Subject: New OR-Kids Case Note Value for COVID-19 Tracking

Applies to (check all that apply):

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

Action required:

Effective 4/22/20, if in the course of an assessment a caseworker or supervisor makes the determination that a child will enter substitute care because their caregiver is infected with COVID-19, the caseworker or supervisor will need to select a newly created case note value for tracking these specific entries.

The category is, “Other Note” and the type of the new value is, “Caregiver with C19,” as displayed in the screenshot below.

Again, this value is to be used only when the determination has been made that the child will be entering or has entered substitute care because their caregiver is infected with COVID-19 and is unable to support them. If that determination has been made, it is critical to make this selection for tracking purposes.
Reason for action:
Tracking and retention purposes for data-informed decisions by leadership and for the drawing down of federal funds as applicable for the COVID-19 pandemic.

Field/stakeholder review:  ☐ Yes  ☑ No
If yes, reviewed by:

If you have any questions about this action request, contact:

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