

**ODP / Administrative Entity (AE)
Residential Stability Assessment Tool for COVID-19**

UPDATED: 05/20/20

The County/Administrative Entities across the Commonwealth have been engaging with their local provider networks on a weekly basis for the last six weeks following the advent of the COVID-19 pandemic. This updated tool is being provided for use with the expressed intention of monitoring the continued efforts of the local provider networks and their ability to maintain safety measures and ongoing operations.

As we move forward and evolve in terms of response to the pandemic, we anticipate the conversations that will need to occur at the local level will change to discussions focused on the next phase in the communities, specifically reopening the system of care in a way that aligns with the governors direction as well as recognizing the population we serve is extraordinarily vulnerable to this disease and will require additional safe guards and planning in order to maintain health, safety and welfare.

In addition within the ODP submission of Appendix K to CMS there were coinciding provisions for suspension of some regulations pertaining to service provision. In anticipation of returning to normal operations, providers will need to plan to resume activities that will assure regulatory guidelines/statutes will be met.

In the event there is an agency who is identified as needing additional support, ODP expects the county to engage with the regional ODP staff, who will remain in touch with ODP senior management and the deputy secretary.

Residential Provider Stability and Planning Assessment for COVID-19

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

- No cases of COVID-19 currently reported in their community
- Cases reported in their community
- Sustained transmission reported in their community
- Cases identified in their facility

How many days' supply does the agency have of the following PPE and alcohol-based hand sanitizer (ABHS)?

- Facemasks:
- N-95 or higher-level respirators:
- Isolation gowns:
- Eye protection:
- Gloves:
- ABHS:

Staff serving multiple locations		
Elements to be assessed	Assessment	Notes/Areas for Improvement
Agency has assessed the deployment of staff across multiple locations and has limited this practice in order to limit exposure to the virus.		
Agency has surveyed employees to ascertain whether individuals are employed at multiple provider agencies in order to limit exposure and transmission of the virus.		
Agency is aware of newly developed resources in order to assist individuals and employees maintain mental and physical health, such as AID in PA and PA Support and Referral Helpline (1-855-284-2494).		
Agency has ongoing communication with family and friends of individuals and created virtual or telephonic opportunities for engagement.		
Education, monitoring, and training for Staff		
Elements to be assessed	Assessment	Notes/Areas for Improvement
The agency understands the importance of screening and mask storage protocol- how does the agency monitor the implementation of protocols?		
<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 IPC practices, including: <ul style="list-style-type: none"> – Hand hygiene, – Selection and use including donning and doffing PPE, – Cleaning and disinfecting environmental surfaces and resident care equipment • Any changes to usual policies/procedures in response to PPE or staffing shortages 		

Agency maintains a list of symptomatic employees.		
Agency has plans for an adequate supply of PPE to utilize in case of need over the next quarter and beyond		
Education, monitoring, and screening of individuals		
Elements to be assessed	Assessment	Notes/Areas for Improvement
<p>Agency has provided education to individuals about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted) • Importance of immediately informing Staff if they feel 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 them safe (e.g., visitor restrictions, changes in PPE, canceling group activities and communal dining) 		
Agency is aware of and received training on the individual transition tool recently created by ODP in response to the COVID-19 pandemic.		
Agency has adequate resources for behavioral supports for individuals.		
Agency has adequate staffing available in order to support the needs of the individuals served.		
If appropriate agency has nursing staff availability 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 local communities begin to establish a re-opening process.		
Agency has begun the planning process to establish normal operations as indicated in established commonwealth guidance.		

Residential
Provider Stability and Planning Assessment for COVID-19 Green Status

Elements to be assessed	Assessment	Notes/Areas for Improvement
<p>The following guidelines should be reviewed when an agency anticipates the governor will announce that the geographic area they serve will move to green status. It is understood that some agencies may serve more than one area. In general, it is our expectation that agencies will have a plan to resume the following activities required through regulations within 30 days, following notification of green status:</p> <ul style="list-style-type: none"> • Annual staff and individuals check-ups • Orientation and annual training activities • Criminal history checks 		
<p>Agency has a plan to return program capacity to <i>pre-COVID-19</i> levels.</p>		
<p>Agency has a plan that for easing restrictions on visitation of family and friends.</p>		
<p>Agency has a plan to achieve staffing levels as indicated in <i>pre-COVID-19</i> status</p>		
<p>Agency has a plan to meet all expected requirements, as per the individuals service plans including rights, daily activities, etc.</p>		