/spd/tools/dd/cm/>

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

Contact(s): ODDS COVID-19 team	
Phone:	Fax:
Email: <a href="mailto:ODDS.Questions@dhsosha.state.or.us">ODDS.Questions@dhsosha.state.or.us</a> .	

OBSOLETE