Incident Report and Management Application (IRMA) Data Entry for COVID-19 Coronavirus Event/Situations

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1. When an individual receiving services is enrolled in two or more programs operated by different agencies does each program have to report?

   The program that is in the best position to access information about the individual's COVID-19 status should make the report. For example, if the individual lives in a certified residence, the certified residence is always the primary reporter. If the person receives care management and day habilitation services, in most cases the Care Coordination Organization is in the best position to provide information for the individual during the suspension of day program services.

2. If a staff person tested positive but the individuals that the staff work with had no exposure, because the staff had not been working, does the agency need to report the staff and include the individuals receiving services in the report?

   Agencies are responsible to report COVID-19 statuses for any staff person employed by the agency, regardless of whether an individual has been exposed. The agency does not need to add individuals that do not have a COVID-19 status and that have had no exposure to the IRMA record.

3. When should agencies close a COVID-19 Coronavirus Event/Situation in IRMA?

   Agencies should close a COVID-19 Coronavirus Event/Situation in IRMA when all COVID-19 information for all individuals and staff in the IRMA record has been entered, including the end date for a quarantine/isolation statuses.

4. Can the agency save data on the COVID-19 Forms so that the agency can return and add information to the COVID-19 Form once it is obtained?

   IRMA users can save the data by clicking 'Submit' at any time and can 'Submit' data as many times as needed. When you click 'Submit', IRMA users are not attesting that the COVID-19 Form is completed. IRMA users do not need to complete all the required data fields on the COVID-19 Forms to 'Submit' the data.

5. What is the difference between 'Submit' vs. 'Form Completed' on the COVID-19 Forms?

   For the COVID-19 Forms in IRMA, the ‘Submit’ button saves the data. IRMA users should enter all of the information they have available at the time and then click ‘Submit’ to save the data. When all of the required fields are completed in the COVID-19 Individual or Staff Forms including (but not limited to) the end date of the person’s quarantine or isolation status, the IRMA user should then check the ‘Form Completed’ box and click ‘Submit’ to save that information.

6. How can the agency enter a future end date in IRMA for a quarantine/isolation status?

   Future dates cannot be entered for the end of quarantine/isolation statuses in IRMA. IRMA users cannot enter the end date of quarantine/isolation status until it has ended.

7. If a certified residence is placed on a quarantine status, does it suffice to enter the information on the COVID-19 Program Form or does it also need to be added to each COVID-19 Individual Form as well?

   Agencies must complete a COVID-19 Individual Form for each individual placed on a quarantine or isolation status by the Local Health Department or Healthcare Provider. The COVID-19 Program Form must also be completed for the quarantine status of the program.

8. How should individuals be entered into IRMA if they were temporarily relocated and are not currently at their certified residence?

   The certified residence where the individual resides is responsible to maintain the IRMA record and enter information on the COVID-19 Individual Form. The residence should enter into IRMA in the Comments section where the person was temporarily relocated.

9. Does a COVID-19 Staff Form need to be completed for staff entered into IRMA due to potential exposure, but the staff did not take a test?

   A COVID-19 Form is not necessary for staff that do not have a containment category, or a positive or presumed positive status.

10. If a staff tested negative must a COVID-19 Staff Form be completed?

    If a staff person is named in an IRMA record because a quarantine/isolation status was ordered by the Local Health Department or a Healthcare provider, the negative COVID-19 test result and any other relevant information must be provided on the COVID-19 Staff Form in IRMA.

11. If the individual resides in a congregate care setting, does that mean an individual is vulnerable regardless of his or her medical diagnosis?

    Yes, being in a congregate setting does make an individual a vulnerable person for COVID-19 regardless of any medical diagnosis. If the individual lives in a congregate setting, please select ‘yes’ that the individual is a vulnerable person.

12. In what circumstances should Activity Restriction Dates be entered into a COVID-19 Form?

    Activity Restriction Dates on COVID-19 should only be used when the agency chooses to use 'Other Exposure.' 'Other Exposure' may be used when no formal containment category is assigned by the Local Health Department or a Health Care Provider for a person, but the agency still wants to enter information into IRMA for their own tracking purposes.

13. How is a 'presumed positive' status determined?

    A presumed positive status is a designation issued by the Local Health Department or a Healthcare Provider, when a person is displaying symptoms of the COVID-19 illness. This status should not be selected in IRMA when there is a current test result.

14. If a new exposure is reported for a program after the program has completed and closed a COVID-19 Coronavirus Event/Situation in IRMA, how does the program enter the new exposure into IRMA?

    A new COVID-19 Coronavirus Event/Situation must be created in IRMA for new exposures.

15. Should 'Form Completed' be selected in IRMA for an individual when he or she passes away?

    For those individuals who have passed away, IRMA users should complete all fields in the COVID-19 Individual Form. The date of the person's death should also be entered in the quarantine or isolation end date field. If the individual was in the hospital at the time of his or her death, the date of the person's death should also be entered in the hospitalization end date field. Once all information required by the COVID-19 Individual Form is entered, 'Form Completed' should then be checked and the user should 'Submit' the Form. If test result information becomes known after a Form is completed the test result must be added to the Form.

16. Where does contact tracing information need to be entered into IRMA for a COVID-19 Coronavirus Event/Situation?

    When the contact tracing is completed by the agency, the agency must upload documentation to the file folder in IRMA under the 'Other' tab. When the contact tracing is being completed by an entity other than the agency, the agency must note this information in IRMA and should use the 'Reporting Updates' section for this purpose. Include the Local Health Department contact name and number when that is the entity completing the contact tracing.