COVID-19 Reporting requirements for DD providers in Therap – updated 2/11/22

In response to the need to report incidents involving COVID-19 at DD licensed facilities, ND DD providers should continue to create the following incident type for people served:

- Select "Event- Other"
- Select "Event Type- Communicable Disease"
- Select "Event Sub-type- COVID-19"
- Before you approve the GER, complete the status section (select all that apply): contact/exposure; negative; positive; symptoms; tested (available 4/22) This status section is only available when completing the GER. The fields are displayable only when running the agency COVID-19 report from the report library.

Providers are being asked to report on the following items related to COVID-19:

1. Consumers who have been in contact with someone who has a confirmed case of COVID-19 and are asked to quarantine by CDC or NDDoH guidance; and/or
2. Consumers* with positive test results for COVID-19; and/or
3. Any incident that is currently reportable per Serious Event or Reporting Determination Guidelines, the person is displaying symptoms of COVID-19 and is tested (ER visit, Hospitalization, Urgent Care, etc.).

*If a consumer tests positive for COVID and a staff later tests positive, a "contact/exposure" GER does not need to be created as long as the consumer has already tested positive and is within the initial 90-day period after testing positive. Exposure of consumers to positive staff after that time who are asked to quarantine would be considered a new exposure and would require a new exposure GER.

Many of the incidents that are COVID-19 related will likely be considered a multiple event (i.e., person is hospitalized and then tested for COVID-19). For a single consumer, please enter as many of the events as are relevant in one incident if you know about them at the same time (for example, a consumer visited the ER where a serious event was reported and they were also tested for COVID-19, report both events on the GER). For those meeting a high category, the verbal report to P&A is still 24 hours.

- If a consumer has additional items after the GER is approved, enter a new GER.
- If your agency has created a GER for a COVID-19 test, do NOT approve until the results are back. If confirmed as positive, level medium, update the event section to include the check box for positive (shows up on your reports) write "Suspected case confirmed" in the Plan of Future Corrective Action field and approve. If negative, delete the GER.
- If the consumer has a Serious event report, or one that meets the RDGs, generate a high GER. If they are also being tested for COVID-19, add an additional sub-type PRIOR to approving the GER. If you approve the High GER and you find out later that a COVID-19 test was completed and they are positive, enter a new GER (i.e., enter the hospital due to pneumonia, and while they are in the hospital, are tested and positive for COVID-19).

MASS TESTING – defined when an agency has all people tested who live in one region (full agency-wide testing in that region). GERs will only be generated when there are positive results.

- Mass testing is not when there are individual identified settings that are being tested (i.e., 2 homes out of all people receiving services in the region). GERs need to be completed for these people as directed on the grid.
  - General testing and negative – no GER
  - Contact/exposure with COVID positive person resulting in guidance to quarantine – low (whether they were tested or not)
  - Tested and positive – medium

These levels are being used to allow the agency and DD Division to quickly flag the different kinds of COVID-19 incidents. The guidance will also help you successfully enter COVID-19 related incidents. Remember that you need to consult the guidance below to make sure you are entering all the reportable events related to the incident. If there is no other reportable action taken, you can enter the Communicable Disease event at the appropriate Notification Level and describe what happened in that event.

North Dakota categories	Applies to:	GER event type and sub-type	GER notification level	ANE or serious event?	Incident Definition	Notification timeline
Consumer has been in contact with someone who is a confirmed case	Licensed DD providers	"Event- Other" "Event Type- Communicable Disease" "Sub-type- COVID-19"	Low	Apply SEG and RDGs	A GER must be generated with a LOW notification level if: Consumer has been in contact with someone who has been identified as a confirmed case and they are asked to quarantine through CDC or NDDoH guidance. For all incidents related to the COVID-19 outbreak, please enter a Communicable Disease Event to flag it as COVID-19 related. Note that you will need to click the Add Another Event button to add your additional events after entering the initial COVID-19 event. Contacts who are not required to quarantine should have guardian notified within 1 working day, but no GER is required.	DDPM and guardian notified within 1 working day.
Consumer tested positive for COVID-19 (confirmed)	Licensed DD providers	"Event- Other" "Event Type- Communicable Disease" "Sub-type- COVID-19"	Medium	Apply SEG and RDGs	Create a GER in Therap when a consumer(s) has tested positive using the MEDIUM notification level. For a consumer who tested positive, you may be adding events for ER visit, if those actions were taken. If a consumer is being tested now and is a confirmed case, when you enter a **new** GER for the confirmed case, write "**Suspected case confirmed" in the Plan of Future Corrective Action field**, leaving the rest of the field blank (you can enter your Plan of Future Corrective Action details under Corrective Action Taken in this case- just make a note). This will allow us to track cases that have been confirmed and avoid double-counting. Note that you will need to click the "Add Another Event" button to add your additional events after entering the initial COVID-19 event.	DDPM and guardian notified within 1 working day; GER entered (keep in pending) and only approve when you are informed of the results.
Tested positive and now meets the Serious event or Reporting Determination guidelines per PI 18-04	Licensed DD providers	"Event- Other" "Event Type- Communicable Disease" "Sub-type- COVID-19"	High	Apply SEG and RDGs	Consumers who test positive where **a Serious event was reported or due to suspected ANE**, these must be entered as a HIGH notification level incident. For a consumer who tested positive and does require treatment, you will add additional events in the same GER for those items (i.e., ER visit with IV, hospitalization etc.) prior to approving the GER. This will allow us, and you, to track cases that have been confirmed. Note that you will need to click the "Add Another Event" button to add your additional events after entering the initial COVID-19 event.	Verbal report to P&A within 24 hours **only if this meets a serious event or ANE suspected**; guardian and DDPM within one working day