

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number: APD-IM-20-041**

**Issue date: 4/24/2020**

**Topic:** Long Term Care

**Due date:** 4/24/2020

**Subject:** PPE Masks and Gloves for Homecare Workers, Personal Support Workers, and Personal Care Attendants In Response to COVID-19

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

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                                | <input checked="" type="checkbox"/> County Mental Health Directors   |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services   |
| <input checked="" 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 checked="" type="checkbox"/> Support Service Brokerage Directors   | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Oregon Health Authority-Health Systems Division |
| <input type="checkbox"/> ODDS Children's Residential Services             |  |
| <input type="checkbox"/> Child Welfare Programs                           |  |

**Message:**

Homecare workers (HCWs), personal support workers (PSWs), and personal care attendants (PCAs) provide critical health and safety services to older Oregonians and people with disabilities. These workers need to be able to do these essential functions safely. Keeping these workers safe with PPE also keeps those workers out of hospitals and ensures they can continue supporting Oregonians to be safe and healthy. While the first place for HCWs, PSWs and PCAs to request surgical masks and gloves is from the employer, DHS recognizes that the supply is limited globally and will be for a long time.

On April 20, 2020, DHS shipped a supply of masks to Aging and People with Disabilities (APD) and Type B Area Agencies on Aging (AAA) locations to distribute to HCWs, PSWs and PCAs who provide Medicaid, Oregon Project Independence, and Independent Choices Program in-home services. Preparation for distribution begins immediately, with availability beginning the week of April 27, 2020.

DHS has a limited supply of PPE. DHS continues seeking surgical masks and gloves for HCWs, PSWs and PCAs.

## **PPE Distribution Process**

HCWs, PSWs and PCAs who need PPE (gloves or masks) may submit a request for PPE to the Oregon Home Care Commission (OHCC) by completing an electronic form on SEIU's website at <https://seiu503.tfaforms.net/622> or by emailing [OHCC.CustomerRelations@dhsosha.state.or.us](mailto:OHCC.CustomerRelations@dhsosha.state.or.us).

HCWs, PSWs and PCAs who provide the information requested below will be informed by OHCC of the pick-up dates and times available through the case management entity near them.

Workers must provide the following information:

- First and last name and provider number
- Provider type:
  - HCW
  - OPI HCW
  - PSW
  - ICP PSW
  - PCA
- Contact information - email address, phone number, and mailing address
- County location or name of the case management entity that serves their consumer-employer (AAA/APD, Support Service Brokerage, Community Developmental Disabilities Program, Community Mental Health Program office)
- Number of consumers the worker supports in a week and hours worked per pay period per consumer (\* this information can be used to determine the quantity of gloves and masks to provide)
- Type of PPE requested (masks or gloves)
- Whether mail is the preferred option to receive PPE

## **OHCC Responsibilities**

- OHCC will notify HCWs, PSWs and PCAs about the available PPE and the process to make requests.
- OHCC will confirm through the appropriate state system that the worker is currently working for a consumer and how many consumers the worker supports.
- OHCC will inform HCWs, PSWs and PCAs of available pick-up times and locations.
- OHCC will email the designated APD/AAA staff person a list that includes the

information provided by workers.

- OHCC will track the requests received and PPE distributed.

### **AAA/APD Local Office Responsibilities**

By close of business on **Friday, April 24, 2020**, APD and Type B AAA offices must create PPE pick-up schedules that include a minimum availability of twice per week, and email a copy of the schedule with a designated contact person's name and email address to [OHCC.CustomerRelations@dhsoha.state.or.us](mailto:OHCC.CustomerRelations@dhsoha.state.or.us). Schedules and processes must adhere to social/physical distancing requirements.

By the close of business on each scheduled pick-up day, the APD and Type B AAA local office designee must return the list sent by the OHCC noting the workers who picked up the requested PPE to [OHCC.CustomerRelations@dhsoha.state.or.us](mailto:OHCC.CustomerRelations@dhsoha.state.or.us).

*If you have any questions about this information, contact:*

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