**Action Request Transmittal**  
**Developmental Disabilities Services**

Lilia Teninty  
*Authorized signature*

**Number:** APD-AR-20-099  
**Issue date:** 11/17/2020

**Topic:** Developmental Disabilities  
**Due date:** No later than Nov. 23, 2020 for use of required Reporting Form; Nov. 16, 2020 for ALL OTHER REQUIREMENTS

**Subject:** COVID-19 Scenarios Update and Required Reporting Form

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

- [ ] All DHS employees
- [ ] Area Agencies on Aging: {Select type}
- [ ] Aging and People with Disabilities
- [ ] Self Sufficiency Programs
- [x] County DD program managers
- [x] Support Service Brokerage Directors
- [x] ODDS Children’s Residential Services
- [ ] Child Welfare Programs
- [ ] County Mental Health Directors
- [ ] Health Services
- [ ] Office of Developmental Disabilities Services (ODDS)
- [x] ODDS Children’s Intensive In Home Services
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] Other *(please specify)*: DD Medicaid Agencies, Personal Support Workers

**Reason for Action:**
This Action Request replaces IM-20-070 which is now obsolete.

As the COVID-19 pandemic continues, ODDS acknowledges that maintaining records and reporting for individuals eligible for ODDS services and providers delivering service is challenging. For that reason, ODDS has developed an update to the requirements in the COVID-19 Scenarios document, which can be found [here](#).

**Updates include:**

1. Notification required to be submitted to ODDS and the CME on the [ODDS COVID-19 Reporting Form](#) effective Nov. 23, 2020;
2. Additional definitions for clarification;
3. Elimination of requirement to report to ODDS on Pre-admission, Pre-operative, Pre-procedure COVID-19 testing for individuals *unless* their results are positive for COVID;
4. If an individual or staff in an employment or Day Support Activities setting tests positive for COVID-19, the following must occur:

   A. Employment and DSA services in group settings or at a provider site/facility must close until the agency completes direct consultation with the Local Public Health Authority (LPHA) and ODDS. The agency must receive approval from ODDS prior to reopening the setting; and

   B. Notification is provided to all participants in the Employment or DSA setting who may have been exposed. Employment and DSA providers must use the exposure notification letters, or at least include all of the information contained in the exposure notification letters. They can be found here on Page 22 of the ODDS COVID-19 Scenarios document. These changes can also be found in the updated Employment and DSA Reopening Guide.

5. If an individual lives in a residential setting (group home or foster home) and tests positive for COVID-19, the residential agency must use the notification template to notify the DSA or Employment program if the positive resident attended the DSA or Employment program within 3 days of the positive test result. The template can be found here on Page 22 of the ODDS COVID-19 Scenarios document.

Required Action:

- Effective Nov. 16, 2020, if reporting a suspected or COVID-19 positive case for an individual, or any staff who support an individual eligible for ODDS services, follow the notification requirements in the updated Scenarios document.

- Effective no later than Nov. 23, 2020, use the ODDS COVID-19 Reporting Form to make COVID-19 reports to ODDS and relevant CMEs. Until Nov. 23, reports may continue to be submitted by email to ODDS and CMEs in any other format as long as all information that is requested on the form is included in the emailed report.

- Send an email to ODDS.COVID-19ScenarioReport@dhsoha.state.or.us and to the Case Management staff who need to be informed, requesting a secure email. Do not add content to the non-secure email. Once a secure email is returned to all necessary parties by ODDS, using the REQUIRED reporting form, submit the required data to ODDS.COVID-19ScenarioReport@dhsoha.state.or.us and to any other case management entity required.

- If an individual who attends a DSA or Employment setting is COVID-19 positive, residential providers (group home and foster home) must ensure the DSA and Employment provider is aware of a potential exposure. DSA and Employment providers must follow the new guidance in the current Scenarios document and

DHS 0078 (01.19)
updated Employment and DSA Reopening Guide for reporting and setting closures.

- All providers and CMES: No longer report to ODDS on Pre-admission, Pre-operative, Pre-procedure COVID-19 testing for individuals unless their results are positive for COVID.

- For additional guidance related to this Action Request: Register for and attend November Provider Meeting on Nov. 19, 2020 2:00 PM PST at: 
  https://attendee.gotowebinar.com/register/2610353162184520459

  After registering, you will receive a confirmation email containing information about joining the webinar.

Field/stakeholder review: ☐ Yes ☑ No
If yes, reviewed by:

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

<table>
<thead>
<tr>
<th>Contact(s): ODDS COVID-19 Team</th>
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<tbody>
<tr>
<td>Phone:</td>
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<td>Fax:</td>
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<tr>
<td>Email: ODDS COVID-19 Scenario Report <a href="mailto:ODDS.COVID-19ScenarioReport@dhsoha.state.or.us">ODDS.COVID-19ScenarioReport@dhsoha.state.or.us</a></td>
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