

# Action Request Transmittal Aging and People with Disabilities



Mike McCormick

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**Number:** APD-AR-20-107

**Issue date:** 12/9/2020

**Topic:** Long Term Care

**Due date:** Until the end of the  
COVID-19 case surge

**Subject:** Best Practices for Hospitals & LTC Facilities for COVID-19 Flow Chart for  
Local Office Staff

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

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

**Action required:**

The purpose of this transmittal is to inform local office staff who work with discharge planners at hospitals and/or admissions staff at long term community-based care facilities of a new tool that was created by the COVID-19 Response and Recovery Unit (CRRU). The tool should be used to determine the appropriate process and steps required to aid in appropriate and safe discharge from hospitals and admittance into nursing and CBC facilities during the COVID-19 epidemic.

The tools have been posted on the CM Tools Website on the 'Facilities' page and on the APD Staff Tools page on the COVID-19 Response Information page linked directly from the Form Server.

The first tool is titled [Best Practices for Hospitals and LTC Facilities for COVID-19 Related New/Readmissions and Discontinuing Transmission-Based Precautions](#) (form OHA 3464). This tool is more or less intended for hospitals and LTC facilities, but it does provide local office APD/AAA staff with valuable information in understanding the

process and the appropriate steps. This document has been widely distributed to hospitals and LTC facilities.

The second tool is titled [Transfer of Hospital Patients to LTC Facilities for COVID-19 Related New/Readmissions Flow Chart](#) (form 3464\_A). This tool is a pared down version of the written document and was created for local office staff to aid in determining the steps required for hospital discharges and admissions into CBC facilities for consumers who are or were COVID-19 positive.

**Reason for action:**

Due to the increase in COVID-19 case surge there is a significant compression issue in hospitals because people are not being discharged frequently as a result of COVID-19 outbreaks in LTC facilities. The LTC system is crucial in assisting the hospitals to discharge consumers to the appropriate care setting where their needs can be met, freeing up hospital beds.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): Jessica Soltesz – CRRU Manager OR Safety Oversight and Quality for Licensing issues	
Phone: 503-330-2975	Fax:
Email: <a href="mailto:jessica.m.soltesz@dhsosha.state.or.us">jessica.m.soltesz@dhsosha.state.or.us</a> OR <a href="mailto:SOQ.LTCinfo@dhsosha.state.or.us">SOQ.LTCinfo@dhsosha.state.or.us</a>	