
BE INFORMEDNETWORK
BULLETIN

IMPORTANT ANNOUNCEMENT

BH & I/DD PROVIDERS

COVID-19 REPORTING REMINDERS

With the increase in COVID-19 cases, the Office of Incident Management and Compliance would like to remind all Behavioral Health (BH) and Intellectual and Developmental Disability (I/DD) Providers of the requirement to report via [Image](#) all incidents of confirmed positive cases and deaths related to Coronavirus for all individuals and staff, regardless of whether they work directly with individuals.

In the case of the death of an individual related to COVID-19, report the death as you usually would, and add incident type 922. Also report COVID-19 related deaths of agency staff using incident type 922. When entering a death or positive Coronavirus test result for staff, to protect their health information, enter the staff name as John or Jane Doe with his/her DOB.

For the I/DD population only, report exposures of individuals to people who have been confirmed positive for Coronavirus. Exposures are reportable, regardless of personal protective equipment (PPE) usage if the individual was in close contact with someone who tested positive. For instance, if people live together or interact at a day program, they are likely considered “exposed.”

IMPORTANT NOTE: please notify visitors, family members or others when an individual served has been exposed to someone who tested positive for Coronavirus.

It is not necessary to submit a separate incident report for each individual who was exposed or tested positive at the same location.

For example:

- If five individuals in I/DD services are exposed to a positive staff member at the same day program, it is not necessary to submit five or six different incident reports. One incident report can be submitted capturing the five individuals who were exposed and the one staff who tested positive.
- If six individuals at the same BHCC/CSU location test positive at the same time, six separate reports are not needed. One report can be submitted with the information for all six positive people.

If a COVID-19 case has already been reported by another service provider, it is not necessary for another provider to also report the same case.

For example:

- The day program provider should report instances where individuals were exposed or tested positive from attending the day program. If they have done so, the residential provider does not also need to make a report.

For more information on COVID-19 reporting requirements please review the previous documents that were communicated with the Provider Network by clicking the links below.

COVID-19 REPORTING
REQUIREMENTS 3/24/20

COVID-19 REPORTING
UPDATES 8/17/20

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**BE WELL, WEAR A MASK,
& WASH YOUR HANDS!**

