

URGENT AND IMMEDIATE CHANGES TO OPWDD COVID-19 REPORTING FORM REQUIRED

We request that OPWDD cease use of the Contact Tracking form and process at this time given the community spread of COVID-19.

Entire IRAs are being placed under precautionary quarantine. Increasing numbers of employees are being directed to quarantine or isolate. Meanwhile, OPWDD requires that a form be completed for every individual or employee subject to quarantine or isolation. The process for completing the **form for a single subject is taking providers multiple hours**, due to the expansive and duplicative nature of the information being requested. As the number of COVID-19 cases increases, this process has quickly become unmanageable and unsustainable.

If bare minimum reporting is determined to be required, we recommend the following:

- **Expedite the update of IRMA** to capture all necessary fields on the COVID-19 Contact Tracking form, thus moving to an entirely web-based process and eliminating the need for the form.
- **Eliminate duplicative information requests** between the form and notification process.
 - Examples of information that is duplicated between the immediate notification (as detailed in the “COVID-19 Phone Notification Requirements for OPWDD Providers V.3 Revised 3/19/20) and the COVID-19 Contact tracking form includes, but is not limited to: Individual’s name, date of birth, TABS ID, guidance and direction for the LHD on isolation/quarantine, start and end date of isolation/quarantine, name and number of person to contact regarding individuals care, agency name, program type, program address, type of quarantine/isolation, name of all staff, and current quarantine status of staff.
- **Remove requests for “Identification of Health Care Proxy, residence floorplan details and Life Plans information” from the form**, as these sections of the COVID-19 Contact Tracking Form require information that is far too time-consuming to provide and appears unnecessary.
- **Remove sections of the form that repeat information requested** elsewhere within the form:
 - “What Information Has the Health Department Provided to the Program, Including Guidance and Direction Around Isolation/Quarantine for the Individual and the Program” will include information that is later requested in the “Quarantine/Isolation Category for this Individual.” These two sections should be merged.
 - “Status of other individuals in the residence.”
 - “Current Status of the Facility.”
 - “Exposures at Facility.” This information could be collected either through the notification to the Justice Center or entry into IRMA.
 - “What Information Has the Health Department Provided Around Isolation/Quarantine for The Staff?” This is a repeat of information within the “Exposed Staff Status.”
- **Remove the request for information on any staff regarding “pre-existing health conditions that constitute a higher risk.”** Providers do not readily have this information available. It is also unclear how this information would support the goals of contact tracing.