



Office for People With
Developmental Disabilities

COVID-19 Proactive Testing and Incident Report and Management Application (IRMA) Entry

November 9, 2020

IRMA Entry Instructions For Proactive COVID-19 Testing

On Friday, October 30, 2020:

- OPWDD sent this to agency dedicated mailboxes. This was a revised communication, and is the correct version to be used.
- The communication included the Revised-IRMA Entry of Proactive COVID-19 Coronavirus Testing Data.



Office for People With Developmental Disabilities

Revised-IRMA Entry of Proactive COVID-19 Coronavirus Testing Data 10/30/2020

Proactive Testing information is required to be entered into the Incident Report and Management Application (IRMA) effective November 2, 2020.

Proactive Testing is COVID-19 testing that is completed as a method of surveillance. Proactive testing is not a result of potential exposure or suspicion of infection. Proactive Testing is completed to confirm there are no positive cases of COVID-19, even in the absence of a known exposure or possible infection due to the observation or report of possible symptoms.

An example of proactive testing is testing that occurs once every two weeks at a program to ensure that no individuals or staff test positive.

Testing is **not** being done proactively if:

- A containment category (quarantine/isolation) is being prescribed or is in place, or
- There is a known or possible exposure to a positive person or presumed positive person, or
- A person or persons are exhibiting COVID-19 symptoms, or
- There is an exposure to a person having COVID-19 symptoms

Individuals and staff tested for the reasons listed above are being tested because there is a suspicion that they may be infected with COVID-19. These instances must be recorded in IRMA as a COVID-19 "Coronavirus" Event/Situation as well. Again, Proactive Testing is testing that occurs when there is not a reason to suspect that the person being tested has COVID-19.

Recording Instructions:

To enter Proactive Testing in IRMA, go to the Incident Details Tab, Page 1.

There is a new question in IRMA. It is: Is this event/situation a report of COVID-19 "Coronavirus" proactive testing? If the testing being recorded is proactive testing as described above, the user must select yes. If the testing is not proactive testing, the user must select no. This is a required field and the user must select yes or no prior to selecting submit. Again, proactive testing is not related to a potential exposure or infection.

Once the Incident Details Page 1 is completed and submitted, users must advance to the Individual Tab and select "Staff, Staff" to finish creating the event/situation. For negative test results, no further action is necessary. For positive test results, users must enter the individual and/or staff and enter appropriate information on the individual and/or staff forms and must make the required notifications to report positive COVID-19 test results. This includes notification of the NYS Justice Center and to OPWDD (as appropriate). Other notifications such as the Local Health Department or Healthcare Provider, Care Manager, etc. is required.

*Please note that the testing of an individual as required by a medical practitioner as an action preceding a medical procedure is not considered proactive testing which must be recorded in IRMA. If such testing results in a positive finding, it would then need to be recorded as COVID-19 "Coronavirus" Event/Situation in IRMA.



COVID-19 Proactive Testing

What is Proactive Testing?

- Proactive Testing is COVID-19 testing that is completed as a method of surveillance.
- Proactive Testing is not a result of potential exposure or suspicion of infection.
- Proactive Testing is testing completed to confirm there are no positive cases of COVID-19, even in the absence of a known exposure or possible infection due to the observation or report of possible symptoms.
- Example: COVID-19 Testing that occurs once every two weeks at a program to ensure that no individuals or staff test positive.

COVID-19 Proactive Testing (cont.)

- Testing is **not** being done proactively if:
 - A containment category (quarantine/isolation) is being prescribed or is in place, or
 - There is a known or possible exposure to a positive person or presumed positive person, or
 - A person or persons are exhibiting COVID-19 symptoms, or
 - There is an exposure to a person having COVID-19 symptoms.
- Individuals and staff tested for the reasons listed above are being tested because there is a suspicion that they may be infected with COVID-19.
- Again, Proactive Testing is testing that occurs when there is not a reason to suspect that the person being tested has COVID-19.

COVID-19 Proactive Testing Entry Into IRMA

- Agencies are now required to report COVID-19 Proactive Testing to OPWDD through the Incident Report and Management Application (IRMA).
- Proactive Testing information is required to be entered into IRMA effective November 2, 2020.

Entering COVID-19 Proactive Testing in IRMA

- COVID-19 Proactive Testing does not need to be called into the Justice Center or OPWDD.
- To enter a COVID-19 Proactive Test Event in IRMA:
 - Log into IRMA
 - Go to the menu page and select, “ADD INCIDENT”
 - Continue to enter COVID-19 Proactive Testing Event/Situation information by following IRMA Entry Requirements detailed in this PowerPoint

Entering COVID-19 Proactive Testing

[Summ](#)

Incident Details	Individual	Initial Findings	Physical Findings	Report of Death	Notifications	Investigation	Corrective Measures	IR
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Page 1 [Involved Person](#)

* Required Fields

* Program/Site [More Information](#)

Location 1

Location 2

* Date Reported

Date of Incident Time (HH MM) am

* Date Discovered * Time (HH MM) pm

* Did this incident occur under the auspices of OPWDD or provider agency?
☐ Yes (Part 624 Regulation) ☒ No (Part 625 Regulation)

* Is this event/situation a report of COVID-19 "Coronavirus" proactive testing? ☒ Yes ☐ No

Note: Proactive testing is COVID-19 "Coronavirus" testing completed as a method of surveillance and is not testing completed as a result of potential exposure or infection.

- There is a new question in IRMA. It is: Is this event/situation a report of COVID-19 "Coronavirus" proactive testing?
- If the testing being recorded is proactive testing as described in this training, the user must select yes.
- If the testing is not proactive testing, the user must select no.
- This is a required field and the user must select yes or no prior to selecting submit.
- *Again, proactive testing is not related to a potential exposure or infection.



COVID-19 Proactive Testing: Required IRMA Fields

To create the Proactive Testing COVID-19 event, IRMA users must enter:

- Incident Details, Page 1:
 - Program Site
 - Date Reported
 - Date Discovered
 - Auspice Question
 - Proactive Testing Question
 - Initial Findings Preliminary Report – should include how often the program is proactively testing individuals and/or staff.
- Individual Tab
 - “Staff, Staff”
 - An individual needs to be added to complete the event/situation.

Entering “Staff, Staff” Type in the Individual Tab

To enter the staff type in the Individual Tab:

- Because the COVID-19 Proactive Testing event needs an individual added to complete entry, please add “Staff,Staff”.
- To do this, click on the “Add staff” link next to the Classification.
- This will add the type “Staff,Staff” in the event.
- “Staff,Staff” will then appear in the header of the Event.

Proactive Testing Results: Negative

- If all individuals and staff members who are proactively tested, test negative, no further action is necessary.
- When the program is no longer proactively testing individuals and/or staff, please note when the testing was discontinued in the Initial Findings Preliminary Report Section.

Proactive Testing Results: Positive

- If any individual or staff member results are positive for COVID-19 infection, IRMA users must:
 - Enter the individual and/or staff members into the event and complete the individual and/or staff member forms.
 - Make the required notifications to report positive COVID-19 test results.
 - This includes notification of the NYS Justice Center (where appropriate) and to OPWDD.
 - Other notifications such as the Local Health Department or Healthcare Provider, Care Manager, etc. is required.

Proactive Testing Results: Positive (cont.)

- Once an individual or a staff member who was proactively tested receives a positive test result for COVID-19 infection, this event mirrors the current process to report and record COVID-19 activity and infection in the program.
- The same required fields will apply to these events as all COVID-19 Events.
- The Proactive Testing Event should be the primary event in IRMA.

COVID-19 Proactive Testing: Examples

- A staff member tests positive for COVID-19 infection. The agency tests all individuals as a precaution, is this proactive testing?
- ANSWER: No. A staff member is positive for COVID-19 infection. Therefore, there is reason to believe that the individuals tested were exposed to the virus. The positive status should be reported to the JC/OPWDD and the Local Health Department should be contacted. Again, Proactive Testing is done when there is no suspected infection or exposure.

COVID-19 Proactive Testing: Examples

- A staff member is tested for COVID-19 by the college they attend, or an individual is tested for COVID-19 prior to having knee surgery. Is this Proactive Testing?
- ANSWER: Yes, this is Proactive Testing by definition. However, it DOES NOT need to be recorded in IRMA unless the result is positive.

OPWDD COVID-19 Guidance

- Can be found at:
 - <https://opwdd.ny.gov/coronavirus-guidance/covid-19-guidance-documents>

IRMA Entry Resource Issues

- If your agency needs more IRMA users, please complete a User Access Request (UAR) and email incident.management@opwdd.ny.gov with the subject line: COVID-19 IRMA Access UAR
- If your agency still needs assistance in entering COVID-19 related updates, please email incident.management@opwdd.ny.gov with the subject line: COVID-19, the Master Incident Number (MIN) and Agency Name
- If your agency needs assistance with contact tracing please email incident.management@opwdd.ny.gov with the subject line: COVID-19 Contact Tracing Assistance

Thank you for participating in this training!

If you need assistance with IRMA entry or
have any questions about this process,
please email
incident.management@opwdd.ny.gov.

