Coronavirus Disease 2019 (COVID-19):

Reporting Cases of COVID-19 and Requesting Personal Protective Equipment (PPE)

ODP Announcement 20-049

AUDIENCE:

All Qualified Providers
Supports Coordination Organizations (SCOs) (ID/A and AAW)
Administrative Entities (AEs)
Private Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IDs)

PURPOSE:

To provide guidance to stakeholders regarding contact tracing, reporting cases of COVID-19 and requesting personal protective equipment (PPE).

DISCUSSION:

The Office of Developmental Programs (ODP) remains committed to keeping stakeholders informed with the latest information and practice guidance, necessitated by the evolving guidance from both federal and state government.

This Announcement combines established guidance for reporting cases with new guidance on contact tracing and requesting PPE.

The following _table_ is a quick reference that outlines activities, actions and stakeholders for whom this applies when reporting COVID-19 cases and requesting PPE.
This Announcement also gives more detailed information to assist stakeholders about the reporting/requesting process.

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Activity	Action	Applies To
Reporting Cases of COVID-19 to PA Department of Health (DOH)	No action needed from providers, Private ICF/IDs, SCOs or AEs. Health care professionals are reporting positive cases to PA DOH. *Providers should check with local DOH regarding local reporting requirements.*	Providers Private ICF/IDs SCOs AEs
Reporting Cases of COVID-19 to ODP		
Individuals	Complete an incident report in Enterprise Incident Management (EIM) when an individual has been tested or is confirmed positive with COVID-19.	Providers Private ICF/IDs SCOs
Direct Support Professionals/Provider and SCO Staff	Submit an email to the ODP Regulatory Administration Unit at RA-PW6100REGADMIN@pa.gov when a staff member has been tested or is confirmed positive with COVID-19.	Providers Private ICF/IDs SCOs
Requesting PPE		
County Emergency Management Agencies	Notify the County Emergency Management Agency (EMA) when there is a confirmed case of COVID-19 to assist with PPE supply. At the time of this communication, a majority of County EMAs have very limited supplies and may not accept resource requests.	Providers Private ICF/IDs SCOs AEs
PA Department of Health	Providers can complete a "Healthcare Facility/Agency PPE Critical Needs Assessment" to request PPE from PA DOH. Contact PW, ODP_EMERGENCY_RESOURCE_REQUESTS RA-PWODPEMRGNCYRSPRQ@pa.gov if you have a ***critical*** need for PPE and all other routes have been exhausted.	Providers Private ICF/IDs SCOs AEs

Reporting Cases of COVID-19 to PA DOH
At the onset of responding to the COVID-19 pandemic, ODP and the DOH requested that providers report positive cases directly to DOH. This is no longer required because health care professionals are reporting all positive cases to DOH.

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Reporting Cases of COVID-19 to ODP
To help mitigate the spread of COVID-19, providers, ICF/IDs and SCOs are required to report suspected and confirmed cases of COVID-19 for individuals receiving services and for people that work directly with service recipients.

Suspected means that a person has been tested for the COVID-19 virus and is awaiting the test results OR a test has been ordered by a health care practitioner, but the person has not been tested yet.

Confirmed means that a person was tested for the COVID-19 virus and the test was positive OR was diagnosed with COVID-19 by a health care practitioner even if no test was completed.

Reporting Individuals
Suspected and confirmed cases among individuals are required to be reported in the EIM system.

When an individual is suspected of having COVID-19, the incident must be classified as "Emergency Room Visit – Illness New" in the **Initial Section** of the incident report. A *yes/no* question reading "*Incident involves suspected/confirmed COVID-19 diagnosis*" has been added to the incident classification page; users must select "yes" in response to this question.

A *yes/no* question reading "*Incident involves confirmed COVID-19 diagnosis (resulting from a positive test or documentation from a health care practitioner)*" has been added to the **Final Section** of the incident report.
- If an individual's test results return a positive result (i.e. the individual has COVID-19), users must select "yes" in response to this question.
- If an individual's test results return a negative result (i.e. the individual does not have COVID-19), users must select "no" in response to this question.

To ensure that ODP has access to data involving near real-time diagnoses of COVID-19, providers, ICF/IDs and SCOs are asked to update the incident report as soon as there is a confirmed case of COVID-19 either through testing or diagnosis by a healthcare practitioner.

In order to accomplish this, users are asked to initiate the Final Section document and answer the question "Incident involves confirmed COVID-19 diagnosis (resulting from a positive test or documentation from a health care practitioner)" contained on the Verification of Incident Classification page of the incident report. Once answered, this page must then be <u>saved</u>. Once the page is saved, this data element will be populated to the Incident Custom Report. **The Final Section document does not need to be submitted in order to push this data element to the Incident Custom Report.**

Users are reminded that the following should not be reported as suspected cases in EIM:

- An individual displays symptoms but is not referred for testing and not given the diagnosis of COVID-19 by a health care practitioner.
- An individual displays symptoms and is sent home with a recommendation for quarantine/self-quarantine but is not given the diagnosis of COVID-19 by a health care practitioner.

Reporting Staff
- Suspected and confirmed cases among staff are required to be reported to ODP's Regulatory Administration Unit.
- Suspected or confirmed cases must be reported using the template below.

Instructions for reporting staff
- The following template is to be completed and copied in the body of an email
- DO NOT encrypt your email; encryption is not necessary as no Protected Health Information (PHI)/Personally Identifiable Information (PII) is being requested
- If this is a new report, please complete all areas of the table
- For numbers 2, 4, and 6 on the table, please DELETE any responses that do not apply
- If this is a follow-up to report results of a SUSPECTED case:
- Forward the original email with the completed table.
- Only complete the "Test Results section"
- Email to RA-PW6100REGADMIN@pa.gov

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COVID-19 Reporting Suspected and Confirmed Staff						
1	Provider IRS Name AND 9-digit MPI Number						
2	Staff Person's Position	• Dietary / Housekeeping / Maintenance • Direct Support Professional (DSP) • DSP Supervisor • Program Staff (i.e. Program Specialist) • Management / Administrative • Other:					
3	Address and Demographics of EACH LOCATION where Staff Person Works. Add one complete address per cell.	Street, City, Zip	County	ODP Region	Number of individuals who live at location	Number of OTHER STAFF who work at location
4	COVID Testing Site Type	Acute Care Hospital Urgent Care Center Laboratory Physician's Office Diagnosed by Healthcare Practitioner without Test Other:					
5	Testing Site Address Name, Street, City, Zip						
6	Test Results	Pending Positive / Presumed Positive – The person has COVID-19 Negative – The person does not have COVID-19					

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Requesting PPE

Providers can request PPE when supplies are depleted from local County EMAs and/or the PA DOH. At the time of this communication, a majority of County EMAs have very limited supplies. The following information provides additional guidance for completing a request:

County EMA

- Providers can notify the County EMA when there is a confirmed case of COVID-19 to assist with PPE supply.
- Providers can submit a *resource request* for unmet PPE needs to County EMA.
- Resource requests should be updated as your situation changes. County EMA will need to understand providers' needs to correctly prioritize requests:
  - Convey the medically fragile nature of your residents, if applicable.
  - If you now have positive cases or more positive cases from when the request was submitted/last updated.
  - Staffing concerns.
  - Challenges your facility presents for managing spread without proper PPE.
  - Additional relevant information that would provide context to the County EMA.

PA DOH

The PA DOH has developed guidance directing that all PPE requests for Department of Human Services (DHS) licensed facilities and other providers are first screened by ODP before forwarding to DOH. DOH has a limited supply of PPE and is triaging requests daily.

Requests for PPE may come directly from providers to the region, staff from the program offices (who may talk to the providers directly to help fill out the forms), or from health care systems that are helping some congregate care facilities as part of the Educational Support and Clinical Coaching Program (ESCCP).

Critical PPE Needs Request Process

ODP-licensed settings/providers should collect the information on the attached "Critical PPE Needs Assessment Questionnaire v.3 4.21" form and send it as an attachment to:

RA-PWODPEMRGNCYRSPRQ@pa.gov

1) ODP Program staff will review the Critical PPE Needs Request and make sure it satisfies the most current definition of critical need. These criteria are subject to change based on availability. As of 4/24/2020, this is defined as:

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    a. At least one confirmed positive case of COVID 19

    b. 5 days or less of PPE on hand

2) If the criteria for a critical need are satisfied, ODP staff will forward the completed Critical PPE Needs Request form to the PA DOH.

3) ODP will send a determination notice to providers once a decision has been made by the PA DOH. If approved, providers will receive information of expected delivery timeframe.

General support given limited supply of PPE

Resources that PA DOH is allocating are very limited, providers should be encouraged to continue to try to source PPE equipment from their suppliers, local businesses, and utilize cloth masks where appropriate. Program offices should encourage DHS-licensed facilities to review CDC guidance on strategies to optimize the supply of PPE and equipment: https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html.

In particular, the <u>DOH has highlighted guidance related to the prioritization of isolation gown use. This has been one of our most frequently requested supplies and the DOH has found high burn rates through phone consultations by unnecessary use of gowns.</u> Gowns should be prioritized for the following activities:

- During care activities where splashes and sprays are anticipated, which typically includes aerosol generating procedures.
- During the following high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of healthcare providers, such as: dressing, bathing/showering, transferring, providing hygiene, changing linens, changing briefs or assisting with toileting, device care or use, wound care

Questions about this Announcement can be directed to the ODP Regulatory Administration Unit at RA-PW6100REGADMIN@pa.gov.

Attachment:

Critical PPE Needs Assessment Questionnaire v.3 4.21

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