Policy Transmittal
Developmental Disabilities Services

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Number: APD-PT-20-079
Issue date: 6/24/2020

Topic: Developmental Disabilities

Transmitting (check the box that best applies):
☒ New policy ☐ Policy change ☐ Policy clarification ☐ Executive letter
☐ Administrative Rule ☐ Manual update ☐ Other:

Applies to (check all that apply):
☐ All DHS employees ☐ County Mental Health Directors
☐ Area Agencies on Aging: {Select type} ☐ Health Services
☐ Aging and People with Disabilities ☐ Office of Developmental
☐ Self Sufficiency Programs ☐ Disabilities Services (ODDS)
☒ County DD program managers ☐ ODDS Children’s Intensive In
☒ Support Service Brokerage Directors ☐ Home Services
☒ ODDS Children’s Residential Services ☐ Stabilization and Crisis Unit (SACU)
☐ Child Welfare Programs ☐ Other (please specify):

Policy/rule title: COVID-19 and CAM Reporting
Policy/rule number(s): Release number:
Effective date: 06/30/2020 Expiration date: NA
References:
Web address:

Discussion/interpretation: The Oregon Department of Developmental Disabilities Services (ODDS) acknowledges the need to track data related to the correlation between serious incidences and the COVID-19 pandemic. The Centralized Abuse Management system (CAM) can be used to collect this data. The following naming conventions are required.

Implementation/transition instructions: When entering any serious incident into CAM the correlation to COVID-19 should be documented within the summary section using the required naming convention as follows:
• When there is a confirmed **POSITIVE** COVID-19 test result, the following text must be within the summary section of the CAM entry:
  o “Reported by XX that they have positive COVID-19 testing results. Positive test result for COVID-19 are attached.”

• When there is **PRESUMPTIVE** COVID-19, the following text must be within the summary section of the CAM entry:
  o “Reported by XX that the medical practitioner XX told XX that they are presumptive positive for COVID-19 (no test completed).”

• When there is a **SUSPECTED** case of COVID-19 and **PENDING** test result, the following text must be within the summary section of the CAM entry:
  o “Reported by XX that they are suspected to have COVID-19 (pending test results).”
    ▪ The serious incident CAM entry should not be “closed” until the suspected test result has been received. COVID-19 testing results are expected within a 7-day window. If the results have not been reported to the case management entity, follow-up should occur. If the results of the COVID-19 testing are not available within the 30-day window, the serious incident entry can be closed. When results are received the case management entity should notify IncidentMgmt.TechAssistance@dhsoha.state.or.us to update the closed entry with the results of the pending or presumptive test. The email should be sent securely and include only the results and the SI entry number.

• When entering any death, it is required to indicate if a postmortem COVID-19 test was requested.

**Training/communication plan:** Managers and Directors are to review this policy with all CDDP or brokerage staff who enter serious incidents into CAM.

If you have any questions about this policy transmittal, contact: Kirsten.G.Collins@state.or.us

This transmittal will be discussed during the Weekly COVID-19 Webinar. These meetings are held Wednesday at 10:00 am.