

ODP / Administrative Entity (AE)

In-Home and Community Supports/Companion Services Provider Readiness Tool for COVID-19

With the onset of the COVID-19 pandemic, Administrative Entities have been engaging with their local provider networks on a weekly basis to promote health, safety and planning.

This readiness tool has been developed in order to provide a guide for Administrative Entities, In-Home and Community Supports (IHCS) and Companion providers to initiate a conversation and process to plan for continuing safe service delivery. The commonwealth is experiencing wide variability related to the impact of COVID-19. This readiness tool is intended to facilitate discussion and planning based on individuals' safety and needs as related to each provider's plan.

The following applies to all direct service providers, including paid family supports. Paid family supports are held to the same standards as the agency's non family typical workforce.

Which of the following situations apply to the agency? (Select all that apply)

- No cases of COVID-19 currently reported in the communities in which the agency provides IHCS/COMPANION services
- Cases of COVID-19 reported in the communities in which the agency provides IHCS/COMPANION services
- Sustained transmission of COVID-19 reported in the communities in which the agency provides IHCS/COMPANION services
- Individuals served by the agency or the people with which the individual resides report direct exposure to COVID-19 or COVID-19 infection

How many days supply does the agency have of the following:

- Personal Protective Equipment (PPE):
- Masks (for all staff and participants):
- Gloves for staff:
- Alcohol-based hand sanitizer (ABHS):

Agency has plans for an adequate supply of PPE to utilize in case of need over the next quarter or beyond?

- For IHCS/COMPANION services– Please describe plan for PPE/ABHS deployment to staff:

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Monitoring & Managing Staff			
Elements to be assessed	Assessment	Notes/Areas for Improvement	Resources
Agency has assessed how staff are deployed across multiple locations and has limited this practice in order to limit exposure to the virus.			https://www.myodp.org/mod/page/view.php?id=26808 https://www.health.pa.gov/topics/prep/PA-HAN/Pages/2020-HAN.aspx https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html
Agency has surveyed employees to ascertain whether individuals are employed at multiple locations or by multiple provider agencies so that the agency can determine how to limit exposure to and transmission of the virus.			https://www.health.pa.gov/topics/Documents/HAN/2020-PAHAN-509-UPDATE-Testing%20LTCF.pdf https://palms-awss3-repository.s3-us-west-2.amazonaws.com/MyODP_Content/C

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			ourse+Content/Coronavirus+(COVID-19)/ODPANN+20-068+Coronavirus+Disease+2019+(COVID-19)+Applying+Department+of+Health+Testing+Guidance+for+Long+Term+Care+Facilities'+Residents+and+Healthcare+Personnel+to+Community+and+Life+Sparing+Homes.pdf
Agency is aware of newly developed resources in order to assist individuals and employees with maintaining mental and physical health, such as AID in PA , PA Support and Referral Helpline (1-855-284-2494), behavior supports .			Warm Line: Call 1-855-284-2494 (TTY: 724-631-5600) https://paautism.org/resource/coronavirus-resources/ https://aidinpa.org/ ODP Announcement 20-051: Available Behavioral Specialists Available Behavioral Specialists List

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Education and training of staff			
Elements to be assessed	Assessment	Notes/Areas for Improvement	Resources
The agency provides training for staff regarding the importance of screening staff, individuals, and families for COVID-19.			https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html https://palms-awss3-repository.s3-us-west-2.amazonaws.com/MyODP_Content/Course+Content/Coronavirus+(COVID-19)/ODPANN+20-068+Coronavirus+Disease+2019+(COVID-19)+Applying+Department+of+Health+Testing+Guidance+for+Long+Term+Care+Facilities'+Residents+and+Healthcare+Personnel+to+Community+and+Life+Sharing+Homes.pdf
The agency provided training for staff regarding the importance of mask usage by staff, individuals, and families, as well as mask storage protocols.			https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html
How the agency monitors the implementation of screening and			https://www.cdc.gov/coronavirus/2019-ncov/community/general-

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<p>mask protocols.</p>			<p>business-faq.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html</p> <p>Reissuing Guidance on Masks, Screening, and Handwashing</p>
<p>Agency has provided education and refresher training for staff at all levels about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted) • Sick leave policies and importance of not reporting or remaining at work when ill • Adherence to recommended infection, prevention, and control practices, including: <ul style="list-style-type: none"> ○ Hand hygiene, ○ Selection and use including donning and doffing PPE, ○ Cleaning and disinfecting environmental surfaces and individual care equipment • Any changes to usual policies/procedures in response to PPE or staffing shortages 			<p>https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-home-care.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html</p>

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Education for individuals and families			
Elements to be assessed	Assessment	Notes/Areas for Improvement	Resources
<p>Agency has provided education to individuals and their families about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted) • Importance of immediately informing staff or support team if the individual feels feverish or ill • Actions they can take to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing, wearing masks when appropriate) • Actions the agency is taking to keep the individual safe (e.g., changes in PPE, avoiding large crowds, providing remote services, canceling group activities) 			<p>https://paautism.org/resource/coronavirus-resources/</p> <p>https://aidinpa.org/</p> <p>https://www.myodp.org/mod/page/view.php?id=26808</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adescending</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html</p> <p>https://www.cdc.gov/coronavirus/20</p>

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			19-ncov/daily-life-coping/living-in-close-quarters.html
Agency preparedness			
Elements to be assessed	Assessment	Notes/Areas for Improvement	Resources
Agency is aware of and received training on the Individual Transition Guide (ITG) created by ODP in response to the COVID 19 pandemic.			https://palms-aws3-repository.s3-us-west-2.amazonaws.com/MyODP_Content/Course+Content/Coronavirus+(COVID-19)/Individual+Transition+Guide++Final+5.11.20.pdf
Agency used the results of the ITG to implement or modify training/education for staff.			
Agency has adequate staffing available in order to support the needs of the individuals served.			
Agency has begun the planning process to assist individuals in conjunction with the Supports Coordinator to acquire the skills needed in order to maintain their personal safety as communities begin to reopen.			https://paautism.org/resource/coronavirus-resources/ https://aidinpa.org/ https://www.myodp.org/mod/page/view.php?id=26808 https://www.cdc.gov/coronavirus/20

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			19-ncov/need-extra-precautions/people-with-disabilities.html
Agency has a plan for providing services in each phase of the Governor's plan to Re-open Pennsylvania.			At a Glance Reopening Guide by Phase Reissuing Guidance on Masks, Screening, and Handwashing
Agency maintains a list of employees who are symptomatic or who have had a positive COVID 19 test result. Agency adheres to ODP reporting requirements for staff re: COVID 19.			https://palms-awss3-repository.s3-us-west-2.amazonaws.com/MyODP_Content/Course+Content/Coronavirus+(COVID-19)/ODPANN+20-071+-+Pennsylvania+ODP+-+Provider+Staff+COVID-19+Tracking+Forms.pdf
Agency has a process for screening the health status of the individual and family prior to entering an individual's home.			At a Glance Reopening Guide by Phase Reissuing Guidance on Masks, Screening, and Handwashing