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Updated COVID-19 Reportable Event Guidance and Procedures April 6, 2020

The Maine DHHS Office of Aging and Disability Services has implemented COVID-19 specific Reportable Events instructions for consumers with I/DD and Brain Injury. This updated guidance is issued in response to provider questions.

For the following anticipated situations, please enter specific phrases in the Reportable Event “Event Name:”

1. Client is tested for COVID-19
 - Enter “COVID-19 Suspected”
2. Client has positive COVID-19 test result
 - Enter “COVID-19 Confirmed”
3. Client exposed to individual with positive COVID-19 test result
 - Enter “COVID-19 Exposure”
4. Client lacks critical support due to COVID-19-related staff shortage
 - Enter “COVID-19 Safety”
5. Other COVID-19 event (e.g. behavioral challenges, client declines to follow stay at home guidelines)
 - Enter “COVID-19 Emergency, Other”

Complete the remainder of the Reportable Event form as you would normally.

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.

For response to exposure and confirmed COVID-19 events, seek guidance from Maine CDC at: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>

FAQ Answers:

Q: Who should submit a report regarding COVID-19?

A: Statutory authority and rule reference: 34-B M.R.S. §5604-A and 14-197 C.M.R. , ch12.

Obligation to report is identified in the rule summary as:

“when a Reportable Event has occurred involving an Individual Receiving Services (any adult with Developmental Disabilities, including Intellectual Disabilities or Autism Spectrum Disorder, determined eligible for and receiving services from a provider of services licensed, funded, or regulated in whole or in part by the Department, and adults with Acquired Brain Injury determined eligible for and receiving waiver services”.

Q: What are the reporting timeframes for COVID-19?

A: The reporting timeframe is identified in 14-197 C.M.R. ch12, (2), (3) as “within 1 business day of the event.”

Q: How should I report exposure to a staff member who has tested positive for COVID-19?

A: For exposure events, report on each client experiencing exposure to a known case of COVID-19.

Q: If I’ve reported a client exposure, what should I do if that client then tests positive with COVID-19?

A: If an exposure event is entered, and a client subsequently tests positive for COVID-19, please submit a new report.

Q: How should I communicate results of client COVID-19 test results?

A: Utilize the “Event Update” section of the Reportable Event in EIS to record test results. If you are submitting the Reportable Event via paper, contact the OADS Incident Data Specialist (IDS) to report the “Event Update”.

Q: If I reported a client hospitalization related to COVID-19, what should I do at discharge?

A: If a client is hospitalized related to COVID-19, submit a Reportable Event per guidance above. Utilize the “Event Update” section of the Reportable Event to update at discharge.