

Process to retroactively pay for wraparound support through OHA's CRRU Epidemiology team

Purpose

This process is for Community-Based Organizations (CBOs) to use when:

- A person asks the CBO directly for wraparound support, AND
- The person has not been referred through the Local Public Health Authority (LPHA), AND
- The person is not currently in isolation or quarantine, but is asking for retroactive payments for wraparound support, AND
- The person's isolation or quarantine period was after July 1, 2020, AND
- A Memorandum of Understanding (MOU) has not been signed with the LPHA.

The CBO should only use this process if all the above are true.

Process

The CBO works with the person to gather the information needed to confirm their past COVID status:

1. CBO gets signed consent and attestation form from each individual
 - a. Consent form: individual is giving consent to the CBO to share information about the person's case
 - b. Attestation form: individual is confirming they have not already received rent/utilities assistance from the LPHA to cover the isolation or quarantine period
2. CBO will fill out the CRRU self-referral confirmation sheet
 - a. For cases, CBOs fill out columns A through J
 - b. For contacts, CBOs fill out columns A through D and M through T

The CBO works with their Community Engagement Coordinator (CEC) to confirm cases and contacts through the Oregon Health Authority's COVID-19 Response and Recovery Unit (CRRU) epidemiologist team:

1. CEC will send a secure email to the CBO using #secure# in the subject line
2. CBO will respond to secure email with CRRU self-referral confirmation sheet attached
3. The CEC will send a secure email with the "CRRU self-referral confirmation sheet" to the CRRU epidemiology team. They will be available to confirm COVID cases weekly on **Tuesday and Thursday**.
4. The CRRU epidemiology team will search Opera to confirm the COVID status of the people on the CRRU self-referral confirmation sheet **within 24 hours of receipt**.
 - a. The CRRU epi team will fill out "COVID Status Confirmed" and "I&Q Date Range" columns on the "CRRU self-referral confirmation sheet."
5. The CRRU epidemiology team will send a secure email to the indicated CEC(s) with the completed CRRU self-referral confirmation sheet.
6. The CEC will follow-up with the CBO with information about the person's confirmed COVID status.

If the CRRU epidemiology team can confirm that the person does have COVID and/or a known COVID exposure:

1. CBO will need to collect the following information:
 - a. Confirmation of address using ID, mail, etc.
 - b. Rent and utilities receipts
2. Once all forms and confirmations are completed, the CBO can pay for the following (if the individual attested to each of these areas):
 - a. Half a month's rent/utilities if 1 person in the household was confirmed as a case or contact
 - b. A full month's rent/utilities if 2 or more people in the household was confirmed as a case or contact
 - c. If there are multiple families living in one household, the CBO can only pay for the portion of rent the family pays
 - d. Grocery store gift card for \$120 per person per week

3. CBO can also assist individuals in setting them up for long term support through safety net services
4. CBO will submit the isolation and quarantine invoice with related receipts on a monthly or quarterly basis
 - a. Label each receipt using the person's ID number used in the invoice
 - b. Black out any names, addresses, or other personal health information that may be on receipts

If the CRRU epidemiology team cannot confirm that the person has previously had COVID and/or a known COVID exposure:

1. The CBO cannot pay for retroactive wraparound costs.
2. The CBO can help connect the person to long-term, social safety net programs.

List of documentation the CBO will need for each person:

- Consent form
- Attestation form
- CRRU self-referral confirmation sheet
- Confirmation of address
- Rent and utilities receipts