



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.

Summ

Incident Details Individual Initial Findings Physical Findings Report of Death Notifications Investigation Corrective Measures IRMA

Page 1 Involved Person

\* Required Fields

\* Program/Site

10 WEST, NY – 99999912

▼

[More Information](#)

Location 1

Back Yard

▼

Location 2

— Select location 2 —

▼

\* Date Reported

10/01/2020

Date of Incident

Time (HH MM)

am

▼

\* Date Discovered

10/01/2020

\* Time (HH MM)

2

00

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 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.