Oregon **Health** Authority

CBO self-referral process
COVID status confirmation during a surge in COVID-19 cases
November 16, 2020

Purpose

This process is for Community-Based Organizations (CBOs) to use when a person asks the CBO directly for wraparound support and is <u>not</u> referred through the Local Public Health Authority (LPHA).

During a surge, OHA and local public health authorities (LPHAs) are not required to verify whether a self-referring individual is a COVID-19 case or contact. Each LPHA should communicate with CBOs about whether the LPHA will continue to verify self-referrals. This process can be used when LPHAs and OHA are working within the surge investigative guidelines and the LPHA cannot verify self-referrals.

Process

1. Person asks CBO for help <u>or</u> is referred by someone other than the LPHA.

2. CBO obtains informed consent via the "consent and attestation form" from person so that they can share information about the person's case.

3. CBO can "presume eligibility" for services and help person get what they need right now to stay in isolation and quarantine until this form is complete.

CBOs should work with the individual to complete the form. It the individual does not complete the form, the CBO should discontinue providing short-term, wraparound supports, if applicable, and connect the person with long-term social safety net programs.

Form instructions

1. CBO completes Section 1 of the form.

2. Person requesting services completes Section 2 of the form.

3. If a close contact of a confirmed case, person requesting services completes Section 3 of the form. Section 4 is left blank.

4. If a confirmed or presumptive positive COVID-19 case, person requesting services completes Section 4 of the form. Section 3 is left blank.

5. Person requesting services signs the form.

6. The CBO reviews the form to ensure the individual is currently eligible for services.

    a. For a close contact:

        i. Was within six feet of a confirmed or presumptive positive case for 15 minutes or more while that person may have been contagious and met the public health guidelines to be in isolation.

    b. For a case:

        i. Received positive test result OR has two or more COVID-19 symptoms within the last 10 days and was a close contact of a confirmed COVID-19 positive case.

        ii. Individual can provide proof of their test result as documentation. CBO should not save this information but can note test result was reviewed on the self-referral form.

7. CBO can use the dates included on the form to determine how long services should be provided and note at the bottom of the form.

    a. For a COVID-19 close contact, public health guidelines are to quarantine for 14 days following the last contact with the COVID-19 positive case (within six feet for 15 minutes or longer, regardless of whether a mask was used by either the case or the contact).

    b. For a COVID-19 case with symptoms, public health guidelines are to isolate for at least 10 days after illness onset and until 24 hours after fever is gone, without use of antipyretics, and COVID-19 symptoms (cough, shortness of breath, and diarrhea) are improving.

    c. For a COVID-19 case without symptoms, or an asymptomatic case, public health guidelines are to isolate for 10 days after the day the person was tested and then received the positive test result.

8. CBO should save this form in a secure, confidential case file.

You can get this document in other languages, large print, braille or a format you prefer. Contact the OHA Community Engagement Team at community.covid19@dhsoha.state.or.us. We accept all relay calls or you can dial 711.