



Illinois Department on Aging

JB Pritzker, Governor  
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To: Illinois Department on Aging Community Care Program In-Home Service Providers  
Re: Reporting Identified Cases of COVID-19

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If you learn of an individual that has tested positive for COVID-19, follow these steps:

- 1) First, you must contact your local health department to report the information available to you about the case. It is important that we are forthcoming with information when asked.
- 2) Contact the Department on Aging via e-mail at [Aging.OCCS@illinois.gov](mailto:Aging.OCCS@illinois.gov), while copying the care coordination unit who is currently servicing the individual.
- 3) This e-mail must include:
  - a. E-mail subject line that reads "Active COVID 19 Case"
  - b. Client ID #
  - c. County where individual testing positive resides
  - d. Date notified of positive test results
- 4) After receiving your message at the Aging.OCCS mailbox, Department staff will follow-up as to provide notification to other CCP service providers (ADS, INH, EHRS) who are also providing services to the individual who has tested positive.

If you have any questions, please contact: [aging.occs@illinois.gov](mailto:aging.occs@illinois.gov)

Respect for yesterday. Support for today. Planning for tomorrow.  
[www.illinois.gov/aging](http://www.illinois.gov/aging)

The Illinois Department on Aging does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with appropriate State and Federal statutes. If you feel you have been discriminated against, call the Senior HelpLine at 1-800-252-8966; 1-888-206-1327 (TTY)