



Positive COVID-19 reporting requirements are applicable to all providers of OPWDD funded, certified, or operated programs.

OPWDD COVID-19 notification consists of two activities, **phone notification** and documentation in the Incident Report and Management Application (**IRMA**). Notification and IRMA entry requirements are described in this document.

Agencies must comply with the requirements set forth in this document. It is imperative that agencies ensure timely completion of the notifications and IRMA entry required per this document.

Please contact the Incident Management Unit if timely IRMA entry/updates become difficult due to high volume of COVID-19 events and you need assistance,

However, the agency must provide all the information required in the Forms in IRMA. (IRMA Forms are discussed in Section B below.)

A. NOTIFICATION OF COVID-19 STATUS

I. WHAT TO REPORT IMMEDIATELY

1. All providers must **immediately** notify the Justice Center or Incident Management Unit (IMU) (See section A.II) of **the first occurrence of positive or presumed positive COVID-19 status** (as described below) **and all COVID deaths**, for:
 - Any **individual** served by their Agency (program), or
 - Any **staff member** of an Agency (program). Staff member includes the following: agency employees, interns, volunteers, consultants and contractors (including registered providers), and family care providers.
2. **Certified Residences and Group Day Programs/Services (services provided to 2 or more individuals)**: Reports of individual or staff positive/presumed positive COVID-19 status **are by program/service**. The agency must **immediately make a PHONE report to the Justice Center or IMU upon the first occurrence of a COVID-19 positive/presumed positive status for the program/service**, see #3 below, and **all deaths of all individuals/staff**.

For services that are not provided as group services, the agency must **immediately enter positive COVID-19 test results/presumed positive status of individual or staff COVID-19 directly into OPWDD's Incident Report and Management Application (IRMA) for the individual or staff under the program/service**. A phone report is not required, except for deaths of individuals/staff.

All day service providers are also responsible to ensure notification of a positive/presumed positive COVID-19 status of an individual receiving services to the individual's certified residence, or CCO if the individual does not reside in a certified residence.

All COVID deaths must be reported to the Justice Center and OPWDD as required by existing OPWDD regulations for individuals receiving services. All COVID-19 suspected deaths of staff must also be reported to the Justice Center by phone (if the program is under JC authority) or OPWDD by phone (if the program is not under JC authority).

3. COVID-19 Statuses requiring phone reporting as described above:

- **The Positive COVID-19 test result**
- The determination of a “**presumed positive**” by the Local Health Department (LHD), New York State Department of Health (NYS DOH) or the Health Care Provider (HCP).
 - The agency does not need to provide phone notification if positive test results are received after an individual or staff is presumed positive; however, the agency must enter the positive test result into IRMA.
- **Any and all suspected COVID-19 related deaths of individuals and staff (e.g. factors to consider are that staff or individual had a positive COVID-19 test result or were presumed positive for COVID-19)**
- A “**New Subsequent**” COVID-19 positive or presumed positive status: A new COVID-19 positive test or presumed positive status that occurs:
 - Following the conclusion/resolution of all previously reported COVID-19 status(es)
 - Guidelines to consider for determining a new subsequent event:
 - Has the previous Event’s quarantine ended, including all quarantines for all individuals/staff of that Event?
 - Are individuals/staff no longer experiencing symptoms?
 - Is anyone currently hospitalized with COVID-19 symptoms?
 - What has the physician caring for the person advised as to whether it is a continuation or a subsequent event?
 - Does LHD see this as a new event?
 - How long ago was the last event?

II. HOW TO REPORT –IMMEDIATE PHONE NOTIFICATION of POSITIVE COVID-19 STATUS

Program/Services Under Justice Center Jurisdiction	Programs/Services <u>NOT</u> Under Justice Center Jurisdiction
Report initial occurrence of a COVID-19 status for a facility/program to the NYS Justice Center for the Protection of People with Special Needs @	Report initial occurrence of a COVID-19 status for a program as follows: Monday through Friday, 8:00am-4:00 pm <u>1-518-473-7032</u>

<p style="text-align: center;"><u>1-855-373-2122</u></p> <p>The Justice Center is assisting OPWDD in receipt of reports. However, COVID-19 "Coronavirus" Event/Situations are not under the jurisdiction of the Justice Center.</p> <p>Web form submittal is not acceptable for COVID-19 reports.</p>	<p><i>State that the call is for COVID-19 reporting.</i></p> <p>After Hours: After 4 pm Monday-Friday, all hours on weekends and NYS holidays: <u>1-888-479-6763</u></p>
<p>The Justice Center (JC) XML will create a report in the OPWDD Incident Report and Management Application (IRMA) as a Part 625 event.</p>	<p>The provider must create/enter the report into the OPWDD Incident Report and Management Application (IRMA) as a Part 625 event.</p>

III. INFORMATION NEEDED – COVID Positive/Presumed Positive Phone Notification

Providers must report the following information during required phone notification of the occurrence of COVID-19 status(es); as much as is known at the time:

- **Caller Name and contact phone number**
- **Reporting Agency**
- **Program/Service Type**
- **Program/Service Address**
- **Program/Service Phone Number**
- **Name and date of birth of each Individual** tested positive, presumed positive or who has died (see section A.IV).
- **Name and date of birth of any staff member** tested positive, presumed positive, or has died (see section A.IV).
 - **Staff primary work location** if different from program site/address reported
- For individuals or staff determined positive:
 - **Date COVID-19 test administered, and date results were received by/reported to the agency/facility**
 - **Reason testing was conducted:** e.g. symptomatic, exposure, proactive testing
 - If **presumptive positive, date the agency was informed** by LHD or HCP or NYS DOH
- Information regarding the positive/presumed positive **person's isolation status:**
- **Current location** of positive/presumed positive individual(s) and/or staff: i.e. relocation site, hospital name if in hospital, on site isolation strategy
- **Description:** If individual(s)/staff reported with positive/presumed positive COVID-19 status are **symptomatic**

Note: It is not necessary to provide phone notification regarding individuals and staff who are not yet positive or not presumed positive.

IV. NOTIFICATION of COVID-19 RELATED DEATHS

1. The agency must provide **telephone notification of each death of an individual or staff member** known or suspected to be related to COVID-19 as noted below.
 - This may be an **update** to a previously reported COVID-19 status
 - This may be an **initial phone report** (described above) if the individual or staff person did not have a quarantine status or positive test result prior to his or her death.
2. **How to Report a COVID-19 Related Death by Phone:**

<u>Phone Notification</u> of a COVID-19 Death of an Individual or Staff	
Report of Death for Program/Services <u>Under</u> Justice Center Jurisdiction	Report of Death for Programs/Services <u>NOT Under</u> Justice Center Jurisdiction
<p><u>Phone in</u> an update of COVID-19 related death to both of the following:</p> <p><i>NYS Justice Center Death report line: 855-373-2124</i></p> <p><i>Inform the JC that the death was COVID-19 related.</i></p> <p><u>AND</u></p> <p>OPWDD IMU's Main Line Monday - Friday, 8:00am – 4:00 pm 518-473-7032</p> <p><i>State that the call is for COVID-19 update.</i></p> <p>After 4 pm Monday-Friday, all hours on weekends and NYS holidays: 1-888-479-6763</p>	<p><u>Phone in</u> an update of COVID-19 related death to the following:</p> <p>OPWDD IMU's Main Line Monday - Friday, 8:00am – 4:00 pm 518-473-7032</p> <p><i>State that the call is for COVID-19 update.</i></p> <p>After 4 pm Monday-Friday, all hours on weekends and NYS holidays: 1-888-479-6763</p>

IRMA Entry for COVID-19 Death Following Phone Notification Staff Member Deaths
<p>The death of a staff member must be entered in IRMA as a Part 625 Event-Situation COVID-19 "Coronavirus"</p> <ul style="list-style-type: none">• If the death is updated information for an existing COVID-19 "Coronavirus" Event-Situation, the staff's passing should be entered in the existing IRMA report, as an update to the staff information.• If reporting the death is a new/initial entry for the program/service, you will need to create/enter the report into IRMA as a new Part 625 "Coronavirus" event and also provide information about the positive or presumed positive status.

IRMA Entry for <i>COVID-19 Death</i> Following Phone Notification Death of Individuals	
Under JC Jurisdiction	Not under JC Jurisdiction
<p>IRMA Entry of a COVID-19 Death</p> <ul style="list-style-type: none"> When a report of death related to COVID-19 is phoned to the JC, the JC will release the XML file of the report to create the incident in IRMA. These XMLs will be identified as “COVID-19 Administrative Death” and are auto-populated with the investigation delegated to the NYJC. IMU will change the delegation of the investigation to ‘Agency’ or ‘OPWDD” as appropriate. If the death was under the auspices of the agency, these reports should be classified as ‘Serious Notable Occurrence-Death’. 	<p>IRMA Entry of a COVID-19 Death</p> <ul style="list-style-type: none"> For deaths not under the auspices of the agency, agencies are required to create an ‘Event Situation-Death’ in IRMA, which will auto-delegate the investigation to the agency.
<p>Regardless of Justice Center jurisdiction, all individuals whose deaths are reported as related to COVID-19 must have two reports completed in IRMA:</p> <ol style="list-style-type: none"> A Serious Notable Occurrence-Death or Event Situation- Death, whichever is applicable to the individual and service received AND Event situation COVID-19 “Coronavirus.” The ES record also needs to reflect that the individual is deceased. 	
<p>Deaths and other required information identified below, must be entered in IRMA within 24 hours.</p>	

See Next Page For
Additional Guidance on
IRMA Entry related to COVID-19

B. IRMA ENTRY FOR COVID-19

I. IRMA ENTRY FOR COVID-19 IS REQUIRED IF ANY OF THE FOLLOWING OCCURS:

- **Reports of the COVID-19 Statuses for individuals and/or staff identified on pages 1-2 of this document, i.e.** Positive COVID-19 test results, presumed COVID-19 positive determinations. COVID-19 related death

II. TIME FRAMES FOR COVID-19 IRMA ENTRY:

- **Entry of initial reports of information** for individuals and staff by providers who are not required to make a phone report **must occur immediately.**
- **Entry of initial reports of information for providers that are not under the Justice Center** must occur as soon as possible but no later than within 24 hours of initial phone notification to OPWDD.
- **Entry of subsequent information must occur within 24 hours of required phone notifications or by close of the next working day** of initial reports or reports of death, all subsequent information and status updates for individuals or staff, for previously entered COVID-19 events.

III. HOW TO ENTER COVID-19 EVENT IN IRMA:

- COVID-19 reports must be documented in IRMA as Part 625 events.
- Enter COVID-19 reports under the Part 625 Event/Situation classification, as indicated below:

Part 625 Event/Situation classification of ES -COVID-19 “Coronavirus”	
Programs/Services <i>Under</i> Justice Center Jurisdiction	Programs/Services <i>NOT Under</i> Justice Center Jurisdiction or <i>Proactive Testing Entry for any Program or Service</i>
Follow these steps to enter into IRMA: <ul style="list-style-type: none">• Log into the Incident Report and Management Application (IRMA)• Look in the Justice Center Tab in IRMA• Locate the newly created IRMA record. Open that record and review the JC report to ensure that this is the correct narrative reported for COVID-19 to the Justice Center.• Continue to enter COVID-19 “Coronavirus” Event information by following ES COVID-19 IRMA Entry Requirements detailed in Attachment A.	Follow these steps to enter into IRMA: <ul style="list-style-type: none">• Log into the Incident Report and Management Application (IRMA)• Go to the menu page and select, “ADD INCIDENT”• Continue to enter COVID-19 “Coronavirus” Event information by following ES COVID-19 IRMA Entry Requirements detailed in Attachment A.

IV. WHAT TO ENTER IRMA:

1. IRMA entry is by program/service. All programs/services are responsible to maintain an IRMA record for the individuals and staff that have a positive or presumed positive COVID-19 status,

or death related to COVID-19.

- The unique statuses of multiple individuals and staff can be documented in one IRMA record.
- The names of the individuals involved are entered in the Individual Tab
- The staff members involved are entered in the Incident Details Tab, Involved Persons Subtab. The type “Staff, Staff” must also be added to the Individual Tab to indicate that a staff member is COVID-19 positive or presumed positive. All involved staff members must be added as the “type” of person present. This action generates the form for the staff members.

2. Individual and Staff Forms will generate when the individual and staff are listed in the Event as follows:

- The certified residence, or the CCO (if the individual does not live in a certified residence), are responsible to complete the Forms for individuals receiving services, the Individual Forms will generate for these services. If the individual receives both certified residential services and care management, the residential provider will be responsible to complete the Individual Form; the CCO will not need to complete the Individual Form that populates. The Individual Forms will not generate for most day services. The individual may be listed in more than one Event if the individual receives multiple services; however, these day service providers will only be responsible to list the individual in the Individual Tab. If the form does populate for a day service provider (e.g. Fiscal Intermediary services), it must be completed
- Staff Forms will generate for any program/service when the staff is listed in the Involved Persons Subtab. Each provider will need to complete a Staff Form for the staff listed in the Event.
- A Program Form will also generate for each program/service when the Event for that program/service is created.
 - The number of Individual and Staff Forms that appear will correspond to the number of individuals entered in the Individual Tab and the staff members entered in the Involved Persons Tab.
 - Only individuals and staff who **meet the criteria** for reporting should be documented in IRMA and Forms completed. The criteria for reporting/entry in IRMA is the following:
 - **Positive Test for COVID-19** for any individual or staff of the facility or program
 - A Local Health Department (LHD) or Health Care Provider (defined as physician, physician’s assistant or nurse practitioner) or NYS DOH determination of an individual as **presumed positive for COVID-19**.
 - Any **Quarantine and/or isolation status issued** by a Local Health Department or Health Care Provider.
 - The Individual and Staff Form is **ONLY** required for those who have passed away, tested positive or are presumed positive.
- **Information to Document for Initial IRMA Entry:** The Forms referenced above provide **specific fields to guide you to enter the information necessary** and make it clear where and how the information can be documented. Document the following in IRMA:
 - a. Information expected for initial phone notification. See Section A-III on page 3-4 for details.
 - b. How exposure to COVID-19 occurred, if known
 - c. Medical evaluation
 - d. Notifications to family and advocates

- e. Communications with the Local Health Department (LHD); including contact initiated with the LHD but not accepted. If the LHD did not accept the information, also enter a note in the additional comments field in IRMA.
- f. Staff Information: Document the name of staff, staff date of birth, and additional information about staff involved, entering as much information as you can gather, including, but not limited to: phone number, location/address of primary work site, exposure location and date, whether medically evaluated, and email address.
- **An IRMA update must be made with each change in status for an individual and/or staff member who is COVID-19 positive or presumed positive. Upon entering the update, the agency is responsible to note that an update was made in the “Conversation to-date” section in IRMA.**
- **Updates and Status Change Information to Document in IRMA entry. The status of programs and people regarding COVID-19 will be changing over time.** The Forms referenced above provide specific fields to guide your entry and make it clear where and how the information can be documented. Updates that must be documented include, but are not limited to the following:
 - Identification of individuals and/or staff who newly test positive or are presumed positive
 - LHD or Health Care Provider (HCP) determination that a person is presumed positive
 - All Hospitalization information (hospital name, admission/discharge date, discharge plan)
 - Change in individual’s location due to implementation or termination of isolation
 - Change in or termination of quarantine or isolation status
 - Recovery from COVID-19 illness
 - Medical evaluations and/or interventions
 - Death, date of death, and location of death if known
- **Closure of COVID-19 Events:** Agencies are responsible to close a COVID-19 Coronavirus Event/Situation in IRMA once the required information is entered into IRMA and the isolations have ended for all positive/presumed positive individuals/staff in the Event.

Please direct your questions related to reporting in IRMA to 518-473-7032 or incident.management@opwdd.ny.gov