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## COVID-19 Reportable Event Guidance and Procedures March 25, 2020

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The Maine DHHS Office of Aging and Disability Services is working with providers and other stakeholders to assure continuity of services and the sharing of critical information during the extraordinary COVID-19 event in Maine. We recognize the burden placed on everyone during this event and are working with federal authorities to ease program rules that may be creating obstacles to continuous care. In order to collect and respond to critical information about the presence of COVID-19 among clients OADS is asking that staff, providers, case managers and other reporters submit COVID-19-related events through the Reportable Event System. COVID-19-related events may include, but are not limited to:

1. Client is tested for COVID-19
2. Staff person is tested for COVID-19
3. Client lacks critical support impacting an individual's health and safety due to COVID-19-related staff shortage
4. Client COVID-19 test result is positive
5. Staff COVID-19 test result is positive
6. Other COVID-19 event

### **FLAGGING COVID-19 EVENTS WHEN SUBMITTING A REPORTABLE EVENT**

Flag a COVID-19 emergency under "Reportable Event Information – Short Description of the Event" enter the phrase: COVID-19 Emergency.

**This will flag the event as COVID-19-related and will help OADS route the report appropriately for follow up.**

Once this phrase has been entered, complete the short description as you normally would. Complete the remainder of the form and select the category that best fits the situation. Thank you for your attention to flagging events in this way. This will help OADS quickly identify COVID-19-related events, respond to them as needed, and provide status reports to the COVID-19 Task Force. If you have questions, please contact Stephanie Barrett, OADS Quality Assurance and Training Manager at [Stephanie.Barrett@Maine.gov](mailto:Stephanie.Barrett@Maine.gov).