### GeoSTATE OF WASHINGTON

## **DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

## Developmental Disabilities Administration \* P.O. Box 45310 \* Olympia, WA 98504-5310

**DDA MANAGEMENT BULLETIN**

**D21-004 – Procedure**

**February 4, 2021**

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| **TO:** | Field Staff Residential Habilitation Center Staff |
| **FROM:** | Shannon Manion, Director of the Division of Field ServicesDevelopmental Disabilities Administration |
| **SUBJECT:** | COVID-19 Incident Reporting Requirements |
| **Purpose:** | To inform DDA employees of the incident reporting requirements for COVID-19-related incidentsThis bulletin supersedes D20-020 issued on April 16, 2020. |
| **Background:** | On February 29, 2020, Governor Jay Inslee declared a state of emergency in response to the COVID-19 crisis, directing state agencies to use all resources necessary to prepare for and respond to the outbreak. DDA needs to be able to track COVID-19-related incidents for:* Reporting to DSHS Headquarters;
* Determining appropriate resources; and
* Allocating resources.
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| **What’s new, changed, or Clarified:** | COVID-19-related incidents have different reporting requirements than what is outlined in [DDA Policy 12.01](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy12.01.pdf)*, Incident Reporting and Management for DDA Employees*.Providers must now report confirmed COVID-19 client and staff cases to DDA within one work day. Residential providers who are certified or licensed by Residential Care Services (e.g., supported living, group homes, group training homes) must continue to submit mandated reports through the CRU and submit [Bi-weekly COVID-19 Data Updates](https://fortress.wa.gov/dshs/adsaapps/lookup/FacilityStatus/UpdateStatus.aspx) per ALTSA instruction. Incident report follow-ups are no longer required for COVID-19 positive clients or staff. Best practice is to leave the incident report open and do a follow-up when the client returns to baseline, but this is not required.The Residential Habilitation Centers will continue to follow the one-hour protocol. All other provider types will follow the one-day protocol.In cases where COVID-19 positive clients are hospitalized in critical condition, or in COVID-19 related deaths, follow the one-hour protocol. |
| **ACTION:** | DDA case managers and RHC incident management staff will continue to enter confirmed COVID-19 cases into DDA’s Electronic Incident Reporting System. They must submit IRs for all DDA clients, specialized unit Medicaid clients, no paid services clients, PASRR clients, and providers according to the procedures below. **One-Hour Protocol for Confirmed COVID-19** Residential Habilitation Centers must follow one-hour protocol requirements for clients or staff who have tested positive for COVID-19. This means the RHC must notify DDA Central Office within one hour and submit an electronic incident report within one work day. **One-Day Protocol for Confirmed COVID-19**For all other DDA clients and providers who test positive for COVID-19, follow one-day protocol requirements.This means an electronic incident report must be submitted within one work day.**Incident Reporting for Confirmed COVID-19 cases for clients, RHC employees, and providers**For COVID-19 positive cases, include in the incident report (if available): * Date of the person’s positive test result;
* Whether the person had symptoms before being tested;
* Housemates name(s) or staff who are showing symptoms;
* Housemates name(s) or staff who were potentially exposed;
* Preventative measures put into place (e.g., daily client and staff monitoring, daily sterilization of surfaces);
* Isolation or quarantine efforts in place; and
* For a case involving an employee, also include the following:
	+ Last date the employee worked with clients (or indicate the employee does not work with clients);
	+ Under *Persons Involved* in the IR, put the employee’s name or initials if available, or “Unknown/Staff1, Unknown/Staff2.”

**Incident Notification*** Send notification to Residential Care Services’ Complaint Resolution Unit for clients in community residential settings
* Send IR follow ups to Residential Care Services’ CRU only if follow ups contain newly identified positive COVID cases
* Follow regional or RHC protocol for typical incident report notification
* Use incident type “natural disaster or conditions threatening client safety or program operations.”
* For PASRR clients, include the regional PASRR distribution list and the PASRR Unit Manager in the IR notifications. The PASRR distribution lists are:
	+ DSHS DL DDA R1 PASRR Team (ddar1pasrrteam@dshs.wa.gov);
	+ DSHS DL DDA R2 PASRR TEAM (ddar2pasrrteam@dshs.wa.gov); and
	+ DSHS DL DDA R3 PASRR TEAM (ddar3pasrrteam@dshs.wa.gov).
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